

Portfolio Analysis and Management System (PAMS) External User Guide

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1.0 INTRODUCTION

The *Portfolio Analysis and Management System (PAMS)* is a Web-based system for managing Proposals and Reviews submitted to the DOE Office of Science. The PAMS experience is role- and user-sensitive, meaning that each user will see only information and action options that are pertinent to him or her. This customized approach minimizes errors in processing, simplifies the application process, and ensures sensitive information stays protected.

This document is a comprehensive guide to PAMS for financial Award applicants and reviewers. It includes step-by-step directions for registering, applying for financial Awards, reviewing Proposals, tracking Proposals, and taking action on any Proposal or Review assigned to you.

The *PAMS External User Guide* comprises the following sections:

- Section 2.0, [Getting Started](#), is a high-level system overview, which includes:
 - Getting familiar with PAMS
 - Log-in information
 - Supported browsers
 - Navigation through the system
 - System conventions
 - Search fields
 - Pending tasks.
- Section 3.0, [What Can I Do in PAMS?](#), provides instructions for system actions that users are apt to employ every time they are in PAMS. These actions include:
 - Registering to PAMS
 - Managing Institutions
 - Managing submissions
 - Viewing Proposal reviews
 - Tasks to complete after submission
 - Reviewing Proposals.
- **APPENDIX A**, [Glossary](#), provides definitions for the acronyms and potentially unfamiliar terms in the User Guide.
- **APPENDIX B**, [PAMS Helpdesk Contact Information](#), provides telephone numbers and email addresses of the PAMS Helpdesk, which is ready to assist you with using the system.
- **APPENDIX C**, [Proposal Process Flow in PAMS](#), is a high-level flow diagram of the phases that a Proposal goes through in PAMS.

2.0 GETTING STARTED

In this section, you will find information on the business processes supported by PAMS, the user roles that support those processes, how to log in and navigate through PAMS, and what you can expect to see while using PAMS.

2.1 Getting Familiar with the PAMS User Interface

The following sections introduce you to the various ways you will interact with PAMS.

2.2 Logging In

Follow the steps below to log into PAMS:

1. Open your Internet browser.
2. In your browser window, enter the Website address <https://pamspublic.science.energy.gov/> for DOE PAMS and press the **Enter** button. If reading this user guide online, merely click the hyperlinked Website address above to go to PAMS.
3. Enter your user name and password.
4. Click the **Log In** button.



PAMS will time out after 30 minutes of inactivity, at which point you will have to log in again.

2.2.1 PAMS Account Is Locked

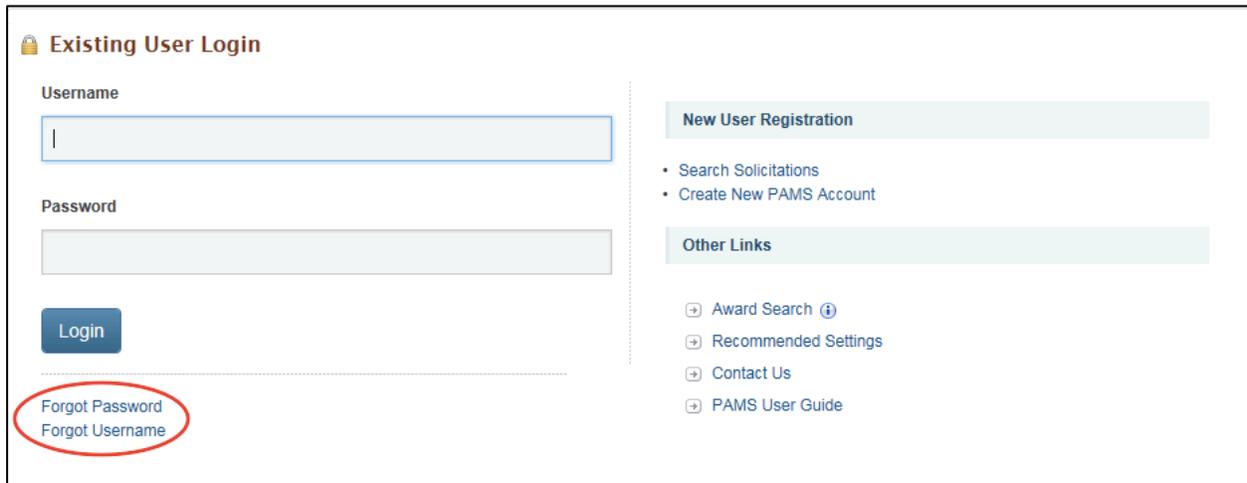
PAMS locks your account if you try to log in **three times** with an incorrect password. You will have to wait 30 minutes before attempting to log in again.

2.2.2 Forgot PAMS Password

To reset your password:

1. Click the **Forgot Password** link on the login page (Figure 1).
2. Answer the security question you set up. You will then receive an email from PAMS with a temporary password. Try logging in again.
3. If you have forgotten the answer to your security question, or are still having login problems, please contact the PAMS Help Desk for assistance (see [Appendix B](#)).

