



LBLN Proposal Submission for the Energy Biosciences Institute (EBI)

LBLN Sponsored Projects Office
One Cyclotron Road, MS46R0125 Berkeley, CA 94720 USA

March 12, 2009

EBI published the 2008 EBI Program Solicitation at <http://www.ebiweb.org/program.htm>. This solicitation included both the Proposal Preparation and Proposal Submission Instructions. Please read the instructions carefully along with the SPO instructions below:

DEADLINE: Full proposals due: June 18, 2008 by 11:59 PM

LBLN SPO Instructions:

1. Each PI must register and submit the proposal online. PIs register on the EBI web site: <http://www.ebiweb.org/cgi-bin/admin/logon.cfm>. If there is a problem with registering, please work with EBI. SPO doesn't have role in the upload of the EBI proposal submission.
2. The PI can share the log-in, depending on house rules for doing so.
3. Although the PI submits the proposal online, all the requirements for SPO review and endorsement for submission of WFO proposals will apply.
 - Every section of the Proposal as outlined in EBI's Proposal Preparation Instructions is included as the Sponsor's proposal.
 - Send the EBI proposal along with the SPPF's to the [SPO Contracts Officer assigned to your division](#). In addition to the Standard Proposal package, DOE requires an [EBI COI Addendum](#).
4. Even though EBI does not want indirect costs in the original proposal, a complete proposal budget including indirect costs, should be completed and a copy submitted with the proposal package to SPO.
5. Each proposal will need to be entered into RAPID as a Work for Others:
 - Use Sponsor Code UC016 for the sponsor *UC BERKELEY / ENERGY BIOSCIENCES INST.*
 - The RAPID proposal budget must reflect both direct and indirect costs for the LBNL portion of research.
 - If LBNL partners with UC Berkeley campus or UI Urbana-Champaign, EBI will fund their part of the research directly to them; therefore, do not include their costs in the RAPID budget.
 - Remember to use the RAPID Detailed Budget Line - FAC Higher Education Waiver Req. in the RAPID Budget to trigger the request for approval of the waiver by DOE
6. If selected for award, please have the PI forward a copy of the EBI letter of award notification to the SPO Contracts Officer.
7. SPO must forward the EBI budget to the LBNL Budget Office (Brian Fox) for review, prior to acceptance of the award.
8. LBNL will have one overall Memorandum Agreement and each proposal will be awarded as a task order under that Agreement.