

Creating a New Preliminary Proposal Form (PPF)

1. Log in to WebApps at: <http://webapps.ameslab.gov> . The system may require you to type in your login name and password twice for verification.
 - Your User Name and Password are the same as your Ames Lab network User Name and Password.
2. Click on the PPF link.
3. Click on Start Preliminary Proposal.
 - The Preliminary Proposal Number, Entered Date, and Entered By fields will auto populate at this time.
4. Enter the Ames Lab Employee ID of the Principal Investigator (PI) in "PI Emp Number" field. Press Tab. This will auto populate the PI Name, PI Phone, and PI Email.
 - If there are Co-PIs on the project, click on "Add+" to add another line for the additional PI.
 - Enter the Ames Lab Employee ID of the Co-PI in PI Emp Number. Tab. This will auto populate the PI Name, PI Phone, and PI Email.
5. Repeat until all PIs are listed. Contact ORO if you have more than 6 PIs.
6. Select Program Director from dropdown menu.
7. Select Proposal Submission Deadline from calendar popup.
8. Select Start and End dates of Project Duration from calendar popups.
9. Enter Total Proposed Funds in whole dollar amount.
10. Enter the COMPLETE Proposal Title.
11. Enter the Project Description.
12. Change the answer from "No" to "Yes" for where the proposal is being submitted (DOE, Ames Lab LDRD, Other Fed. Agency, Non-Fed. Sponsor, Foreign Entity).
 - If the sponsor is Non-DOE (and not Ames Lab LDRD), enter the Sponsor Name and Address where indicated.
13. Continue on to answer the questions as you would have on the paper copy.
14. Once you reach the bottom of the screen, you can "Save Draft" or "Submit."
 - "Save Draft" will allow you to come back later to fully complete the answers to your PPF, or give you more time to complete your "near final Statement of Work."
 - "Submit" will take you to attach your "near final Statement of Work/Proposal" or, if the proposal is to an agency other than DOE or LDRD, it will take you to Section 1A to complete the remainder of the requirements.
15. Once the PPF has been submitted, an e-mail will be sent to the PI's, Program Director, ESH&A, Budget, Export Control, Associate Laboratory Director, and the Deputy Director to electronically sign. It will be your user password to sign off on the PPF.
16. Once all signatures have been obtained and the PPF has been fully executed, an email will be sent out.