Figure 1. PAMS Existing User Login: Forgot Password Link



2.2.3 Forgot PAMS Username

If you forget your PAMS username:

4. Click the **Forgot Username** link on the login page (Figure 1).
5. Enter your First Name, Last Name and email address associated to your account. Click **Continue**.
6. Your username will be sent to your email address.
7. If you do not receive an email containing your username, or are still having login problems, please contact the PAMS Help Desk for assistance (see [Appendix B](#)).

2.3 Supported Browsers

Table 1 lists the supported browsers that are recommended for access to the complete set of features available in PAMS.

Table 1. Recommended Browsers for PAMS Access

Browser	Version
Internet Explorer	9.0 and above (11.0 is recommended) PLEASE NOTE: Internet Explorer 10.0 is not supported.
Firefox	3.6 and above (3.6 is recommended)
Safari	5.1 and above (5.1 is recommended)
Chrome	20.0 and above (20.0 is recommended)

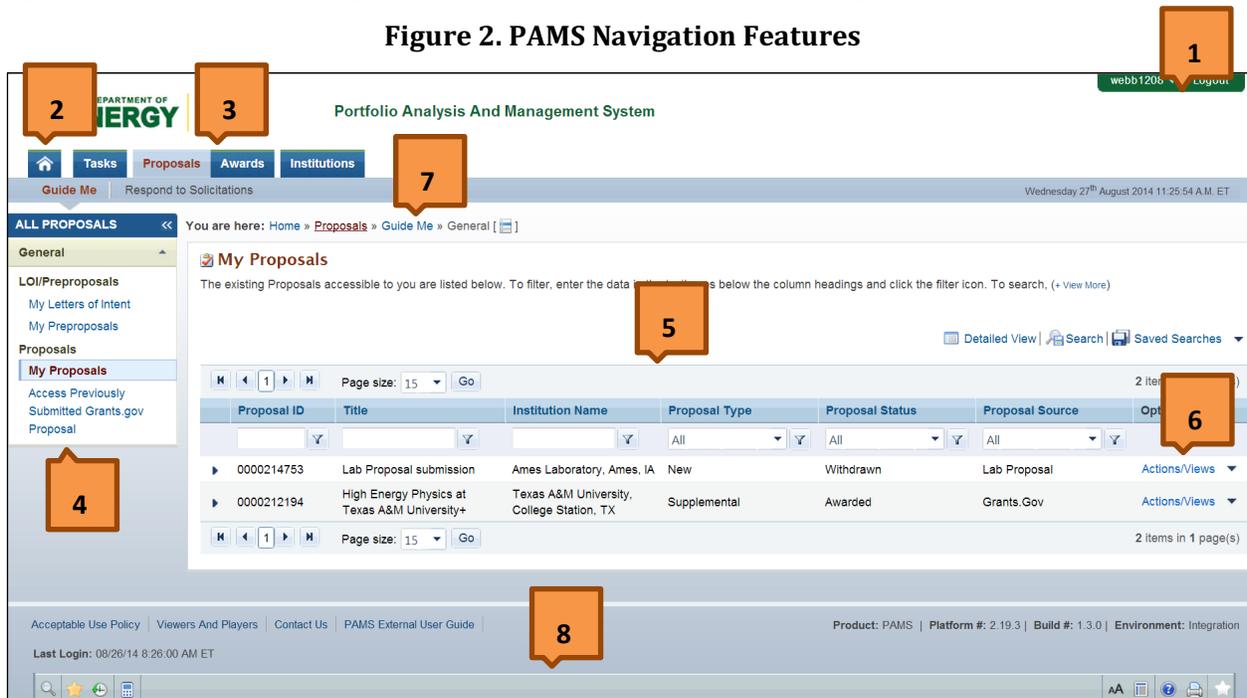
2.4 System Navigation

As with many other Web-based systems, your primary input tools are your keyboard and mouse. Additionally, most PAMS pages support keyboard navigation:

- Use the *Tab* key to move the cursor to the next data-entry field or link.
- Use the *Enter* key to open a link.
- Use *Shift+Tab* to move in reverse order through fields and links.

Figure 2 and its accompanying table show and describe the primary navigation features in PAMS.

Figure 2. PAMS Navigation Features



Ref. #	Element	Description
1	Account (username) Dropdown, Logout Link	Refer to Section 2.9, View/Update Your PAMS Profile , for more information on the account dropdown. Click the <i>Logout</i> link to exit PAMS. To log into PAMS again, you will have to provide your login credentials.
2		Click the Home icon to go to the PAMS <i>Welcome</i> page. Once there, click the <i>Recommended Settings</i> link to see the browser and system settings that provide optimal viewing of PAMS.
3	Tabs	At the top of most PAMS pages are tabs to help you navigate through different modules in the system. The tabs shown here are  , Tasks, Proposals, Awards, and Institutions. The tabs bar, DOE logo, and Account/Logout links can be hidden temporarily by clicking the double-arrows up button  at the far right end of the tabs bar. To make these page features re-appear, click the double-arrows down button  at the top right of the page.

