

**WORK FOR OTHERS PROPOSAL INFORMATION FORM**

(If classified work is involved, notify DOE Site Contracting Officer before submission)

**SURA/Jefferson Lab PROPOSAL NO:**

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1. SURA/Jefferson Lab Principal Investigator/Project Manager:

Name: Phone: Fax: Email:

Division/Program Area:

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2. Project Title:

New Project  Revision/Change in Scope

Funding and Performance Period:

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3. Sponsor: Name:

Address:

City, State, Zip Code

Point of Contact: Name:

Telephone #:

Fax #:

E mail:

4. Status (Check all applicable):  Small Business  Disadv.  Woman Owned  
 Hub Zone  Large Business  Foreign  Non Profit  University/Educ.  
 State/Local Govt.  U.S. Govt. Agency

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**PROJECT DESCRIPTION AND APPROPRIATENESS CRITERIA**

5. Title and brief summary: (Please attach details of the proposal to include Statement of Work):

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6. How was the request to perform this project originated? (Check One):

<input type="checkbox"/> Prior Sponsor WFO Experience	<input type="checkbox"/> Capabilities Statement Follow-up
<input type="checkbox"/> Response to BAA-Type solicitation	<input type="checkbox"/> Technical Publication Follow-up
<input type="checkbox"/> Professional Contact	<input type="checkbox"/> Other _____
<input type="checkbox"/> Grant Application	<input type="checkbox"/> Direct Sponsor Inquiry

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7. Is this project jointly funded by DOE?  NO  YES If yes, state percentage of work funded by each agency:

DOE % vs. Sponsor %

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16. Will additional resources (equipment, ADP resources, personnel etc.) be required to perform this work?  No  Yes If yes, explain:

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17. Will this project require any construction or modification of DOE equipment or facilities?  No  Yes If yes, explain:

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18. Will this project create a potentially detrimental future burden on commitment of DOE resources (for example, waste disposal, continuing maintenance, animal care, storage cost, etc.)?  No  Yes If yes, explain:

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19. State how work is consistent with and complementary to DOE-OR's mission and the mission of SURA/Jefferson Lab to which the work is to be assigned.

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20. Specify whether this project will involve the use or generation of classified information, export controlled information or unclassified nuclear information. Provide details and attach a completed FOCI questionnaire if necessary. This section is  is not  applicable to this project.

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**COMMENTS**

21. Additional comments/requests for special provisions or exceptions, including any separate MOU, involvement of foreign nationals, foreign travel, or work to be performed outside the U.S:

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The proposed work will be conducted in compliance with all requirements of the current DOE SURA/Jefferson Lab contract, including NEPA and all other environmental, safety, and health requirements.

**Coordination and Approval:** Individuals coordinating on and approving this Work for Others Proposal Information Form certify that they have no known undisclosed affiliations (e.g. consulting role, director position, controlling interest in a spin off company) that could present the appearance of Conflict of Interest with the best interests of the laboratory:

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	<b>Signature</b>	<b>Date</b>
<b>Principal Investigator:</b>	_____	_____
<b>CTO:</b>	_____	_____
<b>Project Management:</b>	_____	_____
<b>CFO:</b>	_____	_____
<b>Security/Export Control:</b>	_____	_____
<b>E H and S:</b>	_____	_____
<b>Legal:</b>	_____	_____
<b>Procurement and Svcs:</b>	_____	_____
<b>Technology Acquisitions:</b>	_____	_____
<b>Lead Division:</b>	_____	_____
<b>Other Participating Div:</b>	_____	_____
<b>SURA/Jefferson Lab Approval:</b>	_____	_____
<b>DOE Site Office Approval:</b>	_____	_____
	<b>Contracting Officer</b>	

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**I hereby certify that the work to be performed is consistent with the legislative authority of the Department and complies with DOE policy:**

**DOE/OR Approval (if required):** \_\_\_\_\_