Educational Research Collaboration PR Worksheet

Complete this worksheet first – it will consolidate information to aid in filling out other required forms
Submit as an attachment with Purchase Requisition (PR) to assist ASM
Questions – contact Carolyn Bossert, NSEC, cbossert@lanl.gov, 665-0826

Header Information	University (Spell out full name)					
information	Project Title (Full project title)					
	LANL PI Name:					
	New Subcontract or Modification?					
	New Subcontract Modification to Subcontract No.:					
	Purchase Requisition Num	ber (PR Num	ber of this su	bmittal – should i	match LISC request and Exhibits)	
Description of Requested Action (Briefly summarize						
what you are asking ASM to do)						
	LANII Dominator					
LANL Contact	LANL Requester Name:	Z-No:	Org:	Phone:	Email:	
Information	LANL Technical Contact (If different from LANL Requester)					
	Name:	Z-No:	Org:	Phone:	Email:	
	LANL Administrative Conta					
	Name:	Z-No:	Org:	Phone:	Email:	
	LANL CFO Budget Analyst Name:	Z-No:	Org:	Phone:	Email:	
	LANL Contract Administrator					
	Name:	Z-No:	Org:	Phone:	Email:	
		1				
University	University Technical POC			University Administrative POC		
Contact Information	Name:			Name:		
(Include complete information, usually available from University web-site)	Title:			Title:		
	Department:			Department:		
	University:			University:		
	Address:			Address:		
	City/State/Zip:			City/State/Zip:		
	Phone:			Phone:		
	Email:			Email:		
	URL:			URL:		

Educational Research Collaboration PR Worksheet (page 2)

Financial	Org/Program Codes (If additional codes required attached separate sheet)					
Information						
	Percent Split: % Line Number:					
	\$ Percent Split: % Line Number:					
	Ideal Start Date (Allow minimum 2-3 months for new subcontracts)					
	End Date (Can be written for up to five years)					
	Estimated Funding This Increment = First Year Funding (Amount PR will be submitted for)					
	Estimated Total Funding = Ceiling					
	Expenditure Type: 621UC000					
Who (Identify who from the university you anticipate will be working on this	University PI Name: A Named Individual Review Team (NIRT) Form 3042 is required for the University PI					
	Is the University PI currently under a Guest Agreement: Affiliate, Visiting Scientist, Student Guest, etc.?					
	If YES, the LANL PI must ensure their status is changed to Subcontractor when the Sub is executed					
subcontract)	Yes No If Yes, Z-No					
	In addition to the University PI named above, check all that you anticipate will be working:					
	Additional university staff					
	University undergraduate students					
	University graduate students					
	University postdoctoral students					
	Do you anticipate any known Foreign Nationals?					
	Yes No TBD (if unknown at time of PR submittal)					
	Name(s) and Country, if known:					
What	Published in Open Literature? This is a basic requirement of University R&D. If NO, contact Procurement					
(What are some of the	Yes No					
specific characteristics of the work)	Export Control Information? If YES, may require additional actions – coordinate with Security					
	Yes No					
	Access to unclassified, unpublished information regarding nuclear technology (UCNI)? Yes No					
	Access to Special Nuclear Material (SNM)?					
	☐ Yes ☐ No					
	Software Specified as Deliverable? If YES, submit a request with Scope of Work (Exhibit D) to FCI					
	for review PRIOR to PR submittal Yes No					
	Gov't Furnished Property? If YES, should include specifications, including property numbers, with PR					
	Yes No TBD (if unknown at time of PR submittal)					
	Subcontractor Acquired Property? If YES, university should include specifications in their Cost Proposal					
	Yes No TBD (if unknown at time of PR submittal)					
	Domestic Travel? Yes No					
	Foreign Travel? If YES, requires LANL PI to process DOE pre-approvals and university to submit all					
	receipts for reimbursement					
	☐ Yes ☐ No					

Educational Research Collaboration PR Worksheet (page 3)

Where	Work-on-site at LANL? If NO, this means the work will be conducted entirely off-site. If YES, include					
(Describe where the work will take place,	all Work-on-site Required Forms indicated below Yes No					
both physically and/or	Work at the New Mexico Consortium, including Entrada? If YES, will require LANL National					
in LANL's "cyber- space")	Security Education Center (NSEC) pre-approval					
space y	Yes No					
	Will access to LANL networks or systems be required? Any network other than LANL Green will require "Exhibit G-Security" and "Exhibit G-Checklist"					
	Yes No					
	LANL Crypto Card required? If YES, will require "Exhibit G-Cyber Security", "Exhibit G-Security" and					
	"Exhibit G-Checklist"					
	Yes No					
	Will LANL data be stored on non-LANL computers? If YES, will require "Exhibit G-Cyber Security" ☐ Yes ☐ No					
Attachments to	Required Forms – New University PR					
Submit with						
Purchase	PR Worksheet (this form)					
Request	Exhibit D – Scope of Work (must be in Word Format)					
(Purchase Requests will not be processed	Form 6351: Request for Research and Development Services					
until all forms are submitted and	Form 3042: Justification for Named Individual (for University PI <u>and</u> any additional named individuals)					
complete, including all	Additional Forms and Information – As Required					
signatures)	Exhibit G -"Cyber Security"					
	FCI Approval of Software as Deliverable (or documentation of submittal to FCI)					
	☐ NSEC Approval for NMC Subcontracts (contact NSEC Office for approval)					
	Property Numbers/Specifications (if providing government property to Subcontractor)					
	Work-on-Site – Required Forms					
	Exhibit F: ES&H – Delegation of Authority					
	Exhibit G: Security – Delegation of Authority					
	Exhibit G: Security – Individual Security Plan (ISP)					
	Exhibit G: OpSec Plan (if required by Exhibit G)					
	Exhibit H: Quality Assurance					
	Form 1989: STR Appointment Memo					
	AdSTR Course #50731 Documentation of Course Completion in UTrain					
	Additional					
Additional						
Instructions						
(Include any additional						
relevant information here)						
nere)						