

CAES Guidelines for Program Development Funds

INL/CAES Program Development Funds

Funds can be used for the pursuit of business or collaboration. The aim is to grow external funding in CAES focus areas. The deliverables associated with these funds should be appropriate to advancing the CAES strategy, vision and mission. These funds can be used for the following activities:

- Labor costs for individuals working on activities specifically directed at the development of new collaboration (e.g., initiative planning, proposal development time, graphics, technical writing, and editing)
- Development of concept papers, strategy, or documentation associated with the pursuit of CAES business
- Consultants who are engaged in providing services to support the pursuit of business
- Cost associated with targeted market research to obtain a better understanding of current or potential customer needs that will then be factored into strategy or business plans
- Costs associated for travel for discussion with customers or potential customers to develop/define work scope and identify funding for new programs.
- Travel and labor to a symposium/conference/workshop provided recipient is (1) presenting/hosting CAES research and capabilities or (2) manning booths

Funds may **not** to be used for:

- Conduct of research activities (including purchase of research materials or equipment)
- Equipment purchases or upgrades
- Memberships to professional societies and subscriptions
- Direct work for a customer
- Facility upgrades
- Development of licenses, spinoffs, or technology commercialization
- Recruiting, hiring, or relocating new employees

Note: non-INL (external, university) PD funds could become available in the future and may not be subject to the above restrictions

INL Employees who use CAES Program Development Funds must complete a Security Plan from the Foreign Visits and Assignments office prior to engaging any foreign national (LWP-11102).