Ref. #	Element	Description
4	Left Menu	<p>Within each module, the main menu is often found at the left-hand side of the page. The main menu can be hidden by clicking the double-arrow button  at the top-left corner of the menu.</p> <p>To make the left menu re-appear, click the double-arrows button  at the top left of the page.</p>
5	Grid	<p>A table, or grid, is used when multiple records must be displayed.</p> <p>The left-most column may have arrows  to indicate that the rows are expandable. Click an arrow to expand a row and view detailed information about the record. You can also click the Detailed View link above the grid to expand all rows.</p> <p>The rows may be filtered by entering information in any one of the textbox fields immediately below the grid's column headings, and clicking the filter icon  next to it.</p> <p>Most grids also have a <i>Search</i> feature. The search pane is accessed by clicking the <i>Search</i> link above the grid.</p> <p>The <i>Page Size</i> fields enable you to adjust the height of the grid by indicating the greatest number of [collapsed] rows that may appear on a page. Arrow buttons next to the page number allow you to page through when there are multiple pages.</p>
6	Context Menu Dropdown (also called <i>Options</i> column dropdown)	<p>The right-most column in a grid is the <i>Options</i> column. Available options will vary from record to record. Click the dropdown arrow next to the link to reveal the options.</p>
7	Breadcrumb Navigation	<p>Each PAMS page displays the navigation path you followed to reach the current page. If the navigation path is too long, it is summarized by the application. Hover over the  icon to view the summarized path details.</p>
8	Floating Toolbar	<p>PAMS has a floating toolbar at the bottom of the page that enables easy access to key functions. Options in the floating toolbar often include Search, Favorites, Recently Accessed, Print, and so on.</p>

2.5 System Conventions

Table 2 lists the conventions for messages generated by PAMS. Symbols used as part of these conventions are designed to convey system messages consistently and to provide you with a richer user experience.

Table 2. Types of Messages Generated by PAMS

Symbol	Denotes
	Critical Error: This kind of error must be corrected in order for the system to save your information. If one or more errors of this kind appear on the page and are not corrected, the system will not save the data entered after the last successful save. Example: Entering “two” in a field where “2” is called for produces a Critical Error.
	Exception: This symbol denotes either a discrepancy or inconsistency in the information entered. Such errors must be corrected or justified.
	Information: This symbol designates a note containing important information regarding your document or report.
	Regular Error: This kind of error will let you save the information entered. However, if one or more errors of this kind appear on a page and are not corrected, the system will not change the status of the page to “Completed.” If these errors occur while updating the budget sheet on a Proposal, for instance, the budget sheet will not be marked as complete and you will not be able to submit the Proposal. Example: Entering no information in a field where data entry is required may produce a Regular Error.
	Success Message: This symbol appears when a particular process has been executed successfully, such as when information is saved or submitted.
	Tool Tip: This icon is often located near data fields. Hover your mouse over the icon to read a description of the data field. Example: 

2.6 Search Fields

In this user guide, some search fields have a search requirement similar to the following:

- Institution Name like: Enter the Institution Name or at least a part of it.

The word *like*, as used here, means that if you are uncertain of the exact name of the Institution (or whatever entity you are searching for), you can enter a part of the name of the Institution you are searching for. For example, if you know that “Water” is part of the Institution name (as in *Waterfield* Company or *Waterman* University), enter “water” in the search field and click the **Search** button. The system searches for and pulls up all Institutions with “water” as part of the Institution name.

This search method also works for numbers if *like* is a search option. For example, if you know that part of a Solicitation number includes “FOA,” enter “FOA” only in the search field and click the **Search** button.

2.7 Access Tasks

Tasks are action items that are in your queue. They are usually pending actions that are time sensitive and require your immediate attention. You can access all the tasks assigned to you as follows:

1. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 4).

