

Some information that may be of interest to grant applicants

Division of Materials Sciences and Engineering
Office of Basic Energy Sciences
Office of Science
U.S. Department of Energy

Please note that many of the suggestions and procedures below are specific to the Division of Materials Sciences and Engineering, and pertain only to applications submitted under our "core" research program - not to special initiatives or other announced program opportunities.

Fundamental science is the primary concern in the work that our Division supports. Studies that are directed primarily towards engineering, demonstration, or development goals, such as producing specific devices or identifying optimal processing for a particular application, are less likely to compete successfully. However, our portfolio does include scientific instrument development that enables fundamental materials research.

Practical details:

Electronic Submission: The Office of Science has now fully implemented a secure, web-based electronic proposal submission system. All formal applications must now be electronically submitted by an authorized institutional business official through this system. Further information is available at DOE's Grants and Contracts web site: <http://www.science.doe.gov/grants/>.

A **pre-proposal** (2 pages or less) may be submitted but is not required, and in general (for our core program) it will be used mainly to establish whether the topic area falls within our purview. If you do wish to submit a pre-proposal, electronic submission as an e-mail attachment is preferred. We will respond to pre-proposals by phone or e-mail.

Proposal handling: Most new proposals are examined by most of the program managers within our Division, with one taking the lead on handling it. Some may be declined without external peer review. On the other hand, we are required to obtain outside peer reviews for any that we intend to fund.

Timing of submissions and awards: Proposals may be submitted at any time, but we recommend that they be sent to us between April 1st and September 30th. This allows sufficient time for completion of the peer review process prior to the annual cut-off date for new award decisions. Proposals that arrive later run the risk of being turned down regardless of the quality of reviews because all funds for the fiscal year may be committed prior to completion of the review process. Decisions on new proposals are usually made early in the following calendar year.

Typical term of support: Usually three or four years for a new proposal and three years for subsequent renewals. Renewal applications should be submitted at least nine months in advance of the scheduled termination date.

Names of reviewers: Within our Division, we do not ask applicants to suggest reviewers, and typically do not use anyone so suggested. We will honor any request to not use a specific reviewer; no reason is needed.

Sabbaticals or other leaves of absence during the grant should be discussed with us in advance.

Conferences, symposia, workshops, and meetings, other than those we initiate, are rarely supported.

Contacts within our Division, including phone and e-mail information, are available on the second web site listed below. The corresponding organization chart can be reached via a click button on this site. For further inquiries, please contact the program manager whose areas of expertise and/or responsibility most closely match the topic area.

Web sites with further information:

<http://www.science.doe.gov/bes> (Office of Basic Energy Sciences)

<http://www.science.doe.gov/bes/besstaff.html> (BES staff contacts and directory; click to org chart)

<http://www.science.doe.gov/bes/dms/DMSE.htm> (Division of Materials Sciences & Engineering)

http://www.science.doe.gov/bes/User_Facilities/dsuf/DSUF.htm (Division of Scientific User Facilities)

<http://www.science.doe.gov/grants/> (sponsored research details)

<http://www.science.doe.gov> (Office of Science)

<http://www.energy.gov/scitech/index.html> (science and technology across the Dept. of Energy)