



Lawrence Berkeley National Laboratory

# Quick Reference Sheet: #eSR6914 ECRP Proposals in eSRA



eSRA is a proposal tracking system. Although not required for submission to PAMS (and eSRA does not have a direct link with PAMS), eSRA can be used to track the preproposals that are submitted. Entering the proposal in PAMS is separate from entering the information in eSRA.

## Tracking Early Career Research Program (ECRP) Proposals in eSRA

**The Pre-Proposal:** More complete instructions are in the eSRA eLearning module: eSR6906 – DOE Proposals: Letters of Intent, Pre-Proposals, and Full Technical Proposals.

**View 1:** Start the proposal correctly:

- Select: DOE Direct, Early Career, Other Electronic System.
- **Start the Nickname with “ECRP” so all ECRP proposals can be easily searched.**
- Select the PI. [Note: the person must have the PI role in eSRA and a Researcher Profile. See Quick Reference Sheet: #eSR2021 – Researcher Profile for more details]
- 1.f (Project Purpose) is “Fellowship/Early Career Development”

**View 2:** Select Application Type: “Pre-Proposal,” and do not select a Contracts Officer. The Budget Office is not involved with submission of PAMS proposals.

**View 3:** Enter the solicitation information.

**View 8.5:** (Optional) Upload the information printout from PAMS.

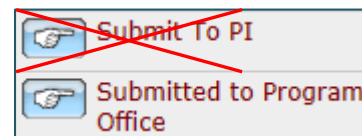
**View 9.PD:** Skip this page because budget information is not required at this stage.

## Routing the Pre-Application:

You do not need to route this to the PI, you can go directly to “Submitted to Program Office.”

1.a.1	* Proposal Type:	DOE Direct
1.a.2	* Proposal Target:	DOE Office of Science Early Career
1.a.3	* Submission Method:	Other electronic sponsor system
1.b	* Is this application being submitted to another agency?	<input type="radio"/> Yes <input checked="" type="radio"/> No <a href="#">Clear</a>
1.c	* Proposal Nick Name:	ECRP: xxxxxxxx

2.9.d	* Select the Application Type:
	<input type="radio"/> Letter of Intent
	<input checked="" type="radio"/> Pre-Proposal
	<input type="radio"/> Full Technical Proposal

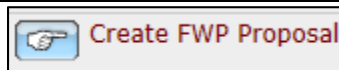


## When invited to submit a full proposal:

If the Pre-proposal was not entered into eSRA, you would start the FWP proposal from scratch.

Return to the Pre-Proposal and convert it to a FWP proposal.

This will return the proposal to the “Preparation” state.



Edit the proposal for submission to the Office of Science online system by changing the following answers:

**View 1:** Change the Submission Method to “DOE Office of Science Electronic.”

1.a.3	* Submission Method:	DOE Office of Science Electronic
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**View 2:** Select Application Type: “Proposal for Initial Funding,” and do not select a Contracts Officer. The Budget Office is automatically involved with OS electronic submission.

**Complete the full FWP proposal.** Complete instructions are in the eSRA eLearning module: ESR6901 – DOE Proposals to the Office of Science.

2.9.d	* Select the Application Type:
	<input type="radio"/> Letter of Intent
	<input type="radio"/> Pre-Proposal
	<input type="radio"/> Full Technical Proposal
	<input checked="" type="radio"/> Proposal for Initial Funding
	<input type="radio"/> Proposal for Additional Funding

## For more information

All eLearning modules and Quick Reference Sheets are available at <http://esra.lbl.gov/training>.