SciDAC Proposal Deadlines and Administrative Instructions

Due Dates and Deadlines
In this cycle, there will be 21 SciDAC submissions from NCAR. These deadlines are critical to ensure a successful submission.

<table>
<thead>
<tr>
<th>Key:</th>
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<tbody>
<tr>
<td>PandA activity</td>
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<tr>
<td>Email activity</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Friday, 2/14/14</td>
<td>Draft budget and PACUR submitted for BO (budget office) review</td>
</tr>
<tr>
<td>Friday, 2/21/14</td>
<td>Draft Proposal with Final Budget submitted for BO review</td>
</tr>
<tr>
<td>Tuesday, 2/25/14</td>
<td>Email final Grants.gov packages to B&amp;P</td>
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<tr>
<td>Wednesday, 2/26/14</td>
<td>PACUR and Proposals approved by PA, DIR and/or LAB, BO and BOD if applicable</td>
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<tr>
<td>Thursday, 2/27/14</td>
<td>Final Grants.gov packages submitted to B&amp;P</td>
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<tr>
<td>Friday, 2/28/14 &amp; Monday, 3/3/14</td>
<td>Submission to Grants.gov</td>
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<tr>
<td>Monday, 3/3/14</td>
<td>DUE to DOE</td>
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SciDAC Templates
Templates are available to help guide creation of the SciDAC package; they are not mandatory.

Templates may be found here: https://ncar.ucar.edu/budget-and-planning/doe

These are also available upon request from the Budget Office.

NCAR led collaborative proposals
When NCAR is the lead, the admin needs to collect “Appendices” information (FOA, pgs. 21-23) from all other participants. This will include all required Biographical Sketches, Current and Pending (C&P) forms, institutional Facilities and Equipment.

Once these have been received from all required collaborators, the NCAR admin will combine these with the Project Narrative text to create a “master” Project Narrative, which will then be distributed to each collaborating institution that will be submitting its own Grants.gov package.

This identical Project Narrative will be attached in field 8 of each collaborating institution’s Research & Related Other Project Information form.
Non-NCAR led collaborative proposals
When NCAR is not the lead, the NCAR administrator should communicate with the other institutions’ administrators to determine what documents are required from NCAR, and by what date.

NCAR’s budget includes a subaward
If the NCAR budget includes a subaward, the NCAR administrator must distribute the subaward budget forms to the subawardee.

To access the subaward budget forms, you must checkmark the “R&R Subaward Budget Attachment(s) Form” on the first page of the Grants.gov package.

The “R&R Subaward Budget Attachment(s) Form” will appear as the last page in the package.

Go to that page, click on “Click here to extract the R&R Subaward Budget Attachment,” and save the form that pops up.

Save a copy of the form, using either the subawardee Principal Investigator’s or Institution’s name (For example, “Dunleavy.xls” or “Dartmouth.xls”).

Email this form to the subawardees, ask them to fill in and return their budget forms. The NCAR administrator will attach these completed subaward budget forms to the R&R Subaward Budget Attachment(s) Form.

Other Budget Considerations
Travel: Funds must be requested for at least one team member to attend a 1 week long annual science team meeting held in the Washington, DC area. The number of team members who attend this meeting is up to the PI.

Co-Sponsorship: Co-sponsorship may be included on the budget and the justification.

Collaborations with DOE Labs or Other Federal Agencies
If DOE Labs or Other Federal Agencies are collaborating, read the FOA for specifics those applicants should keep in mind.
**Required Documents**

Each collaborating institution will submit an identical Project Summary, Project Narrative, and Appendices. Only Budgets and Budget Justifications will be unique to each collaborating institution.

The lead institution will collect and compile this information.

Non-lead institutions should submit documents indicated by an asterisk (*) to their lead PI.

- **Cover Page** (1 page, see template)
- **Cover Page Supplement for Collaborations** (Required if Collaborative, 1 page, see template)
- **Project Summary/Abstract** (1 page, see template)
- **Project Narrative, including Project Management Plan** (20 page limit, see template) Do not include any Internet addresses (URLs)
- **Appendix 1: Biographical Sketches**: (required for all key/senior personnel – 2 pages max per person)
- **Appendix 2: Current and Pending**: (required for all key/senior personnel)
- **Appendix 3: Bibliography & References Cited** (No page limit)
- **Appendix 4: Facilities & Other Resources** (No page limit)
- **Appendix 5: Equipment** (No page limit) State “None” if not applicable
- **Appendix 6: Other Attachments**
  - Data Management and Data Sharing plans: Explicit plans are required
  - **Results of Prior Funding from ESM or RGCM** (Required if applicable, 4 page limit) (Investigators and lead-scientists applying to this solicitation are required to provide a brief summary of the results from previous ESM or RGCM grants that they have received within the past 5-year period.) (FOA pg. 5)
  - Letters of Collaboration: (if applicable) (Letters of collaboration from unfunded collaborators should also be included, if applicable…. These letters should state the intention to participate in the proposed research, with a brief description of the activities to be undertaken by the collaborator. Do not submit general letters of support as these are not used in making funding decisions and can interfere with the selection of peer reviewers.)
  - **Conflicts of Interest** (Include a Conflict of Interest Addendum here if the Conflicts of Interest for any investigator extends beyond the 2-page bio sketch limit)