

DOE Proposal Submission Process via Grants.gov

STEP 1 — PI and DOE [Program Office](#):

PIs and appropriate Program Managers (PMs) should contact PGA (proposals@lanl.gov) with the following information as soon as interest in responding to a DOE FOA is known:

- FOA (Funding Opportunity Announcement)
- Deadline date of Concept Paper
- Number of PIs submitting proposals
- Names of PIs submitting Letter of Intent/Proposals
- Name of LANL PM

STEP 2 — PI and Program Office:

PM sends completed and signed DOE Authorization Request to PGA as soon as possible. Also, PM should provide PI with the DOE FOA Questionnaire to complete and return to PGA ASAP. PGA will submit as one package to the appropriate DOE-LASO contact for review and approval.

DOE Authorization Request: **PM completes and signs**

DOE FOA Questionnaire: **PI completes**

STEP 3 — PI, Program Office, CFO-2 Analyst, and PGA:

The **FINAL** completed proposals are due in the PGA office **5 business days** prior to submission.

PGA will assist in submission to Grants.gov.

Templates will be created and sent to the staff for completion. PIs should also refer to the FOA Application Instructions and General Information guide for additional details.

PIs need to provide PGA with the following ASAP after notification to submit is received:

- PI Name
- Award Mechanism (if applicable, see FOA)
- Title
- Start and end dates
- Your budget analyst's name (*he/she will be required to complete the SF424 budget*)
- List of all LANL PI/key/senior personnel on the proposal
- List of all Subcontracts with the PI name and email

Once PGA has received this information, a request for additional documentation will be sent to PI and Subcontracts.

STEP 4 — PI, Program Office, and PGA:

PIs will need to complete the Proposal Routing Sheet (**requires PI, Line and PM signatures**) return to proposals@lanl.gov with final complete proposal for grants.gov submission.

The Program Office should be well aware of all PIs submitting proposals. The PM will be sent the proposal to review. After the PM is satisfied with the Proposal he/she will send the PGA office an approval to submit. PGA will not submit proposals without PM approval. (PGA can be notified of approval via email from PM).