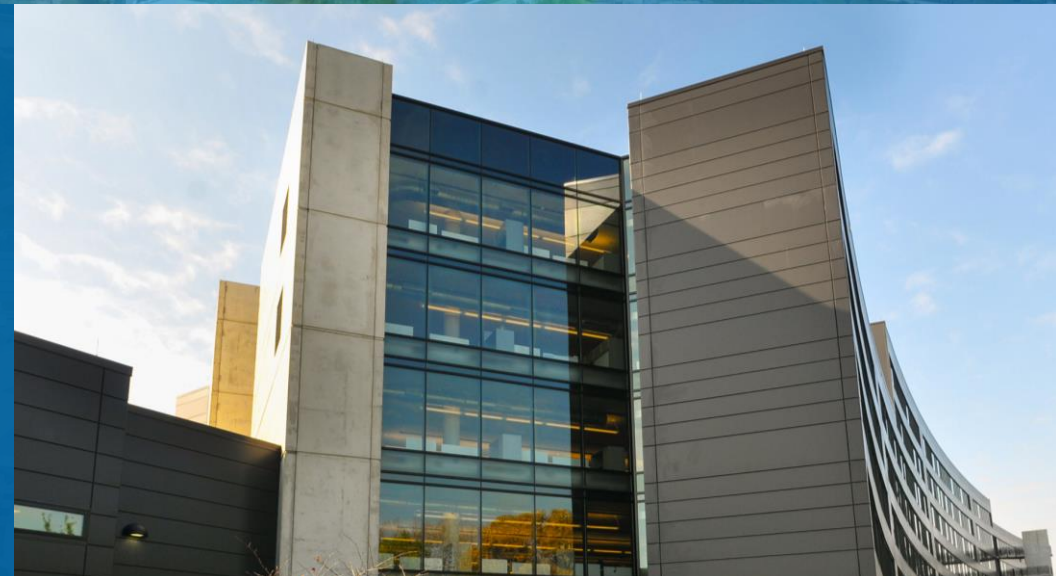


FEBRUARY 2026

CELS EXTERNAL AGREEMENT SUPPORT

STEVE JANKIEWICZ

External Agreements Specialist
Computing, Environment and Life Sciences
sjankiewicz@anl.gov | (c) 630.370.0347



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CELS EXTERNAL AGREEMENT SPECIALIST

Local support for:

- Strategic Partnership Projects (SPPs)
- Cooperative Research and Development Agreements (CRADAs)
- Technical Service Agreements (TSAs)
- Non-Disclosure Agreements (NDAs) & MOUs
- Information Protection Assessments [CELS Primary IAR]
- Research Project Enablement | Work Acceptance [CELS D-RPE Lead]

WHEN TO REACH OUT:

- Planning new external partnerships or agreements
- Questions about SPPs, CRADAs, TSAs, or other agreement types
- Need guidance or support during SOW development
- Questions about the work acceptance processes
- Need an NDA or MOU
- Information protection questions or OPSEC support

Important CPS Contacts:

- Karlee Kveton (Division Finance Manager)
- Lisa Cruz Garcia (Proposal Resource Administrator)