Figure 3. PAMS Home Page – Tasks Tab

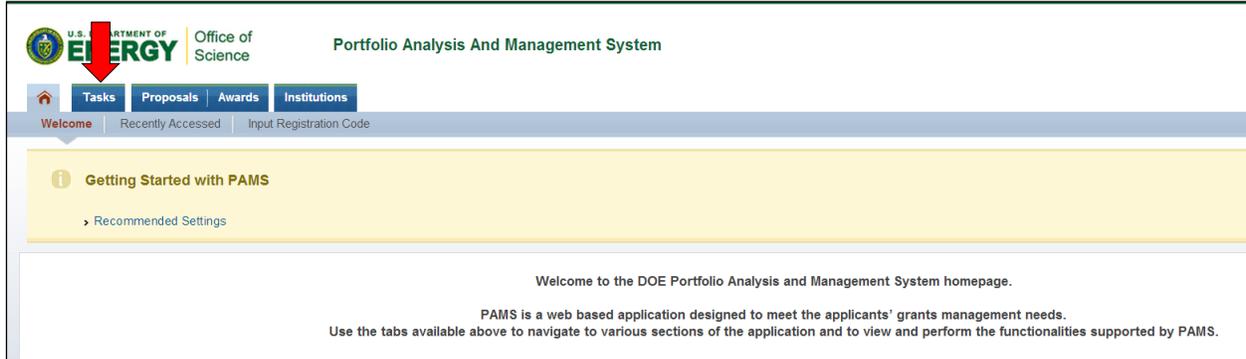
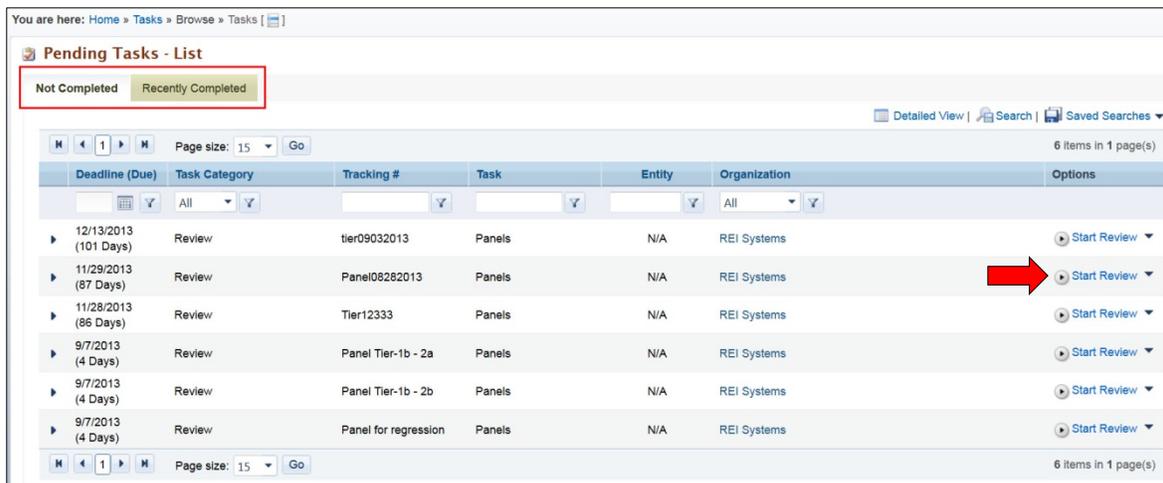
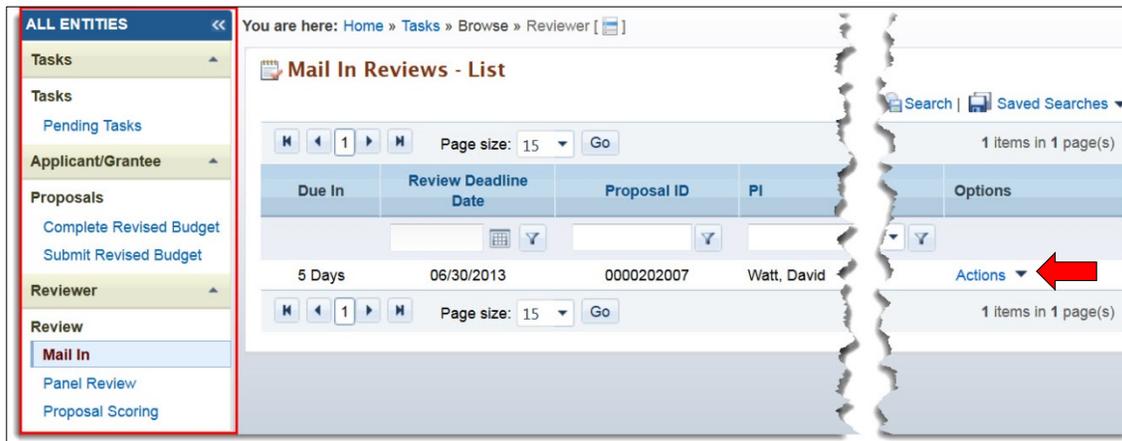


Figure 4. Pending Tasks - List Page



2. By default, the *Pending Tasks – List* page displays all the tasks currently assigned to you that need your prompt attention. Click the **Start** link, under the *Options* column, to begin working on a task.
3. The *Pending Tasks - List* page has two tabs: *Not Completed* and *Recently Completed*. Tasks assigned to you and awaiting action by you are under the *Not Completed* tab. The *Recently Completed* tab enables you to see tasks that have been processed.
4. Alternatively, you can click the task name in the left navigation menu (Figure 5) to view the list of documents requiring that task.

Figure 5. Left Navigation for Tasks



5. Click the **Actions** link in the *Options* column to view and complete the task.
6. Once the task has been completed, the task moves to the *Recently Completed* tab.

2.8 How to Attach a File in PAMS

Some PAMS activities, such as submitting Proposals, Preproposals, Letters of Intent (LOI), and Revised Budgets, enable you to attach one or more document files from your personal computer or network. Attaching a file can be either an option or a requirement, depending on the task you are performing.

The following steps explain how to attach document files in PAMS. The Submit Letter of Intent (LOI) screens are used as an example for this procedure.



Attaching a document file is usually the last step in a procedure. For that reason, the Attach File button could be grayed-out when you first come to a page, as it is in Figure 6. Fill in all the other mandatory fields first before attempting to attach files.

1. Expose the attach-file fields, if they not already visible, by clicking either the **Attach File** button at the far right of the page of the section title or the ► arrow at the far left of the section title (Figure 6).

