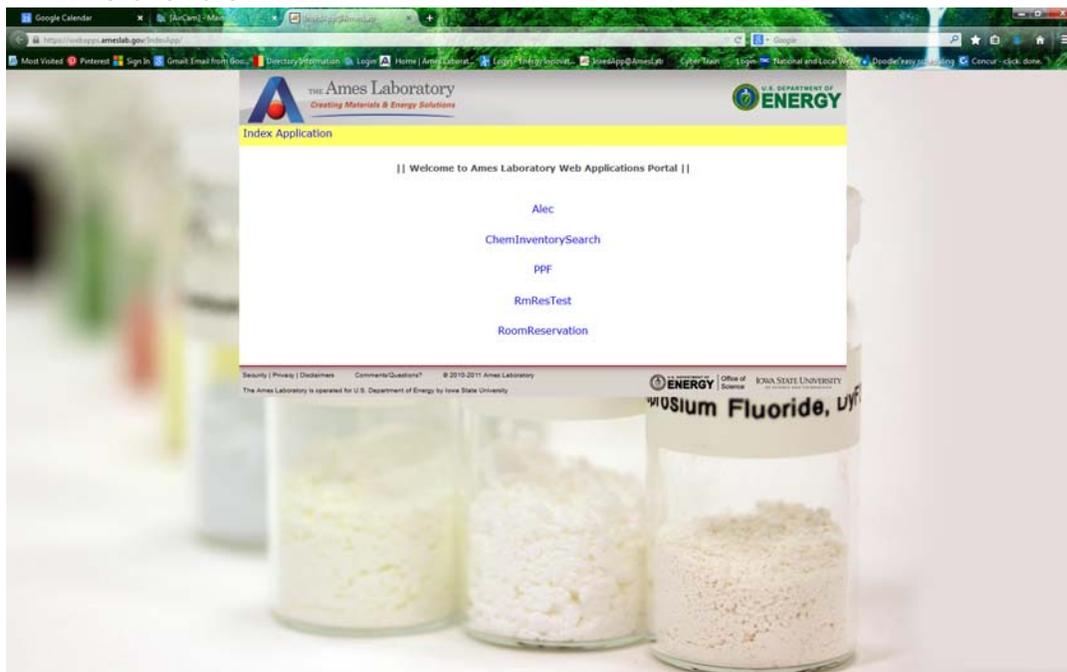


## Start Preliminary Proposal

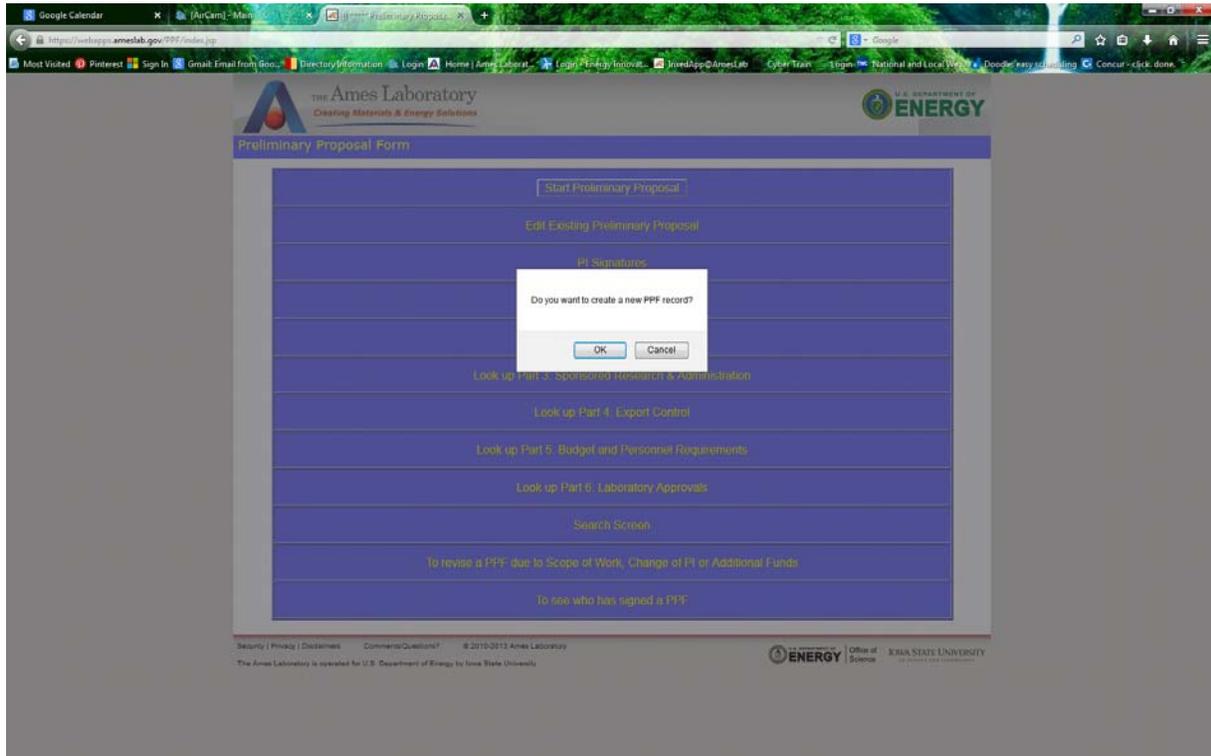
1. Log into WebApps at <https://webapps.ameslab.gov/IndexApp/> . The system may require you to type in your login name and password twice for verification.
  - Your user name and password are the same as you're Ames Lab network username and password.
2. Click on the PPF Link