WORK ACCEPTANCE



U.S. DEPARTMENT
of **ENERGY**

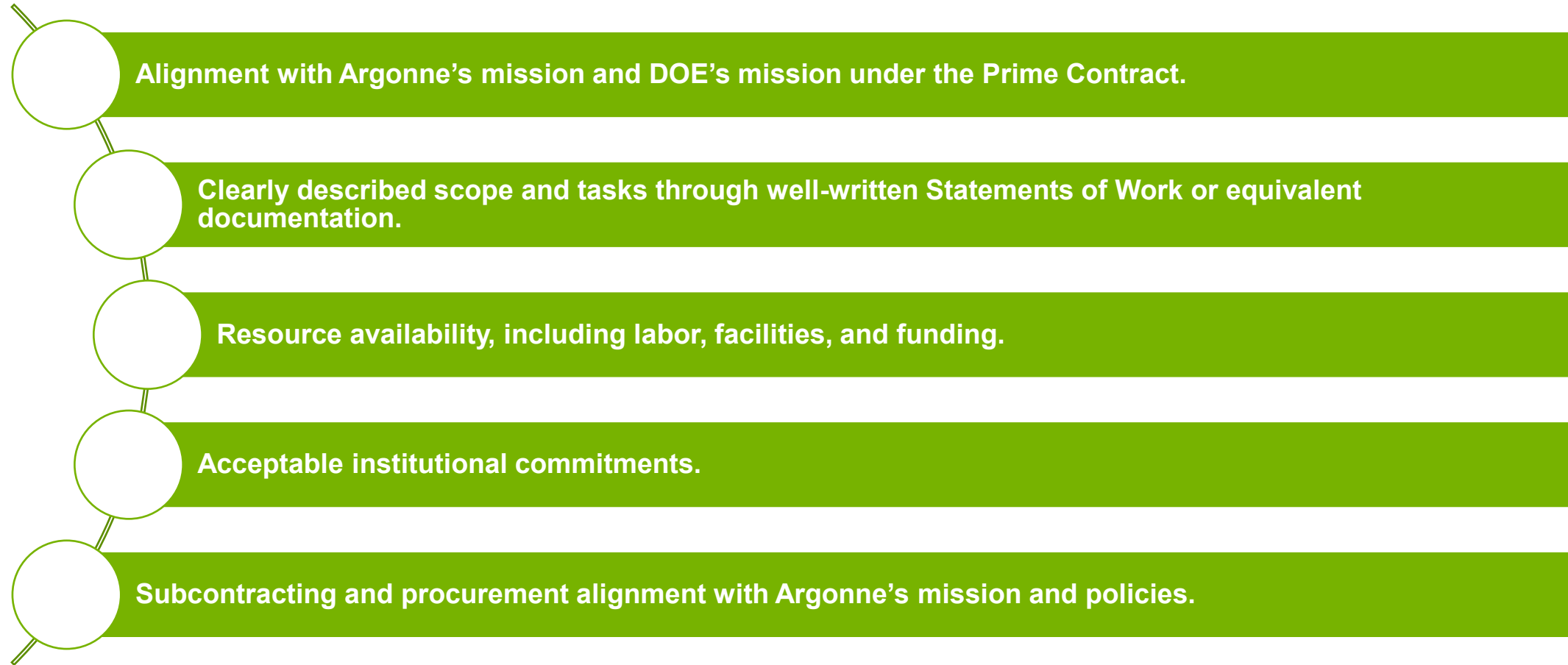
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WORK ACCEPTANCE PURPOSE

Ensure that all research projects are reviewed for:



References: LMS-PROC-399, LMS-POL-92

RESEARCH PROJECT LIFECYCLE



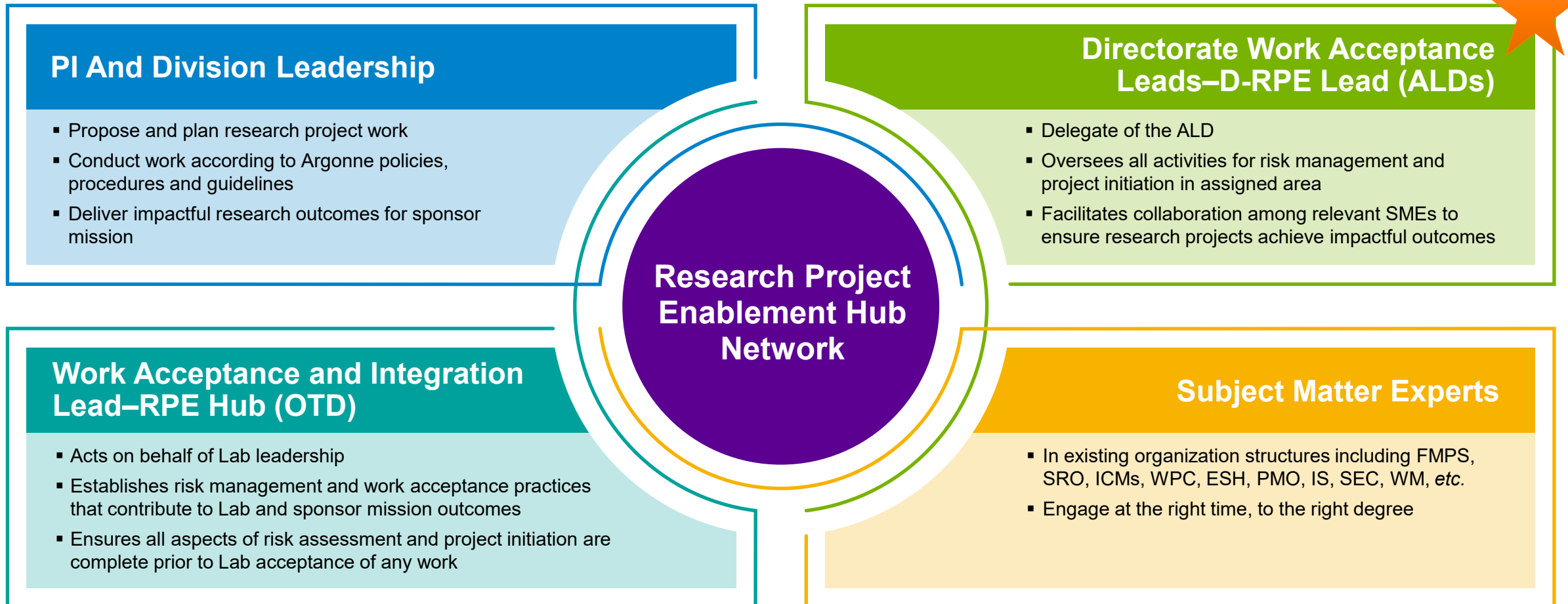
■ **Proposal Process** > **S&TPO**

■ **Work Acceptance Process** > **Research Project Enablement Hub**

■ **Work Planning and Execution Process** > **ESH and WPC**

RPE HUB AND NETWORK

The RPE Hub and WA/Lead-RPE role sits within the Office of the Director (OTD) and is responsible for establishing and maintaining a standardized work acceptance process across all research directorates.



