**Instructions for LDRD Letters of Intent**

If you decide to submit a letter of intent for a potential LDRD project, please use the Use the LDRD Letter of Intent Template (JLab\_LDRD\_Letter\_of\_Intent\_Template.docx) to create it and to provide a rough estimate of your budget. Instructions on the content of each section are provided below. Note that the initial sections of the Letter of Intent are identical to those of a full proposal.

**File Naming Conventions**

Name your letter of intent file with your Division name followed by LOI and then a description; for example:

Accelerator\_LOI\_NewKlystronDevelopment.docx

CIO\_LOI\_AdvancedSoftwareAndComputingForExperimentalPhysics.docx

Engineering\_LOI\_HighEfficiencyMagnetronSourceForSRFAccelerator.docx

FEL\_LOI\_DesignAndEvaluationOfANextGenerationLightSource.docx

Physics\_LOI\_AdvancedModelingandSimulations.docx

**Saving Conventions**

Save your letter of intent as an MS Word file.

**Uploading**

Upload your letter of intent to the LDRD SharePoint site following the instructions on the LDRD website (use the “[Submit an LDRD Proposal or LOI](https://misportal.jlab.org/mis/apps/physics/ldrd/index.cfm)” link).**Instructions: Section-by-Section Proposal Content Guidance**

Title Page

Fill in the blanks providing the requested information.

Intellectual Property Statement/Disclaimer

Leave this statement in your document so it is included as part of the permanent record of your proposed project.

Abstract

Provide an abstract for the proposal that is no more than a few sentences. Outline the general plan of work, and indicate how the proposal addresses the objectives of the DOE LDRD Program as outlined in the DOE Order O 413.2B (<http://www.directives.doe.gov/pdfs/doe/doetext/neword/413/o4132b.pdf>)

# Summary of Proposal

## Description of Project

Provide a summary of the scientific concept of the proposed project including the motivation for the undertaking and the approach that will be used to conduct the investigation. Also indicate how the project meets the general criteria of the LDRD Program. To quote from the program description,

“*The LDRD program contributes to the Laboratory’s scientific staff capability and vitality by supporting initial and exploratory work in forefront areas of science and technology that advance Laboratory research and development core capabilities. Areas eligible for support include: advanced study of new hypotheses, new concepts, and innovative approaches to scientific or technical problems; experiments directed towards "proof-of-principle" or early determination of the utility of new scientific ideas, technical concepts, or devices; and conception and preliminary technical analysis of experimental facilities or devices.”*

Also indicate how the proposed project is tied to the mission of the Office of Science “*to foster, formulate, and support forefront basic and applied research programs which advance the science and technology foundations necessary to accomplish Department of Energy (DOE) missions: efficiency in energy use, diverse and reliable energy sources, improved health and environmental quality, and fundamental understanding of matter and energy.”*

## Expected Results

Clearly enunciate what are the expected results and how they will impact the science.

Note: taken together, the **Description of Project** and **Expected Results** should not exceed one page, using the given font and size. The content should be understandable by the non-expert. Do not use jargon (defined by Webster as the “technical or secret vocabulary of a science”), as this has no meaning or utility to the non-expert.

# Proposal Narrative

Expand here (if desired) on the information provided in the proposal summary above, and identify the specific location where the work will be carried out and the staff who will be involved.

No more than one page of additional material expanding on the information provided in the proposal summary above. Include as appropriate material on the purpose/goals, approach/methods, and anticipated results. Do include the identification of the specific location where the work will be carried out and a list of the staff who will be involved.

# Summary Budget

Use this section of your letter of intent to provide a high-level summary of the overall budget you anticipate for the project and, if appropriate, to ***explain*** some ambiguous items in your budget.

The budget labor and overhead should be checked by your budget analyst.

Break down the funding by fiscal year and by the broad categories of labor, materials and supplies, travel (foreign & domestic), services and subcontracts.

Note that LDRD funds cannot be used to:

* Substitute for or increase funding for any tasks for which a specific limitation has been established by Congress or the DOE, or for any specific tasks that are funded by DOE or collaborators.
* Fund projects that will require the addition of non-LDRD funds to accomplish the technical goals of the LDRD project.
* Fund general purpose capital expenditures with the exception of acquisition of general purpose equipment that is clearly required for the project and is not otherwise readily available from laboratory inventory.

Indicate the intent to use collaborators, postdoctoral research associates, and/or students. Identify the various burdens applied, i.e., organizational, materials, contracts, and any other charges. Include the Laboratory G&A in the budget statement.

All other responsibilities and procedures should be consistent with those for other DOE scientific programs and projects. Examples of the latter include environment-health-safety responsibilities, project accounting, record keeping, procurement activities, and foreign travel regulations. Travel authorization is subject to the same controls and ceilings as other DOE funded projects.

See the LDRD website (\*\*\*insert url here\*\*\*) for further information.

References

Include here, as appropriate, citations to pertinent publications.

Attachments

Additional information may be provided in the form of attachments.