3. Click "Start Preliminary Proposal"



4. Click “OK” if you would like to start a new PPF.



5. As soon as OK is pressed, an e-mail is sent to [oro@ameslab.gov](mailto:oro@ameslab.gov), Deb Covey, and Ila Haugen stating “PP-20XX-XXX us a new PPF assigned by nameID on MM-DD-YYYY.”
6. The Preliminary Proposal Number, Entered Date, and Entered By fields will auto populate at this time.
  - The Entered by field consist of the enterer’s name and employee ID number.
7. 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.
  - a. If there are Co-PIs on the project, click on “Add+” to add another line for the additional PI.
  - b. 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.
  - c. Repeat until all PI’s are listed. Contact oro ([oro@ameslab.gov](mailto:oro@ameslab.gov)) if there are more than 6 PI’s.
8. Select Program Director from dropdown menu.
9. Select Proposal Submission Deadline from calendar popup.
10. Select Start and End dates of Project Duration from calendar popups.
11. Enter Total Proposed Funds in whole dollar amount.
12. Enter the COMPLETE Proposal Title.
13. Enter the Project Description.
14. 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).

- a. If the sponsor is Non-DOE (and not Ames Lab LDRD), enter the Sponsor Name and Address where indicated.
  - b. If Non-Fed. Sponsor is chosen as “Yes,” you will be prompted to complete part 1A when “Draft” or “Route” is clicked.
15. Continue to answer the questions as you would have on the paper copy.
16. Once you reach the bottom of the screen, you can save “Draft” or “Route.”

"There are no requirements outside of those covered under ISM and other Ames Laboratory ES&H policy and procedures."  
 Or Explain: \_\_\_\_\_

**Readiness Review** (to be completed and signed by the Principal Investigator and ESH&A)  
 Does the proposed project include new or significantly modified activities, which have not been reviewed and approved by the Ames Laboratory Safety Review Committee?  
 (If yes, please complete and attach an Activity ES&H Hazard Identification Checklist for each new or significantly modified activity related to this proposed work.)

**Will the work involve access to classified information?** \_\_\_\_\_

**Do you anticipate that the Sponsor will provide:**

Proprietary Information \_\_\_\_\_

Unclassified Controlled Nuclear Information (UCNI) \_\_\_\_\_

Naval Nuclear Propulsion Information (NNPI) \_\_\_\_\_

Unclassified Sensitive Information (USI) \_\_\_\_\_

Official Use Only (OUO) (see Ames Lab's OUO Brochure) \_\_\_\_\_

**Is any information contained in the proposal considered "Official Use Only" information?** \_\_\_\_\_

**Is any of the information "Unclassified Sensitive Information"?** \_\_\_\_\_

**Is any of the information potentially patentable information?**  
 If yes to any, has the proposal been marked on the cover page and on pertinent pages of the proposal to indicate OUO, Unclassified Sensitive Information, or Confidential? \_\_\_\_\_

**Is there existing Intellectual Property involved in the project?** \_\_\_\_\_

**Are there potential technology transfer consequences (detrimental) relative to information/technology/product loss?** \_\_\_\_\_

DUNS/BPN #: \_\_\_\_\_ W-9 Link: \_\_\_\_\_

SRA Received: \_\_\_\_\_ Approval Date: \_\_\_\_\_

PI Notification Date: \_\_\_\_\_ Sent to Chicago: \_\_\_\_\_

Chicago Approval Received: \_\_\_\_\_ Funded: \_\_\_\_\_

Not Funded \_\_\_\_\_ W, C, T or A #: \_\_\_\_\_

Sensitive or Terrorist Country (Check if yes) \_\_\_\_\_

Security | Privacy | Disclaimers | Comments/Questions? | © 2010-2013 Ames Laboratory  
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- a. By clicking “Draft” it will allow you to:
  - i. Come back later to fully complete the answers to your PPF, or give you more time to complete your “near final Statement of Work.” You would be able to come back at a later time using the “Edit Existing PPF” link on the main screen.
  - ii. Complete Part 1A if the proposal is to an agency other than DOE or LDRD, to complete the remainder of the requirement.

