

In order to meet the Strategic Partnerships Office's (SPO's) new five business day requirement, which went into effect on December 1, 2018, the Biosciences Area has developed the following Area-specific proposal submission guidelines:

Action	Submission Type: Complex *	Submission Type: Standard
	Deadlines - Business days prior to sponsor due date (or lead organization due date if LBNL is the subcontractor)	
Notification sent to Pre-Award Resource Analyst (RA) which should include solicitation information so the Resource Analyst can work with the SPO Contracting Officer to verify eligibility and organize submission guidelines.	At least 30 business days	At least 20 business days
Provide Pre-Award RA with draft SOW, DOE Public Statement of Work, budget guidance, and uniqueness statement. RA may request additional documents as needed to complete the submission prior to the 5 business day deadline, such as subcontractor justification, contact information for subcontractors, information for eSRA data entry and COI documents as needed.	25 business days	15 business days
Subcontract components in final form (if applicable)	12 business days	10 business days
All non-science components in final form plus draft SOW	8 business days	
RA submits to PI in eSRA and PI approves for Division Review	7 business days	
Division Reviewer submits to SPO Contracts Officer in eSRA	6 business days	
Submit final SOW/science to RA for SPO submission to sponsor	2 business days	

\* Examples of Complex submissions include: NIH Multi-Project/Program Project (P01, P41, P30 or similar) or Other Transaction Agreements (OT2, OT3, or similar) grant applications, all CEC solicitations, proposals that include outgoing subcontracts, cost sharing/limits on indirect costs, constraints on PI's availability (e.g. due to travel)

SPO has developed a FAQ to address the five business day requirement, published on the [Partnering with SPO](#) page. Additional questions may be directed to Interim SPO Managing Contracts Officer [David Garcia](#) or to Interim Head of SPO [Jeff Blair](#).