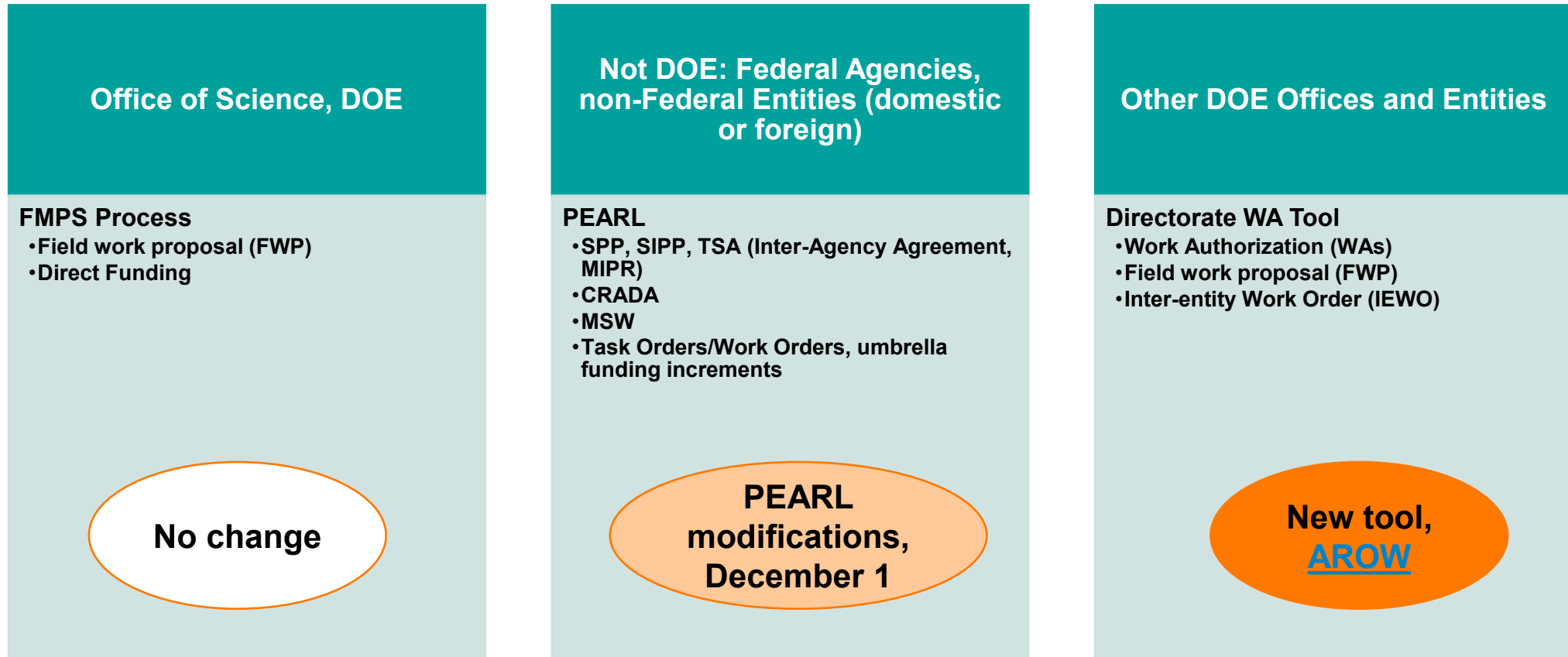
WORK ACCEPTANCE INFORMATION

You will need to address (LMS-POL-92 and LMS-PROC-399):

- Explain how the project work and deliverables benefit the U.S. Government, DOE, and Argonne (100 words or less).
- Why Argonne? Identify unique capabilities, resources, etc.
- Based on the scope of the project, the Laboratory's mission, and the unique Argonne capabilities utilized, explain why the work is not competing with private industry.
- Subcontractor (yes/no) and rationale with scope if yes.
- Alignment with DOE Core Capabilities (see DOE list).

WORK ACCEPTANCE SYSTEMS

How to complete the work acceptance process



AROW SYSTEM

[Click Here](#)

**AROW**
Agreement Resources on the Web



WA-01 Work Acceptance Form

Submit new work acceptance information for research projects, including funding details, statements of work, and unique capabilities.

[Start New Form →](#)



WA-02 Supplemental Form

Submit supplemental information for existing work acceptance records, including funding increments and no-cost time extensions.

[Submit Supplemental →](#)



Decision Records

View and manage all submitted work acceptance forms. Search, filter, and access detailed records for tracking and reporting.

[View Records →](#)



My Drafts

View and continue editing your saved draft forms. Resume work on incomplete WA-01 and WA-02 submissions.

[View Drafts →](#)

Related policies, procedures and resources

**LMS-PROC-399**
Research Project Work Acceptance Review

**LMS-POL-19**
Protection of National Security and Other U.S. Interests

**Core Capabilities**
Argonne's Core Capabilities in Science and Technology

**ANL-1266**
Proposal Review Record

**PROW**
Project Resources on the Web

EXCLUSIONS:

- a) DOE Office of Science program funding
- b) Core user facility funding
- c) LDRD program funded projects
- d) Discretionary projects
- e) Royalty funded projects
- f) Any other exception must be recorded in the Research Project Enablement (RPE) Decision Record.

Additional details are provided in section 4, *Funding-type specific guidance and WA-01 equivalents*.

[LMS-PROC-399]

QUESTIONS?

Contact Information

Email: sjankiewicz@anl.gov

Phone: (630) 370-0347



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