Figure 6. Attach File: Screen 1

You are here: Home » Proposals » Guide Me » General [] » My Letters of Intent

Submit Letter of Intent (LOI)

Complete the form below to submit a Letter of Intent (LOI). Search for and add only one PI. If the PI is not registered, send an invitation to the PI to register to the (+ View More)

Solicitation Information

Solicitation Number: DE-FOA-0000801: SBIR-STTR FY 2013 Phase I Release 2

* Institution: Northeastern University, Boston, MA

PI Information Select PI

Name: N/A

Project Information

* Letter of Intent Title: ABCV Submission

* Topic/Subtopic: 11 - BUILDINGS - SOLAR JOINT TOPIC
a - Low-Cost Solar Cogeneration Systems for Residential and Commercial Building Populate Subtopic

Letter of Intent (Minimum 1) (Maximum 1) Attach File

Cancel Save Submit to DOE

2. Click the **Browse** button (Figure 7) to select a file from your computer or network (Figure 8)

Figure 7. Attach File: Screen 2

Letter of Intent (Minimum 1) (Maximum 1) Attach File

* Document

Allowable Document Types: docx, doc, pdf Browse... No file selected.

Allowable Document Size: 100 MB

Description: Approximately 1/4 page (Max 500 Characters): 500 Characters left.

Upload Cancel

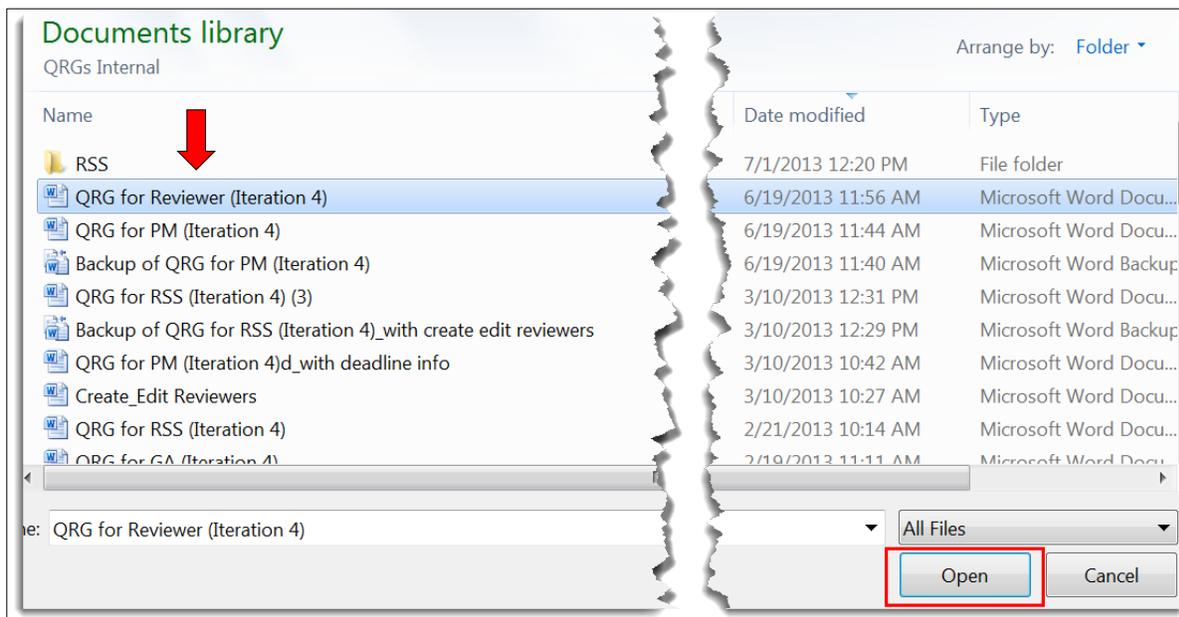
No documents attached

Cancel Save Submit to DOE



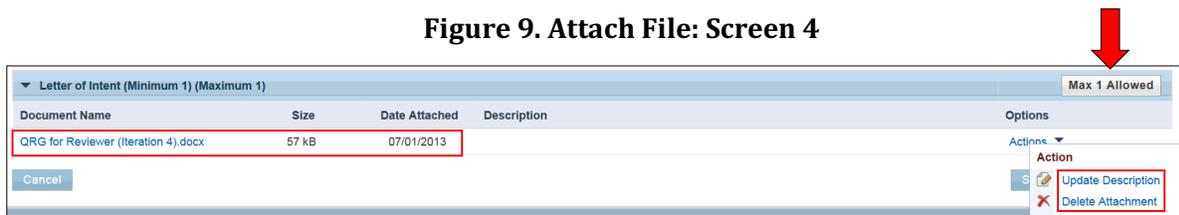
The Documents library page shown in Figure 8 is only a sample. Your document files will look different.

Figure 8. Attach File: Screen 3



3. Highlight the file you wish to attach in PAMS and click the **Open** button.
4. Click the **Upload** button (Figure 7) to attach the document file in PAMS, as shown in Figure 9. (*Max 1 Allowed* means that PAMS only accepts one file attachment for this functionality.)

Figure 9. Attach File: Screen 4



5. If you wish, enter an optional document summary in the *Description* field (Figure 7).
6. In the *Options* column, click the **Actions** dropdown (Figure 9). If necessary, click either the **Update Description** link or the **Delete Attachment** link to perform the respective action.
7. Click the **Save** button (Figure 7) to retain your work.
8. Click the **Submit to DOE** button if your work is complete and ready to send to DOE.