Ames Laboratory  
Creating Materials & Energy Solutions

U.S. DEPARTMENT OF ENERGY

### Ames Laboratory Preliminary Proposal Form

|| \*\*\*\*\* Update Part 1a. Proposed Work Description \*\*\*\*\* ||  
|| \*\*\*\*\* Fill in Missing Fields \*\*\*\*\* ||

|| \*\*\* Work Description \*\*\* || [Home](#)

Preliminary Proposal Number: PP-2014-064 Entered Date: 6-11-2014 Entered By: seufere74101  
 Non-DOE Sponsor Name: Test Address: home City: home  
 Telephone Number: E-mail Address:  
 Contractual Point of Contact (if known): Telephone Number: Point of Contact E-mail:  
 If known, please indicate if Sponsor is a: -None-

The Funds for this project are being sent to Ames Laboratory by:

Is the sponsor foreign owned or controlled by a foreign organization?   
 If it is a foreign entity, what country? If a foreign owned or controlled, what organization owns the company and from what country?

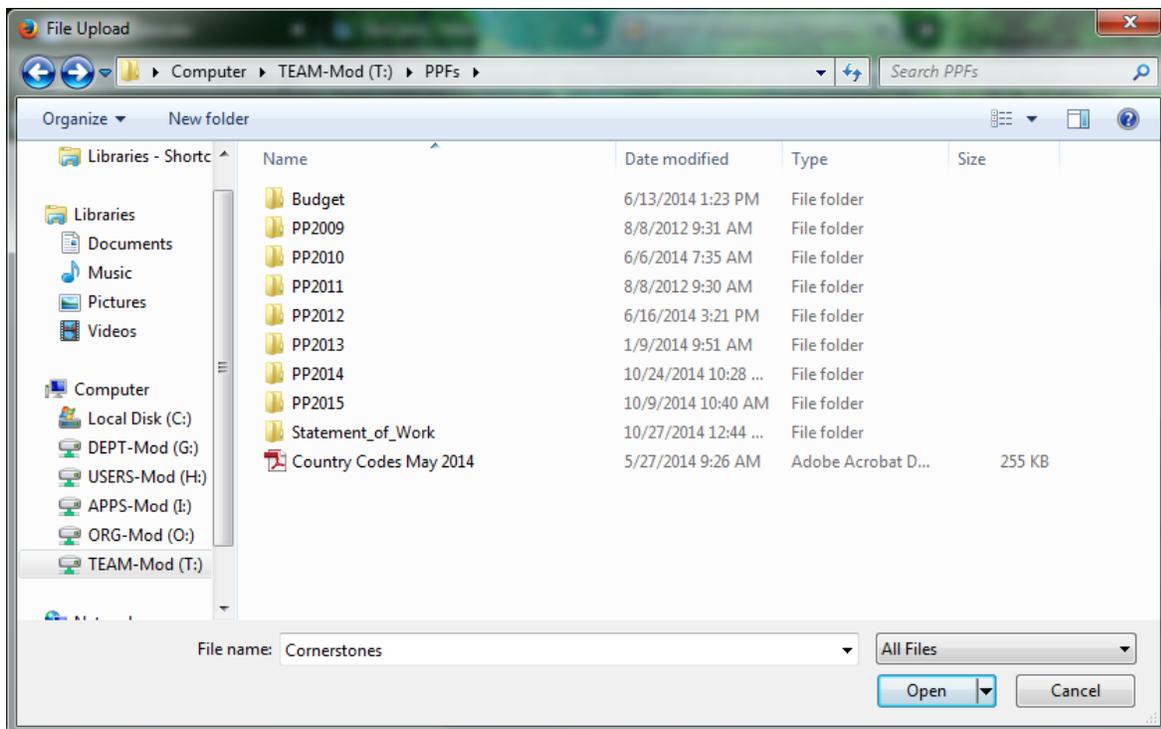
Is funding for this project being provided to the Non-Federal Sponsor by a Federal Agency?   
 If yes, by whom?

