Dear Colleague 25 January 2008,

Over the coming months, projects that will comprise the Initial Suite of Experiments (ISE) for DUSEL must be ready to produce a Preliminary Design Report (PDR) that could be included in the DUSEL MREFC request and integrated into the facility design. The time scale is short and the task requires a great deal of work. To facilitate reaching this goal, a workshop is being planned for 21-26 April at Lead, SD [http://homestake.sdsmt.edu/April_20-26/meeting.htm ]. At this workshop, the effort will begin to prepare the PDRs for individual proposed experiments, and the form of the various experiment proposals will be refined, science plans developed, and design needs established. A call for project development proposals (NSF S-4) is soon anticipated, with closure anticipated in summer 2008. This workshop will allow teams to begin their response to this anticipated opportunity. Some travel support will be available: See web page for details.

At the conclusion of this workshop, the DUSEL Experiment Development Coordinators (DEDC) ask that collaborations wishing to be considered for the ISE make a presentation with the following components required of an MREFC proposal:

- scientific justifications
- education and broader impacts programs
- experimental descriptions
- Project Execution Plans, including project scope and organization
- timelines and decision branch points for project evolution, technology decisions, etc., where relevant,
- acquisition strategies
- project performance baseline
- identification of required R&D
- risk identification and management
- WBS and dictionaries
- cost estimates

The description of the NSF MREFC process can be found in document NSF-07-38,

http://www.nsf.gov/pubs/2007/nsf0738/nsf0738.pdf

Workshop participants are expected to be familiar with this document and to come prepared to address the bulleted list above.

We recognize that few, if any, collaborations will have presentations ready for PDR review. However, the discussions of the various projects in the context of these required components will help the community reach that goal and will help the facility design team prepare for the integration of the experiments into the facility design. The process of establishing the DUSEL MREFC schedule is being developed by the facility team and the DEDC coordinators; NSF will provide input on the agency process and general

oversight, as needed. Updates to the schedule presented in November will be made available over the coming weeks.

In order to plan the workshop logistics, it would be valuable if the leaders of the various potential proposals contacted one of us with an estimate of how many people might attend.

Regards – The DUSEL Experiment Development Coordinators
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