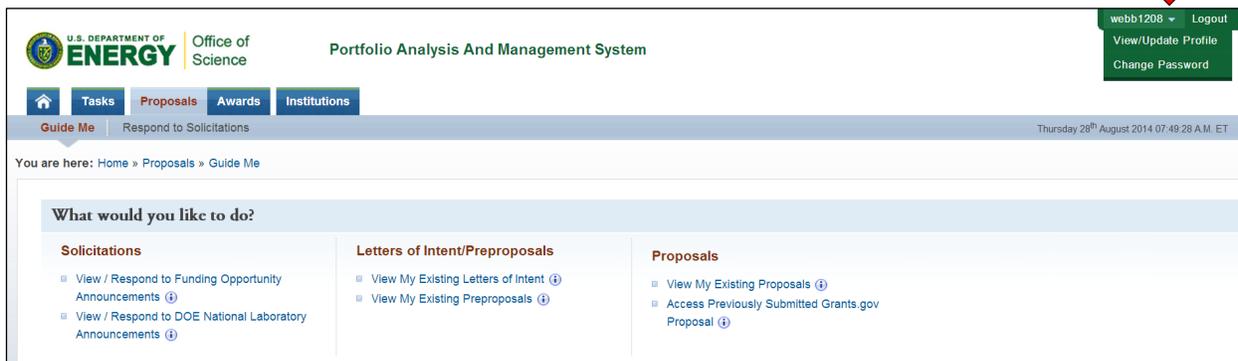
2.9 View/Update Your PAMS Profile

The *View/Update Profile* page (Figure 11) enables PAMS users to view and update their personal PAMS information.

2.9.1 How to View Your Profile

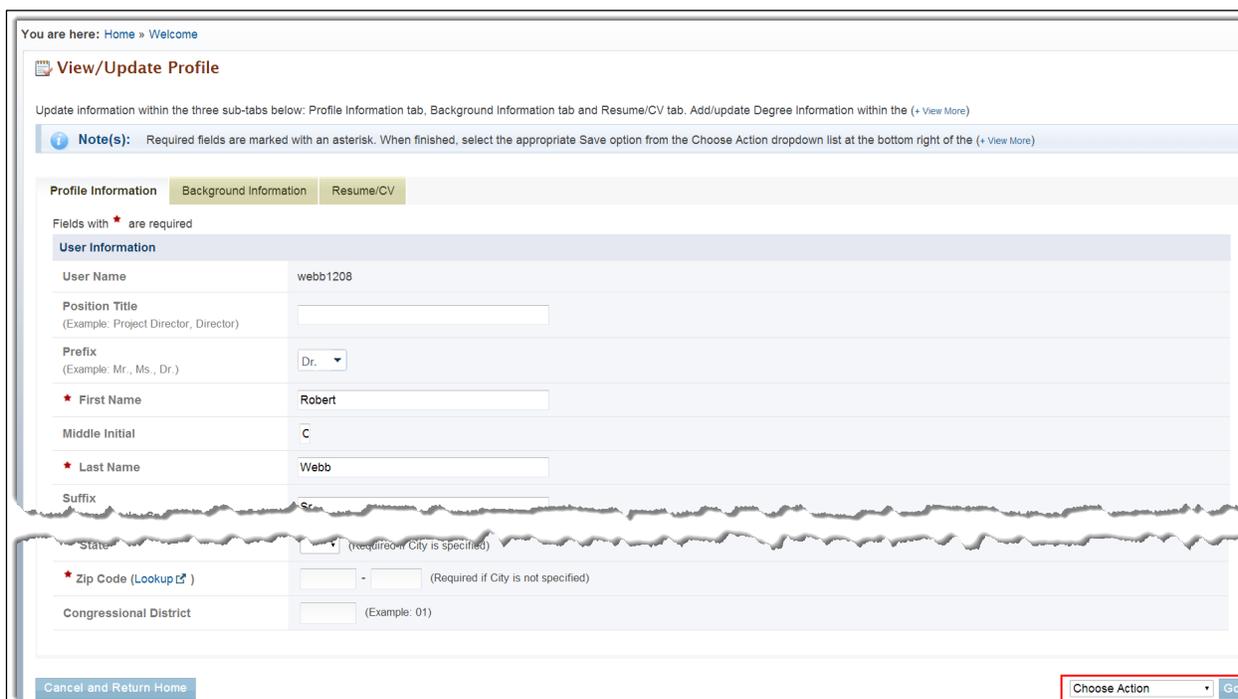
1. From any PAMS page, click the account name drop-down list located in the green bar at the top-right corner of the page (Figure 10).

Figure 10. Account Name Drop-Down List



2. Click the **View/Update Profile** link from the drop-down list to go to the *View/Update Profile* page (Figure 11).

Figure 11. View/Update Profile Page



2.9.2 How to Update Your Profile

1. The *View/Update Profile* page has three sub-tabs: *Profile Information*, *Background Information*, and *Resume/CV*.
2. Click the tab labels to view the information contained on those pages. If required, update the information in the fields on the page.
3. Alternatively, you may select **Save and Continue** from the *Choose Action* drop-down list at the bottom right corner of the page. Click the **Go** button and proceed to the next tab.
4. You may also select **Save and Return Home** from the drop-down list to save your changes and return to the PAMS home page.

