



Department of Energy
Office of Science
Berkeley Site Office
Lawrence Berkeley National Laboratory
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Berkeley, California 94720
JUN 11 2002

Mr. Jeffrey S. Weiner
Ernest Orlando Lawrence Berkeley
National Laboratory
One Cyclotron Road
Bldg. 90 Room 1151, MS 90-1070
Berkeley, CA 94720

Subject: SPO - BSO Working Agreements

Dear Mr. Weiner:

Per our discussions, effective immediately the following procedures will be used for processing and awarding Work for Others and CRADA agreements by the Sponsored Projects Office (SPO) and Berkeley Site Office (BSO).

Proposals

- Only those proposals that have a high probability of funding will be submitted to BSO in parallel with their submittal to the prospective sponsor. Other proposals shall be held at the discretion of the SPO Contracting Officer until such time that SPO receives information that the proposal will be funded by the Sponsor. SPO has determined that NIH, BCRP, TRDRP and DOD Breast and Prostate Cancer Research proposals fit into the category of proposals that will be held. Ultimately, all proposals will be approved by DOE before acceptance of funding.
- Proposals are to be sent via email and PDF files to Randy Gon, Ken Rivera and if a FAC waiver is requested to Debra Hills and Sam Trieu. When Randy is away, BSO will provide backup support for processing the proposal documents.
- SPO will provide the BSO the website reference or copy of the Broad Agency Announcement (BAA) for proposals submitted in response to Federal Agency BAAs.

Awards

- Awards for Randy's signature are sent via email and PDF files.
- Randy will return approvals via fax to the SPO Contracts Officer.

- Awards (e.g., NIH, DOD grants) that are accepted by SPO, but require inclusion in the MOD are to be sent to Randy via email and PDF files (the PDF file contains a cover letter and executed agreement).
- Nonfederal awards executed by SPO are not sent to BSO.
- Interagency Agreements which are sent by the Sponsor directly to DOE, shall be faxed from BSO to Judi Ishida at Fax number 4386.

Approvals

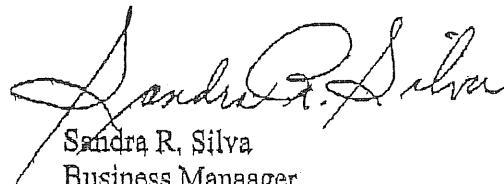
- BSO will approve proposals and execute federal awards within 5 days.
- BSO will execute CRADA's (Joint Work Statements) within 15 days.
- Foreign WFO approvals and unusual circumstances can take 15 days or longer.
- BSO will email proposal and CRADA approvals directly to the SPO Contracts Officer.

Follow-up

- Follow-up can be via phone or email.

These procedures should assist in improving the approval process of WFO and CRADA agreements, and I look forward to more streamlining opportunities in the future. If you have any questions, please call me.

Sincerely,



Sandra R. Silva
Business Manager
Berkeley Site Office

cc: Randy Gon, BSO
Richard Nolan, BSO
Debra Hills, OAK
Sam Trieu, OAK