Product Type*	Full Proposal	White Papers			CAES Report
		Pre-proposal	Pitch Paper	Response to RFI	
Intent	**Write full proposal for open call** - Submit a CAES-branded, collaborative proposal, which wouldn't have otherwise been possible, to an open funding call (not an INL call like LDRD) with the aim of diversifying incoming funding and growing opportunities for graduate student researchers to work in partnership with multiple CAES institutions.	**Write pre-proposal in response to open call** - Write and submit a pre-proposal in response to a published solicitation. Very often pre-proposals are used by the funding agency to down select and invite a limited number of full proposals.	**Write up concept and pitch to funding agencies** - As a result of collaborative efforts, prepare and actively socialize a CAES-branded concept paper to influence a funding call, or find a funding match for a research, education, or innovation idea that brings together unique capabilities of the CAES entities.	**Write a response to a Request for Information (RFI) by a Federal funding agency** - Write and submit a formal response to a published RFI. Very often RFIs are used by the funding agency to inform topics of future solicitations and/or down select and invite authors to submit full proposals.	**Write CAES report about new research directions to jumpstart the scientific community, lay a CAES "stake" in the ground, and inform policymakers**– Highlight a new research direction to address a problem of strong scientific and societal interest. Identify a niche area where CAES has strong collaborative and strategic potential, leveraging expertise/capabilities across the CAES entities.
CAES award value	$15k to $20k	$7k to $10k	$7k to $10k	$7k to $10k	$7k to $10k
FOA call status at time of CAES award	Open FOA	Open RFI or FOA requiring a pre-proposal	Not intended for specific RFI or FOA	Open RFI published in Federal Register or by Federal Agency	Not intended for specific RFI or FOA
Expected product	Completed and submitted according to FOA requirements and includes CAES-branding.	Pre-proposal (~5 pages) completed and submitted according to FOA requirements and includes CAES-branding.	Complete, CAES-branded 1-3 pager. Actively pitch to program managers.	Complete, CAES-branded paper submitted according to RFI requirements.	Completed CAES-branded report using provided template (5-10 pages).
Collaborators	2 or more. From > 1 CAES entity.	2 or more. From > 1 CAES entity.	2 or more. From > 1 CAES entity.	2 or more From > 1 CAES entity. Inclusive across at least 1 working group (offer has gone out to all).	Expected 5 or more. From > 1 CAES entity. Inclusive across at least 1 working group (offer has gone out to all).
Milestones & Deliverables	-Final review with contributors in advance of submission and with CAES Proposal Coordinator if timing allows. -Submitted CAES-branded proposal meeting submission requirements and timing. -Submit proposal to CAES leadership.	- Final review with contributors in advance of submission and with CAES Proposal Coordinator if timing allows. -Submitted CAES-branded pre-proposal meeting submission requirements and timing. -Submit pre-proposal to CAES leadership.	-List of potential funding agencies and contacts. -Final review with contributors. -Submit CAES-branded 1-3-pager to CAES leadership. -Close out report of who was contacted and result.	-Final review with contributors. -Submit CAES-branded 1-3-pager to CAES leadership. -Close out report to include agency feedback and response.	-Inclusive invite to collaborators/contributors. -Final review with contributors. -Submit a completed 5-10-page CAES-branded report (template to be provided) to CAES leadership. -Hosted on internal, shared CAES website. Can be made public by mutual agreement of stakeholders.

Working Group members – complete document "*WG Funding Request Template*" to request funding
CAES Fellows – complete document "*Fellows Funding Request Template*" to request funding (travel funding request included)
Collaboration Funds – INL researchers complete document "*Collaboration Funds Request Template*" to request funding (travel funding request included)

Allow up to 6 weeks for completion of a subcontract.	Allow *at least* 2 weeks in advance for travel approval and arrangements to be made.

CAES Program Development (PD) funds may be used for labor costs (including faculty and student salaries), honorariums for speakers, graphics, and travel.
PD funds may NOT be used for research, equipment purchases, or facility upgrades.

