Many proposals request letters of support from individuals that are not being paid on that research proposal.  It is important to carefully word these letters so LBNL employees are not making a promise or commitment of effort that won't be charged correctly.  DOE will not pay for effort expended on other research projects.  Effort charged to a research project must be appropriate for that research.

Participating in a way that does not commit effort for another project would be time, information, or data that might be available to the general scientific community.

If your letter of support suggests effort, you need to indicate what funded research is appropriately being charged for that time.  For example:  My federally sponsored research *(title)* is testing new ways to analyze the types of data your experiments will be producing.  I would be happy to run your data through our analysis tool to provide you with additional information.  This would be of direct benefit to both of our projects.

Below are some examples of words and phrases that imply or commit effort and some that do not.

| *Language that Suggests Effort* | *Language that does not Commit Effort* |
| --- | --- |
| train | invite you to briefings/seminars/lab meetings |
| assist with experiments | send samples being created by _____ |
| analyze your results | provide access to x piece of equipment |
| provide technical assistance | provide access to my lab |
| make my post-doc researchers available to assist you | continue sharing data |
| advise | share results of our progress on x research project |
| collaborate | discussing our related research |
| evaluate | make available to you x resource developed from our research |
| consult | synergistic work |
| responsible for | access to my __ computer platform/software/database |
| interpret | share with you my experimental design and methods |
| provide my expertise | as part of the NIH data sharing policy, we can share tools we developed |
| design | |
| working with you | |
| provide direction | |