How to complete the DOE/HEP Lab Research Demographics spreadsheet

The DOE Office of High Energy Physics needs to compile basic demographic information from our National Laboratories. Similar information is being collected from the Universities.

We need you or your assistant to supply in the attached spreadsheet 1) *actual* funding amounts and the distribution of personnel activities supported by your grant for FY2009 and 2) your *best estimate* for the funding and the distributions of personnel activities for FY 2010 through FY 2012. This information gives us a better understanding of your current research program and your plans for the future, and it is *essential* information for us as we plan the future allocation of our resources over the broad range of research activities in HEP's portfolio.

The Office of High Energy Physics needs the following information *sorted by research activity*:

- The number of Full time Employees (FTE) supported by DOE/HEP by job classification (e.g. Permanent Ph.D., Engineer, etc.), and
- Total dollar amounts (in units of dollars, not kilo dollars) for Salaries, Wages, and Fringe Benefits (SWF), Materials & Supplies (M&S), and Travel.

Because funding at DOE is increasingly linked to specific research thrusts, it is important to complete the form in its entirety.

See list of HEP research thrusts with their respective activities at the end of this document.

Do *NOT* include American Recovery and Reinvestment Act (ARRA) infrastructure funding in any spreadsheet entry for any year.

Please return the completed spreadsheet to john.boger2@science.doe.gov NO LATER THAN 5 PM ET, Monday, February 8, 2010. Please rename the file as per instructions below.

Instructions

How to fill out the spreadsheet:

- Open the attached Excel spreadsheet (Lab_Demographics_2010.xls). You will rename this file later. Note that there are seven tabs, one for each HEP research thrust, as listed in the above Table.
- Begin with the Workbook Data tab. Provide the your name and Institution in the designated cells.
- Then select the appropriate HEP scientific thrust tab. You will see a number of tables for the fiscal years 2009 through 2012. These tables include a list of job classifications as well as a number of columns. Each column is headed with the word "Select".
- Start with FY 2009 table. Click once on "Select" to access a pull-down menu of activities. (A "down arrow" will appear.) Now select the appropriate activity supported by DOE/HEP. This activity will become the new column head.
- Fill in the number of FTEs by job classification supported by DOE/HEP for this activity to two decimal points. (Be clear that a head count is *not* requested). **For FY2009 you are to report actual FTEs and funding amounts.**
- **Do not include any FTEs supported in whole or in part by the 2009 American Recovery and Reinvestment Act (ARRA).**

Important FTE definitions

If any individual is fully supported by DOE/HEP funding, then the sum of this individual's activities is 1.0 FTE, *pro rated* appropriately over the activities in which this individual is engaged. For example, a full-time Temporary Ph.D. fully supported is 1.0 FTE. If that individual is engaged in more than one activity, fractional FTE amounts should be entered for the relevant activities such that the sum of all activities is 1.0 FTE. If, any individual is not fully supported, then all activities should sum to the appropriate level of support (but less than 1.0 FTE).

- Next, provide SWF, M&S, and Travel funds for the selected activity. **These should be *fully-burdened totals* for that activity.** Include all direct and indirect costs or overheads. DO NOT INCLUDE any 2009 ARRA funds.
- If your HEP funding supports work in another activity under this tab, then proceed to the next column headed with the word "Select" and repeat the steps above.
- If your HEP funding supports research in a different HEP research thrust, then proceed to the appropriate tab and repeat the above steps.
- DO NOT edit the Totals tab. Entries in this worksheet will be automatically updated as you enter your data. Make sure the totals agree with your grants' funding.
- If you have any questions, please contact your DOE/HEP Program Manager.

Instructions for Tables FY 2010 - 2012

- You will complete tables for FY 2010-2012 the same way you did for FY 2009. These numbers, however, will be projections beyond FY 2009 actuals.
- Projections for 2010 will be based upon your known 2010 funding.
- Projections for FY 2011 and 2012 will be based upon a constant level of effort maintained at the FY 2010 base funding level. A constant level of effort assumes a 2% increase over the previous year's base funding. Calculate your FY 2011 with a 2% increase over FY 2010, and again for FY 2012 with a 2% increase over FY 2011.
- A constant level of effort means no increase in personnel. You are allowed to migrate people from one activity to another, however, or exchange an Engineer for a Temporary Ph.D., for example, as long as the dollar amount is fixed.

Your final step!

When you have completed the spreadsheet, rename the file to Your_last_name_Institution_2010.xls. Email it to john.boger2@science.doe.gov with "DOE Request" as the email subject line. PLEASE RETURN NO LATER THAN 5 PM ET, MONDAY, February 8, 2010. Thank you.

	DOE/HEP Research Thrust						
	Accelerator R&D	**Detector R&D**	**Electron Accelerator-base research**	**Non-accelerator-based research**	**Proton Accelerator-based Research**	**SciDaq**	**Theory**
Activity	Beam physics	Core	BABAR	ADMX	CDF	CAC	Phenomenology and Model building
	Beam sources & instrumentation	Sensor	BELLE	AGIS	D0	ComPASS	Lattice Gauge Theory
	High-gradient accelerating structures	Detector Systems	CLEO	AMS	CMS	LQCD	Formal Field Theory and String/Gravity Theory
	Muon accelerators & neutrino factories	Data Acquisition	SUPER B	ANITA	ATLAS	OSG	Cosmology and Particle Astrophysics
	New acceleration concepts		BES III	Amber	MINOS		
	Superconducting magnets & materials		Linear collider detector	Auger	MINERvA		
	Superconducting RF acceleration			BOSS	MiniBoone		
				CDMS (SuperCDMS)	T2K		
				CLEAN (miniCLEAN)	K2K		
				Conference	Zeus		
				COUPP	MEG		
				Dark Energy (grant)	FOCUS		
				Dark Energy (general)	SELEX		
				Dark Matter R&D	HyperCP		
				Darkside	KTEV		
				Daya Bay	KOTO		
				Double Chooz	LBNE		
				DES	NOvA		
				DMTPC	Mu2E		
				EXO	MicroBoone		
				Fermi/GLAST	Drell-Yan		
				JDEM	MIPP		
				KamLAND			
				LSST			
				LUX			
				NEMO			
				Quest			
				SNO			
				SNFactory/SCP			

				VERITAS			
				Super-K			
				Supernova Simulations			
				Xenon			