

## Advance Notice Preparation: Guidance and Instruction

When preparing an Advance Notice Form for new proposals, please refer to the following guidelines to provide the most complete information:

**Red Labels** – Fields requiring specific instruction to capture all requested information.

<b>Proposal Number:</b>	
<b>Title:</b>	
<b>Status:</b>	<b>New Advance Notices need to be submitted by a division approver for final approval. Once the division approver submits the Advance Notice, the status changes to “Pending Approval” and the Budget Office can give final approval.</b>
<b>Private:</b>	
<b>Key Words:</b>	
<b>Abstract:</b>	<p><b>This abstract should briefly describe the purpose and goals of the proposed project and the approach or work plan; especially as it may or may not involve university collaboration. Please do not simply copy the proposal abstract into this section:</b></p> <p><b>For proposals that qualify for either 3a or 3b (as defined in the proposal justification section below):</b>  <b>Please provide more detailed information on how the proposed project supports and complements the community and describe in detail the nature of the collaboration. The level and scope of the collaboration must be clearly stated and, when known, collaborators, graduate students, and post docs should be fully identified.</b></p>
<b>Solicitation/URL:</b>	<b>Please provide the full URL to the proposal solicitation. Even if you are not the lead institution, please provide the full link to the main proposal solicitation regardless of how you will submit your part.</b>
<b>Type:</b>	<p><b>Please select one of the following definitions:</b></p> <p><b>UOP Core: Activities that support the core objectives of the program. Includes invited and other non-competitive proposal</b></p>

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	<p><b>activities.</b></p> <p><b>UOP Non-Core: All competitive proposals with an open solicitation from a funding agency.</b></p>
<b>Educational Outreach:</b>	
<b>Technology Transfer:</b>	
<b>Solicited:</b>	
<b>Participants:</b>	<p><b>Please list <u>all</u> collaborators here. This data is used to compile statistics on the number of collaborators involved in UOP proposals and their geographic distribution.</b></p>
<b>Lead Division:</b>	
<b>Proposal Dates:</b>	<p>Due Date: Proposed Begin Date: Proposed End Date:</p>
<b>Funding:</b>	<p>Source: Amount: Computing: ATD: Method: Cosponsorship: Cost Sharing:</p>
<b>Anticipated Needs:</b>	<p>CISL Computing Resource Allocation: EOL Facility Allocation: New Hires: Additional Space Needed: Special Needs:</p>
<b>Justification of Proposal:</b>	<p><b>This section must be completed for any proposal that qualifies for PACUR review; this means any proposal requesting <math>\geq</math>\$100K with no university collaboration or any competitive proposal with an open solicitation from a funding agency requesting <math>\geq</math>\$100K.</b></p> <p>-----</p> <p><b>1. Mission Appropriate:</b> Explain how the proposal supports the research, facilities, education, and/or leadership objectives and strategic plans of the appropriate entity within UCAR (e.g., UCAR, NCAR, UOP, or E&amp;O).</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p><b>2. Fair Facility Use:</b> Identify which UCAR facilities will be used for the proposed activity: (check all that apply)</p> <p><input type="checkbox"/> High-Performance Computing</p>

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- Observational
- Research Data
- Community Models
- EOL Machine Shop
- None

**3. Collaboration Level:** Identify the collaboration type (Pick a, b, c, or d) and provide the requested explanation:

**a. Joint (e.g., separate proposal from UCAR and each university institution).** No further explanation needed provided the [abstract](#) is clear as to how it supports and complements the community.

**b. Collaborative with funding to or from university partner.** No further explanation is needed provided the [abstract](#) is clear as to how it supports and complements the community. [University collaborators and their roles should be identified in the abstract, as well as students and post docs, if known.](#)

**c. Collaborative with no funding to or from university partner.** Describe in detail the nature of the collaboration including letters of collaboration. The collaboration should be significant and meaningful. The level and scope of the collaboration must be clearly stated (including graduate student participation, if applicable) in both the Advance Notice Forms and in the letters of collaboration. In addition, it must be clearly stated how this collaboration is supportive of and complementary to the university PI.

**d. No university collaboration.** Explain how the proposed activity supports and complements the university community through: 1) contribution to the development or support of community facilities, community models, community data sets or other community projects such as field programs, workshops, visitor programs, or community meetings, or 2) development of transfer of UCAR-developed technology or expertise to the scientific community or to society at large with demonstrable benefit to the community and to society.