In addition, WG travel funding is available, please complete the WG Travel Budget Template to request travel funds. (due to COVID restrictions, contact your REI Specialist)
*Note the CAES definitions, which may differ from definitions used by other agencies and organizations.
**Salary support to university CAESers includes university overhead and INL adders and will require a subcontract. Award value may be modified if there has been previous CAES support for an ongoing project. Check with your employer regarding payment since personal payment may only be allowed while off-contract from the university.
***The specific milestones (go/no go) and deliverables will be included in the Agreement and if required, subcontract.

CAES Programmatic Activities				
Activity Type*	**Technical Workshop**	**Multi-day Training**	**Seminar**	**Roundtable**
Intent	**Working group members building collaborations around leveraging the capabilities and expertise of each entity in a specific sub-area** – Convene a network of PIs to enable collaborative proposals to win externally funded research awards, including research hub awards. Group identifies niche areas where CAES has strong collaborative and strategic potential.	**Promote specialized learning among working group members, the research community, industry, and educators** – Plan and conduct a 1-5 day training workshop on <topic area> with CAES students, faculty, and researchers (university and INL), and industry participants attending and teaching sessions.	**Promote collaboration and provide learning opportunities across the CAES entities** – Share a topical presentation on a tool, method, or field to interested parties. Lead discussion around best practices, funding opportunities, and/or new research areas.	**Shape future federal agency funding direction in specific research area** – Convene university & INL thought leaders in a research area to collaboratively prepare and actively socialize a CAES-branded pitch paper to influence a funding call, or find a funding match for a research, education, or innovation idea that brings together unique capabilities of the CAES entities.
CAES award value**	$7k to $10k for report editor $2500 for organizer	Salary support may be requested for content development	Up to $1000 for VIP presenter honorarium – prior approval required	$7k to $10k for pitch paper writer $15k to $20k for proposal writer (if invited) $2500 for facilitator
Length of activity	1-2 days	1-5 days	2-4 hours	1 day
Expected product	Complete CAES report template (5-10 pages).	Course/training content ready to deliver as scheduled.	Seminar open to all 5 CAES entities and potentially the public. Recording to be posted on website.	Complete, CAES-branded 1-3-page pitch paper. Actively pitch to program managers.
Participants	15-30+ From > 2 CAES entity.	20-200+ From > 2 CAES entities.	35+ From > 2 CAES entity. Inclusive across at least 1 working group.	Expected 5 or more. From >2 CAES entities. (offer has gone out to all)
Milestones & Deliverables***	-Advertisement >30 days in advance to all CAES entities -Agenda, list of critical invitees, list of attendees, presentations, and other shared documentation. -Notes on PI expertise, capabilities, access to facilities/equipment, interest areas of PIs. -List of potential FOAs. Report: -Final review with contributors. -Submit a completed 5-10-page CAES-branded report (template to be provided) to CAES leadership.	-Advertisement >30 days in advance to all CAES entities -Final course agenda and list of participants. -Finalized program, training, and technical materials. -Share content with participants. -A few bullets of "lessons learned" and/or "best practices." -All materials branded or co-branded to include CAES. -Summary close out report that includes survey results and success metrics.	-Advertisement >2 weeks in advance to all CAES entities -Submit agendas, invitees, and attendees. -Recording. -Summary close out report of activity.	-Advertisement >30 days in advance to all CAES entities -Agenda, list of critical invitees, list of attendees, presentations, and other shared documentation. -List of potential funding agencies and contacts. -Plan for pitching to federal program managers, requesting funds for a federal workshop on this topic at CAES. -Final review with contributors. -Submit CAES-branded 1-3-pager to CAES leadership. -Close out report of who was contacted and result.

Ideas for additional activity funding are welcome. Please contact your Research, Education, & Innovation (REI) Specialist.

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Collaboration Funds – INL researchers complete document "*Collaboration Funds Request Template*" to request funding (travel funding request included)

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