

Educational Research Collaboration PR Worksheet (page 2)

Financial Information	Org/Program Codes <i>(If additional codes required attached separate sheet)</i>
	_____ \$ Percent Split: % Line Number:
	_____ \$ Percent Split: % Line Number:
	Ideal Start Date <i>(Allow minimum 2-3 months for new subcontracts)</i>
	End Date <i>(Can be written for up to five years)</i>
	Estimated Funding This Increment = First Year Funding <i>(Amount PR will be submitted for)</i>
	Estimated Total Funding = Ceiling
Expenditure Type: 621UC000	

Who <i>(Identify who from the university you anticipate will be working on this subcontract)</i>	University PI Name: <i>A Named Individual Review Team (NIRT) Form 3042 is required for the University PI</i>
	Is the University PI currently under a Guest Agreement: Affiliate, Visiting Scientist, Student Guest, etc.? <i>If YES, the LANL PI must ensure their status is changed to Subcontractor when the Sub is executed</i>
	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, Z-No</i>
	In addition to the University PI named above, check all that you anticipate will be working:
	<input type="checkbox"/> Additional university staff <input type="checkbox"/> University undergraduate students <input type="checkbox"/> University graduate students <input type="checkbox"/> University postdoctoral students
Do you anticipate any known Foreign Nationals?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD <i>(if unknown at time of PR submittal)</i>	
Name(s) and Country, if known:	

What <i>(What are some of the specific characteristics of the work)</i>	Published in Open Literature? <i>This is a basic requirement of University R&D. If NO, contact Procurement</i>
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Export Control Information? <i>If YES, may require additional actions – coordinate with Security</i>
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Access to unclassified, unpublished information regarding nuclear technology (UCNI)?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Access to Special Nuclear Material (SNM)?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Software Specified as Deliverable? <i>If YES, submit a request with Scope of Work (Exhibit D) to FCI for review PRIOR to PR submittal</i>
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gov't Furnished Property? <i>If YES, should include specifications, including property numbers, with PR</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD <i>(if unknown at time of PR submittal)</i>	
Subcontractor Acquired Property? <i>If YES, university should include specifications in their Cost Proposal</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD <i>(if unknown at time of PR submittal)</i>	
Domestic Travel?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foreign Travel? <i>If YES, requires LANL PI to process DOE pre-approvals and university to submit all receipts for reimbursement</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Educational Research Collaboration PR Worksheet (page 3)

<p>Where <i>(Describe where the work will take place, both physically and/or in LANL's "cyber-space")</i></p>	<p>Work-on-site at LANL? <i>If NO, this means the work will be conducted entirely off-site. If YES, include all Work-on-site Required Forms indicated below</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Work at the New Mexico Consortium, including Entrada? <i>If YES, will require LANL National Security Education Center (NSEC) pre-approval</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Will access to LANL networks or systems be required? <i>Any network other than LANL Green will require "Exhibit G-Security" and "Exhibit G-Checklist"</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>LANL Crypto Card required? <i>If YES, will require "Exhibit G-Cyber Security", "Exhibit G-Security" and "Exhibit G-Checklist"</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Will LANL data be stored on non-LANL computers? <i>If YES, will require "Exhibit G-Cyber Security"</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>Attachments to Submit with Purchase Request <i>(Purchase Requests will not be processed until all forms are submitted and complete, including all signatures)</i></p>	<p>Required Forms – New University PR</p> <ul style="list-style-type: none"> <input type="checkbox"/> PR Worksheet (this form) <input type="checkbox"/> Exhibit D – Scope of Work (must be in Word Format) <input type="checkbox"/> Form 6351: Request for Research and Development Services <input type="checkbox"/> Form 3042: Justification for Named Individual (for University PI <u>and</u> any additional named individuals) <p>Additional Forms and Information – As Required</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exhibit G -"Cyber Security" <input type="checkbox"/> FCI Approval of Software as Deliverable (or documentation of submittal to FCI) <input type="checkbox"/> NSEC Approval for NMC Subcontracts (contact NSEC Office for approval) <input type="checkbox"/> Property Numbers/Specifications (if providing government property to Subcontractor) <p>Work-on-Site – Required Forms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exhibit F: ES&H – Delegation of Authority <input type="checkbox"/> Exhibit G: Security – Delegation of Authority <input type="checkbox"/> Exhibit G: Security – Individual Security Plan (ISP) <input type="checkbox"/> Exhibit G: OpSec Plan (if required by Exhibit G) <input type="checkbox"/> Exhibit H: Quality Assurance <input type="checkbox"/> Form 1989: STR Appointment Memo <input type="checkbox"/> AdSTR Course #50731 Documentation of Course Completion in UTrain
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<p>Additional Instructions <i>(Include any additional relevant information here)</i></p>	
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