Do you currently have or have you had non-DOE funding for this project?   
 If yes, explain:

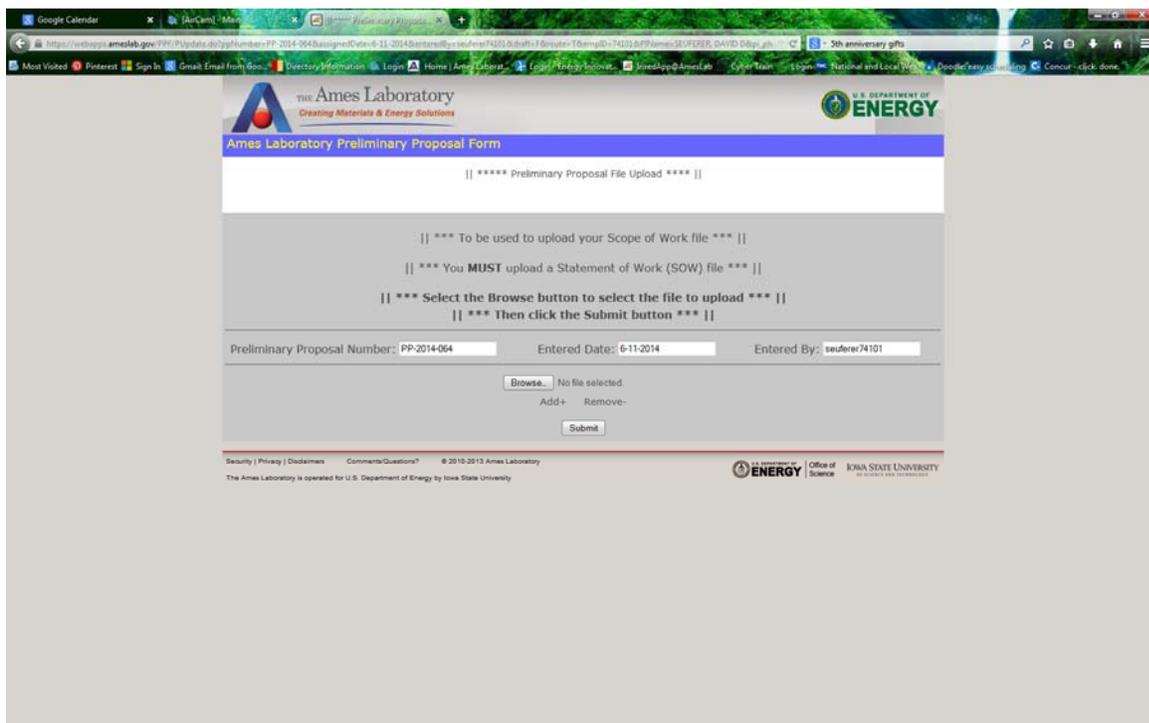
Would project interfere with other approved DOE work?   
 If yes, explain:

Does project relate to ongoing work at the Laboratory?

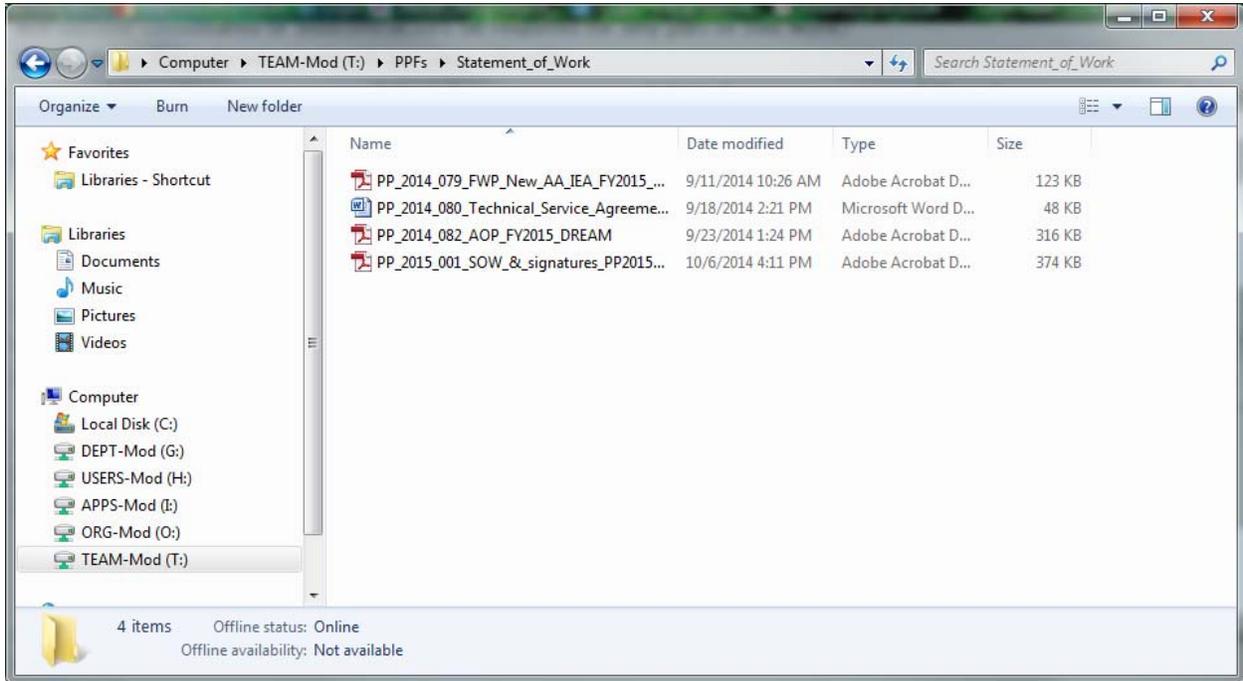
- Click “Update Draft” to save the document. Future editing can be done through the “Edit Existing PPF” screen on the home page.
  - Click “Submit for Routing” to continue through the attach the scope of work as described above.
- b. By clicking “Route” it will take you:
- i. To attach your “near final Statement of Work/Proposal.”
    - By clicking “Browse” You can choose the document you wish to attach to the PPF.
    - Choose where you would like to attached the document from and press “Open” to attach the document.



