

# 2014 Energy Biosciences Institute Proposal Instructions

## *RENEWING PROJECTS*

**DUE DATE:** **April 4, 2014**

**SUBMISSION SITE:** <https://ebiweb.berkeley.edu/logon.cfm>

**FOR ADMINISTRATIVE ISSUES** (regarding submission site, formatting, time frame, etc.) **CONTACT** Anne Krysiak (annekrysiak@berkeley.edu)

**FOR OTHER QUESTIONS, CONTACT** Dr. Susan Jenkins, Managing Director ([sjenkins@berkeley.edu](mailto:sjenkins@berkeley.edu))

### **AWARD INFORMATION**

Project grants awarded by the EBI will vary in size based on scope of project and are expected to provide support for one or two researchers (graduate students, post docs, technicians, etc.).

### **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

**Eligibility Information:** The intent of the EBI is to allocate funds to PIs who hold their primary or adjunct appointment at UCB, LBNL, or UIUC. Requests for exception must be explained in the proposal.



#### **UIUC**

Your documentation **MUST** be reviewed by UIUC OSPRA **before** submittal. Contact Rochelle Bilbrey (EBI-IGB Asst Dir for Sponsored Research) to coordinate review and approval ([rbilbrey@illinois.edu](mailto:rbilbrey@illinois.edu), 244-3161).



#### **LBNL**

Coordinate proposal preparation with your Division's Proposal Specialist and Sponsored Projects Officer

### **Formatting Instructions:**

- Each page must have a header with the Lead PI's last name and institution (e.g. Smith, UCB).
- All pages should be numbered on the bottom edge.
- Margins must be at least one inch on all sides.
- Recommended fonts are Arial, Helvetica, Palatino Linotype, or Georgia, and must be size 11 or larger.
- Sections A-H (see details below) should be merged into a single PDF document for submission.

Proposals must contain the following sections:

- A. **Project Summary** (maximum 1 page) with:
  - a. a concise, descriptive title beginning with "EBI 2014: ....."
  - b. a list of senior personnel (PI, Co-PIs, Senior Personnel) along with their home institutions; and
  - c. a summary of the scientific objectives and approaches.

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- B. **Project Description** (maximum 7 pages, including figures and tables) covering:
- Relevance and justification (briefly, but explicitly, explain the relevance of the proposed research to the EBI goals, see

[About The Energy Biosciences Institute](#)

- Research plan (describe the goals of the project, scientific and technical approaches, with expected outcomes, sufficiently detailed to allow adequate review).
- C. **References Cited:** no page limit.
- D. **Biographical Sketches (2 pages each):** Biographical sketches must be included for the PI, Co-PIs and each of the Senior Personnel listed on the Project Summary page. Include: education, appointments, honors and awards, synergistic activities, and five relevant publications.
- E. **Facilities, Equipment and Other Resources:** Describe available facilities, access to key equipment and any other substantial resources needed to carry out the proposed research.
- F. **Management:** If the proposal lists co-PIs, describe how the research project will be managed (describe how research will be coordinated between groups and how information will be integrated and shared).
- G. **Proposal Budget:** Provide a comprehensive budget with a yearly breakdown for the duration of the proposed project. Include the following categories:

**Please round budgets to the nearest \$100**

- Personnel (salary and benefits, tuition and fees, list of key personnel)
  - Equipment (provide justification for equipment if over \$5K/item)
  - Travel (do not include travel to EBI Annual meetings; this will be covered separately)
  - Supplies, Publications, and other expenses
  - Subawards and subcontracts (list participant's name, institution, and contact information)
  - **Total Direct Costs**
  - Total Indirect Costs
  - **Total Direct and Indirect Costs**
- H. **Third Party Materials:** Provide a list of materials or data acquired from third parties to be used in the proposed research (e.g. proprietary strains, plasmids, chemical compounds, transgenic organisms, etc.)
- I. **Intellectual Property:** Provide a list of grants (pending, in place or expired) that are similar or overlap in any way with your EBI proposal. Explain how IP commitments from either grant will or will not conflict with each other.

**MERGE A-I INTO A SINGLE PDF FILE FOR SUBMISSION, NAME:  
EBI2014\_LASTNAME\_FIRSTNAME**

**SUBMIT ONLINE AT <https://ebiweb.berkeley.edu/logon.cfm>**

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### **PROPOSAL PROCESSING AND REVIEW PROCEDURES**

All proposals will be reviewed by an EBI Scientific Advisory Board (ESAB) member and two or more additional persons from outside UCB, LBNL, and UIUC who are experts in the field represented by the proposal. The additional reviewers are selected by the ESAB members and may be chosen from the list that you have provided.

- A. Review Criteria: Proposals will be judged on technical merit, qualifications of the proposer(s), and the extent to which the project promises to contribute to the mission of the EBI.
- B. Review and Selection Process: Proposals submitted in response to this solicitation will be reviewed by *ad hoc* and panel review.

Reviewers will be asked to formulate a recommendation to either support or decline each proposal. The EBI Review Board member assigned to manage the proposal's review will consider the advice of reviewers and will formulate a recommendation. PIs will receive feedback in the form of a summary of external reviewers' comments and the Review Panel's recommendation.

### **AWARD ADMINISTRATION INFORMATION**

A. Notification of the Award: a representative of EBI will make Notification of the award to the lead investigator. PIs whose proposals are declined will be advised as promptly as possible.

B. Award Conditions: It is the intention of the EBI to fund researchers with primary or adjunct appointments at UCB, LBNL or UIUC, PI, co-PIs, and senior research personnel are expected to remain with one of these institutions for the duration of the award period (i.e., awards are not normally transferable to other institutions).

C. Reporting Requirements: PIs will be required to submit project reports to the EBI, as well as participate in EBI-sponsored meetings and retreats. The frequency of reports and meetings will be determined based on the size and scope of the funded project.

D. Intellectual Property: Key project personnel may be required to submit copies of any relevant intellectual property agreements or material transfer agreements they have signed, or are planning to sign, to ensure there are no conflicts with external parties.

E. Research and Safety Compliance: PIs will be required to submit approval documentation for use of biological material and/or animals (if applicable), and agree to adhere to specified safety standards.

F. Additional terms or conditions: As with all corporate-sponsored research collaborations, participants will be required to abide by all terms and conditions specified in the EBI Master Agreement and Appendices. This information will be provided to PIs whose projects are selected for funding.