3.0 HOW DO I REGISTER TO PAMS?

The following sections explain the process of registering to PAMS.

3.1 Registration

Registering to PAMS is a two-step process:

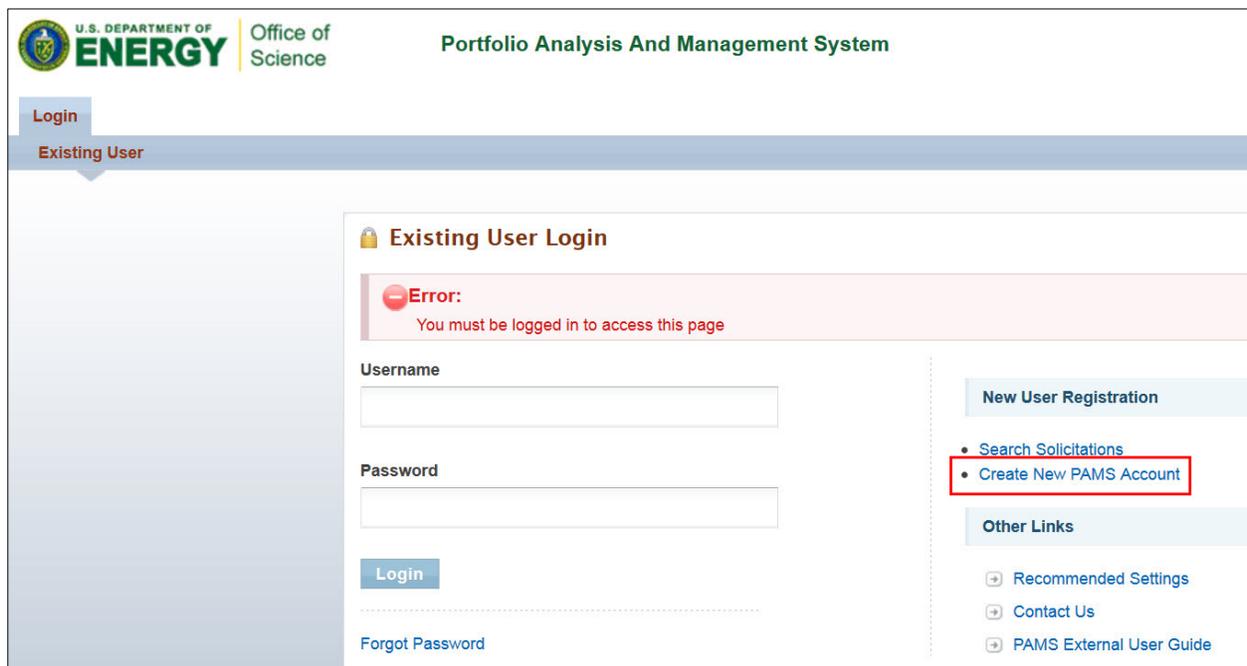
1. Register to PAMS.
2. Register to an Institution.

Registering to PAMS ensures that you have authorized access to PAMS, whereas registering to an Institution ensures that you are associated to an Institution. Based on your role, you may be able to manage Institutions and/or users within the Institution. Once you have registered to PAMS, you will be able to view/update your profile as well.

3.1.1 How Do I Register to PAMS?

1. Go to the PAMS Website (<https://pamspublic.science.energy.gov/>).
2. Click the **Create New PAMS Account** link at the far right of the page (Figure 12).

Figure 12. PAMS Login: Create New Account Link



3. On the *Having Trouble Logging In* page (Figure 13), click the **No, I have never had an account** link, which expands. Then click the **Create an Account** button.

Figure 13. Having Trouble Logging In Page

Having Trouble Logging In?

Click on the appropriate option below to troubleshoot login issues.

Note(s):
If you have been invited to register to PAMS, please follow the instructions in the invitation email.

Do you have a PAMS account?

- ▶ **No, I have never had an account**
- ▶ No, I have never had an account but I have a registration code.
- ▶ Yes, but I did not complete my registration.

▼ No, I have never had an account

Create an Account

Registration within PAMS is a two step process:

- Create an individual account for yourself. This account should not be shared with any other user.
- Affiliate the account to your institution record if it already exists and affiliate your account to it. Each account can be associated with one or more institutions.

Cancel **Create an Account**

4. This takes you to the *Create Account* page (Figure 14). Complete the form. Note that fields marked by a red star (★) are mandatory.
5. Click the **Save and Continue** button when you are finished, and the page expands further to enable you to enter more account information (Figure 15).

Figure 14. Create Account Page

Create Account
Enter required information as shown below. When finished, click Save and Continue.

Fields with * are required.