- Please attach any additional supporting documents, such as FWP's, AOP's, and/or full proposals. To add click the "Add+" to search for additional documents.
- Once you are ready, click "Submit" to route for signatures.



- The document you attached will be saved on TEAM-Mod (T:)/PPFs/Statement\_of\_Work. The PPF number will be appended to the front of the document name.



- ii. 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 requirement.

The screenshot shows the 'Ames Laboratory Preliminary Proposal Form' in a web browser. The form contains the following fields and sections:

- Header: Ames Laboratory logo and 'U.S. DEPARTMENT OF ENERGY' logo.
- Section: 'Ames Laboratory Preliminary Proposal Form'.
- Instructions: '|| \*\*\*\* Update Part 1a. Proposed Work Description \*\*\*\* ||' and '|| \*\*\*\* Fill in Missing Fields \*\*\*\* ||'.
- Section: '|| \*\*\* Work Description \*\*\* ||' with a 'Home' button.
- Form Fields:
  - Preliminary Proposal Number: PP-2014-064
  - Entered Date: 6-11-2014
  - Entered By: seufer74101
  - Non-DOE Sponsor Name: Test
  - Address: home
  - City: home
  - Technical Point of Contact: [Blank]
  - Telephone Number: [Blank]
  - E-mail Address: [Blank]
  - Contractual Point of Contact (if known): [Blank]
  - Point of Contact E-mail: [Blank]
  - Telephone Number: [Blank]
  - If known, please indicate if Sponsor is a: -None-
  - The Funds for this project are being sent to Ames Laboratory by: [Blank]
  - Is the sponsor foreign owned or controlled by a foreign organization? [Blank]
  - If it is a foreign entity, what country? If a foreign owned or controlled, what organization owns the company and from what country? [Blank]
  - Is funding for this project being provided to the Non-Federal Sponsor by a Federal Agency? [Blank]
  - If yes, by whom? [Blank]
  - Do you currently have or have you had non-DOE funding for this project? [Blank]
  - If yes, explain: [Blank]
  - Would project interfere with other approved DOE work? [Blank]
  - If yes, explain: [Blank]
  - Does project relate to ongoing work at the Laboratory? [Blank]

- Click “Update Draft” to save the document. Future editing can be done through the “Edit Existing PPF” screen on the home page.
- Click “Submit for Routing” to continue through the attach the scope of work as described above.

17. Once “Submit” has been chosen it will route for signatures from PI’s.

18. The PI with a cc: to [oro@ameslab.gov](mailto:oro@ameslab.gov) and the CRO (Duane Johnson) will receive an email with the Subject line: “PP20XX-XXX – PPF Routed for PI Signature” with the instructions on how to complete their section, pertinent proposal information, and a copy of the Statement of Work that has been saved to the TEAM-Mod (T:)/PPFs/Statement\_of\_Work.

19. If you are submitting a proposal in response to a Funding Opportunity Announcement, ORO will contact you for your final copy prior to internal routing.

