

A short summary of the life of an LCBP grant (for projects funded through EPA)

1. Funding is allocated by the LCBP Steering Committee for a specific project to be implemented, and identifies whether this project should be implemented by LCBP staff, sole-sourced or a Request for Proposals (RFP) issued.
2. For most RFP projects, LCBP Staff, in consultation with representatives from the appropriate LCBP Advisory Committees, develop an RFP for release.
3. RFP is then approved for release following advice from the appropriate LCBP Advisory Committee (e.g. Technical Advisory Committee).
4. Proposals submitted by the due date identified in the RFP (typically 6-8 weeks after release date) are then reviewed by a committee of confidential technical peer reviewers.
5. For research projects, a subcommittee of members of the LCBP Advisory Committee then reviews the confidential technical reviews and issues a draft recommendation to be considered by the Advisory Committee. The Advisory Committee approves the draft Record of Decision in the form it recommends.
6. For grants, LCBP staff members prepare a draft Record of Decision based on the confidential technical peer review.
7. For both research projects and grants, the LCBP Steering Committee reviews and approves the Record of Decision.
8. Project award is announced: contractor is notified and provided with workplan development guidance.
9. Contractor develops workplan within sixty days of award notification, submits for approval by LCBP staff and/or the appropriate LCBP Advisory Committee, and then by EPA (typically about 45 days, from initial workplan development to EPA workplan approval)
10. Contract development between contractor and NEIWPC (2 weeks) occurs.
11. Following the signing of the contract, the contractor may begin administrative work, purchase supplies/materials, but may NOT begin data collection or analysis at this point.
12. If the project involves any form of data collection, manipulation, or analysis, regardless of the source of the data, the contractor must develop a Quality Assurance Project Plan **prior to collecting samples or data or conducting data analysis**. For more information, visit: <http://www.lcbp.org/QAPP.htm>.
13. Contractor develops Quality Assurance Project Plan (QAPP), submits for approval by LCBP, NEIWPC, EPA (45 days, start to finish). Contractor may choose to begin QAPP development prior to workplan approval, but LCBP cannot compensate for this time. LCBP can only compensate contractors for time worked after the contract has been signed and returned to NEIWPC.
14. Contractor may begin data collection as soon as the QAPP is approved (typically 12-14 weeks from initial contract award notification).

LCBP/NEIWPC requires quarterly reports to be submitted (approved by LCBP staff) following contract execution, and a final report, which will be reviewed & approved by the appropriate LCBP staff and/or LCBP Advisory Committee. All reports and project invoices should be submitted to the LCBP Project Officer assigned to the project, who will then review, approve and distribute the documents to the appropriate people.

Final reports should be submitted no less than four weeks before the project end date specified in the contract, to allow for report review, approval by LCBP staff and/or the appropriate LCBP Advisory Committee, and amendments made to the report if necessary. Principal investigators for larger projects may be asked to present a summary of their project findings to the appropriate Advisory Committee prior to final report approval.