

Look Up Part 6: Laboratory Approvals

- Once Budget has signed and uploaded a copy of Attachment I and II, and email will be sent to the Program Director for approval with a cc: to ORO.
 - If you are a Program Director and the PI for a PPF, please sign each section once you get the appropriate email.
 - Upon the Program Director's signature, e-mails will be simultaneously sent to the Associate Laboratory Director and Deputy Director for signatures with a cc: to ORO.
1. Recall the email that was sent to you attention. It will have the PPF number and directions for you to sign.
 2. Choose "Look up Part 6: Laboratory Approvals"



3. Enter the PPF Number.
 - a. If you are unsure of the number, type in the year the PPF was assigned "20XX" to get those listed for the Fiscal Year they were entered. Click the Update button on the PPF you would like to work on. You will only be shown the PPF's you have entered or are PI on.



4. Click the "Update" Button for the PPF you would like to work with.

|| ***** For Preliminary Proposal Only ***** ||
|| ***** Part 6. Laboratory Approvals ***** ||

Preliminary Proposal Number: 2015 (format: yyyy-000)

	Prelim Proposal Num	PIName	Title	Deadline	Signed
update	PP-2015-001				No No
update	PP-2015-002			11-26-2014	No No
update	PP-2015-004				No No
update	PP-2015-005			11-20-2014	No No
update	PP-2015-007			11-20-2014	No No
update	PP-2015-008			11-20-2014	No No

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5. Confirm you would like to update the record by clicking "ok"

Do you want to update this record?

OK Cancel

	Prelim Proposal Num	PIName	Title	Deadline	Signed
update	PP-2015-001				No No
update	PP-2015-002			11-26-2014	No No
update	PP-2015-004				No No
update	PP-2015-005			11-20-2014	No No
update	PP-2015-007			11-20-2014	No No
update	PP-2015-008			11-20-2014	No No

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6. Review the information provided on the form. If any changes are required and cannot be made, clearly detail those in the comment box. If the information is grayed out, you will not be able to edit the information.
 - a. The Statement of Work can be found at TEAM-Mod (T:)/ PPFs/Statement_of_Work
 - b. The Budget sheets can be found at TEAM-Mod (T:)/ PPFs/Budget
7. Once the document has been reviewed, choose your name in the drop down box, enter your password in the appropriate box. You will only see your section to sign.
 - a. Program Director

The screenshot shows a web browser window displaying a form for the Ames Laboratory. The form includes a 'Comments' section at the top, followed by a 'Budget Office Representative' section with a date field set to 10-28-2014. Below this is a paragraph of text certifying the work's compliance with DOE Order 481.1C and DOE M 481.1-1A. The main section of the form is for the 'Program Director', featuring a dropdown menu with a list of names (including Stan Bajc, David Barham, Jenn Brockpather, etc.), a 'Date' field set to 10-28-2014, and a 'Password' field. A 'Comments' box is provided for this role. At the bottom, there is a 'Do you want notifications sent to all parties?' dropdown, a 'Submit' button, and a 'Home' button. The footer contains 'Security | Privacy | Disclaimers | Comments/Questions? | © 2010-2013 Ames Laboratory' and logos for 'ENERGY' and 'IOWA STATE UNIVERSITY'.

b. Associate Laboratory Director

The screenshot shows the same web browser window as above, but the form is now for the 'Associate Laboratory Director' role. The 'Budget Office Representative' section remains at the top. The main section for the 'Associate Laboratory Director' features a dropdown menu with names (including Deb Covey, Stacy Joiner, Mark Murphy), a 'Date' field set to 10-28-2014, and a 'Password' field. A 'Comments' box is provided for this role. The rest of the form, including the notification dropdown, 'Submit' button, and footer, is identical to the previous screenshot.

c. Deputy Director

Comments:

Budget Office Representative 10-28-2014
Date

AS per DOE Order 481.1C and DOE M 481.1-1A; this document certifies to the extent possible that: 1) The proposed work is consistent with or complementary to DOE mission and the missions of the facility to which the work is to be assigned. 2) The proposed work will not adversely impact execution of assigned programs of the facility. 3) The proposed work will not place the facility in direct competition with the domestic private sector. 4) The proposed work is not anticipated to create a detrimental future burden on DOE resources.
Any potential conflict of interest on the part of Ames Laboratory employees who have a substantial role in the preparation, negotiation, or approval of this project has been addressed.

10-28-2014
Date Password

Program Director
Comments:

10-28-2014
Date Password

Associate Laboratory Director,
Sponsored Research Administration
Comments:

10-28-2014
Date Password

Tom Logriasso
Duane Johnson
Adam Schwartz
Comments:

Do you want notifications sent to all parties?

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8. When you are ready to sign, press "Submit"
9. Once the Program Director, Associate Laboratory Director, and Deputy Director have signed, an email is sent to the ORO@ameslab.gov stating the PPF has been fully executed.
10. The ORO Representative will then will review the document and update any changes suggested in the comments boxes.
11. Once the comments are addressed, an email will be sent with a fully executed copy of the PPF and attachments to the Principal Investigator, Program Director, Program Assistant, Budget Office, Accounting (if not OUO), and if applicable LDRD and AMSO.

