

FY2009

## University ILC Detector R&D

Project Descriptions,

Status Reports and Supporting Material

Preparation Instructions

December 16, 2008

The guidelines below provide information on preparing the projection descriptions and status reports for proposals for University ILC Detector R&D in FY09. The documents should be sent to George Gollin (pdf *and* postscript format) for assembly into the Big Document, and to Jim Brau (pdf *and* the original LaTeX or Word file). Documents should also be sent to the LoI contacts who have interest in the project. The deadline for the material is **January 23, 2009**. The funded period is expected to be approximately September 1, 2009-August 31, 2010. While funding is uncertain, if it becomes available the total for all proposals could range from \$300k to \$2M. This range should be taken into consideration when preparing the project descriptions, and the LoI proposals.

### Project Description and Status Report Preparation

#### **General Instructions**

Your project description and status report should be between 6 and 15 pages long. The upper page limit will be rigorously enforced. The font must be at least 10 point. There can be no more than 15 characters per inch on average, no more than 6 lines per inch, and margins must be at least 1 inch on all sides.

#### **Project Overview**

Provide a general description of the work you propose to do. Please indicate specifically how this work addresses one or more of the critical R&D needs of the ILC Detectors, specifying the LoIs of specific relevance.

#### **Status Report**

Describe the progress to date on your project.

### **Facilities, Equipment and Other Resources**

Include a section that describes the organizational resources available to support your research. This includes lab space, electronics technical support, machine shops, computing facilities and so on.

### **FY2009 Project Activities and Deliverables**

Give a specific description of activities, milestones and deliverable items planned for FY2009.

### **Budget and Budget Justification.**

Itemize your budget as shown in the project report template. Also provide a written justification for the items in the budget.

Please provide, as an addendum to your budget justifications, a breakdown of expenses that are charged as fringe and indirect cost. Please also include your institution's rates for fringe and indirect costs.

Personnel support may be requested. However, it should be kept in mind that the continuations in subsequent years may not be funded or may be funded at a reduced level.

### **Project Activities and Deliverables Beyond FY2009**

Give description of activities foreseen in a second and third year, FY2010, FY2011.

### **Broader Impact**

In addition to communicating the scientific merit of your project, your project description should briefly describe its broader impact. The NSF takes this very seriously in reviewing proposals. Specifically, the NSF proposal guidelines state that proposals should address one or more of the following: how the project will integrate research and education by advancing discovery and understanding while at the same time promoting teaching, training, and learning; ways in which the proposed activity will broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.); how the project will enhance the infrastructure for research and/or education, such as facilities, instrumentation, networks, and partnerships; how the results of the project will be disseminated broadly to enhance scientific and technological understanding; and potential benefits of the proposed activity to society at large. Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF Website. If your project could benefit future HEP experiments other than the linear collider, this too should be mentioned.