

Attachment B

CSVFP Expectations and Deliverables

Expectations

Center for Advanced Energy Studies (CAES) Summer Visiting Faculty Program (CSVFP) participants are required to:

1. Attend a program kickoff information session and initial Co-PI interview (conference/video calls; dates and times TBD).
2. Attend the week-long collaborative, network-building session (may be virtual or at CAES in Idaho Falls, Idaho, pending COVID-19 restrictions) on **May 24-27**. The purpose of this session is to interact with other researchers, build networks, and **begin** the development of a research proposal.
3. Provide proposed research topic, names of the collaborators (Co-PIs, one must be from INL), and basic premise of the proposed research before **June 14**. If you are unable to come up with a valid concept, you may withdraw from the program.
4. Work the joint proposal with your INL Co-PI to produce a ready-to-submit **CAES-branded** proposal (or, if a funding opportunity is not yet open, an extensive white paper) complying with the requirements of the proposed funding agency (collaborators must include at least one INL Co-PI).
5. Present a pitch (presentation) of your concept via video conference on **June 21**.
6. Prepare the joint proposal with your INL Co-PI for submittal to the CSVFP administrator on **July 5** for July 6-16 Peer Review Week.
7. Incorporate feedback. Work with the CSVFP administrator to produce a professional research proposal that complies with the CAES branding requirements (specific guidance will be provided during kick-off week). Work with your sponsored projects office to meet the requirements of the proposed funding agency.
8. Submit the proposal and final proposal presentation to the CSVFP administrator by **August 2** for CAES Director review and acceptance.
9. Maintain regular communication with the CSVFP administrator regarding the progress of your proposal until it is either funded or declined. This will facilitate metric-tracking on this program improvements and continued annual funding.
10. Respond to all inquiries from the CSVFP administrator in a timely manner (including initial and end-of-program surveys).
11. Promptly submit travel expenses. Federal travel regulations apply. Travel is funded separately from the \$10K funding allowance.
12. Comply with subcontract spending guidelines and restrictions – seek clarification if unsure. The \$10K funding allowance can be used for faculty and student labor only. The \$10K funding allowance cannot be used for performing research, equipment purchases, or tuition.

NOTE: *Payment of the funding allowance may be withheld from your home institution and eligibility for future programs may be affected if these expectations and deliverables are not satisfactorily met.*

Deliverables

The following deliverables and associated dates are required for final acceptance and payment of the \$10K funding allowance. All deliverables are due before midnight (MT) on the date indicated.

Due Date	Deliverable
June 14	Initial Survey (including decision to proceed)
June 21	Presentation for First Pitch
July 5	Draft Proposal for Peer Review
August 2	Final Proposal and Pitch
August 13	Final Survey

Final Acceptance

Final acceptance will be granted in two stages. Initial acceptance includes CAES review and approval of the final proposal, granting acceptance of the final proposal and presentation deliverable. Final acceptance includes a satisfactory accounting for attendance dates, surveys, and deliverables (all listed previously), granting approval for payment of the \$10K funding allowance.

CAES reserves the right to modify the CSVFP expectations and deliverables. Modifications will be communicated via email and subcontract modification.

I have read and understand the CSVFP expectations and deliverables. I am available and will attend the dates specified for in-person/virtual attendance.

Signature

Date