Personal Information

Prefix (Example: Mr., Ms., Dr.)	None ▾
* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
Suffix (Example: Jr., Sr., III)	<input type="text"/>
* Username	<input type="text"/>
* Password	<input type="password"/>
* Retype Password	<input type="password"/>
* Security Question	Select One ▾
* Security Answer	<input type="text"/> <small>(Security Answer is case sensitive)</small>
* Email	<input type="text"/>

Password Instructions
Passwords must be at least eight characters in length and contain the following:

- At least one lowercase letter (a-z)
- At least one uppercase letter (A-Z)
- At least one number (0-9)
- At least one of these five special characters: ~ ! @ # *

(+ View More)

Cancel Save and Continue



In the Mailing Address fields (Figure 15), you will enter information for ONLY ONE of the following: a Street Address, a Post Office (PO) Box, or a Rural Route:

- The *Street Number* field is for the number of your dwelling; e.g., if you live at 123 21st Street, *123* is entered in the *Street Number* field, not *21st*. You would enter *21st Street* in the *Street Name* field.
- Use the *Select One* drop-down to specify your specific dwelling type, if that designation is part of your address, e.g., *APT* for apartment, *BLDG* for building, etc.
- The *Number* field next to the *Select One* drop-down is to enter a number for your specific dwelling type, e.g., *APT 3*, *BLDG 5A*, etc.

Figure 15. Create Account Page Expanded

The screenshot displays a web form titled "Create Account Page Expanded". The form is divided into several sections:

- Contact Information:** Includes fields for Email Address (with a "Preferred" radio button), Phone Number (with "Select Typ" dropdowns and "Ext." fields), Fax Number, and Website.
- Mailing Address (Required):** Includes fields for Mailstop Code (Internal Routing), Division / Department Name, Company, and Address Type (with "Domestic Address" and "International Address" radio buttons and a "Refresh" button).
- Specify Domestic Address (Street Address or PO Box Only or Rural Route):** Includes radio buttons for "Address", "PO Box Only", and "Rural Route". The "Address" section has fields for Street Number, Street Name, and Number. The "Rural Route" section has fields for Type (with a "Select Route" dropdown), Number, and Box.
- City:** A text field with a note "(Required if Zip is not specified)".
- Urbanization:** A text field with a note "(Used only for Puerto Rico(PR))".
- State:** A dropdown menu with a note "(Required if City is specified)".
- Zip Code (Lookup):** A text field with a note "(Required if City is not specified)".
- Congressional District:** A text field with a note "(Example: 01)".

At the bottom of the form, there is a link: "Click here to enter physical location address if different from mailing address. (Providing this address is optional.)" and a "Create Account" button in the bottom-right corner.

6. Continue to complete all required fields. When finished, click the **Create Account** button in the bottom-right corner of the page.
7. Next, you must read the PAMS Rules of Behavior Agreement that appears (Figure 16). Click the **Accept** button to complete the PAMS registration process.

Figure 16. PAMS Rules of Behavior Agreement

Agreement

Fields with * are required.

Note(s):
Please read this information carefully and accept by clicking on the 'Accept' button to proceed. You may decline it by clicking on the 'Decline' button, and you will not be able to log in.

PORTFOLIO ANALYSIS AND MANAGEMENT SYSTEM (PAMS)

NOTICE TO USERS

This is a U.S. Government, Department of Energy (DOE) system and it is for the use of authorized users only. The system is to be used for official Government business pertaining to the inquiring, applying, and managing of proposals and awards. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. It is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal prosecution in Federal court.

PRIVACY NOTICE

The system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. § 552(a), as amended. Violations of 5 U.S.C. § 552(a) may subject the offender to criminal penalties.

In the event it is suspected that you have not complied with these Rules of Behavior, your account will be frozen, you will be denied any access to the site, and criminal, civil, and/or administrative action may also be taken.

The Privacy Act generally prohibits government agencies from revealing personal information by any means of communication to any person without the prior written consent of the individual. DOE will maintain the confidentiality of the information it receives and will not disclose it to any other person without the prior written consent of the individual. DOE will maintain the confidentiality of the information it receives and will not disclose it to any other person without the prior written consent of the individual.

reports. Persons who are provided information in PAMS are subject to the same statutory criteria applicable to DOE employees under the Privacy Act.

RULES OF BEHAVIOR

1. I consent to having my activities on the system monitored and understand that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence obtained by such monitoring to law enforcement officials.
2. I will not make unauthorized attempts to view or change information, or otherwise cause damage to the system and system data. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986.
3. Information I provide in the course of using this system, and activities I perform in this system, shall not be false, inaccurate or misleading; violate any law, statute, ordinance or regulation, contain any viruses or any malicious code that may damage, detrimentally interfere with, surreptitiously intercept, or expropriate any system, data, or personal information.
4. I agree to protect my access codes from disclosure.
5. I agree to report security incidents and vulnerabilities to the DOE.
6. I will comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system.
7. I agree to use the PAMS system in accordance with the DOE's policies and procedures.
8. I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.
9. I understand that the DOE reserves the right to terminate or suspend my access and use of PAMS, without notice, if there is a violation or suspected violation of these Rules of Behavior.

By submitting this page, I am consenting to the above stipulations.

I acknowledge and understand my responsibilities and agree to comply with the rules of behavior for PAMS.



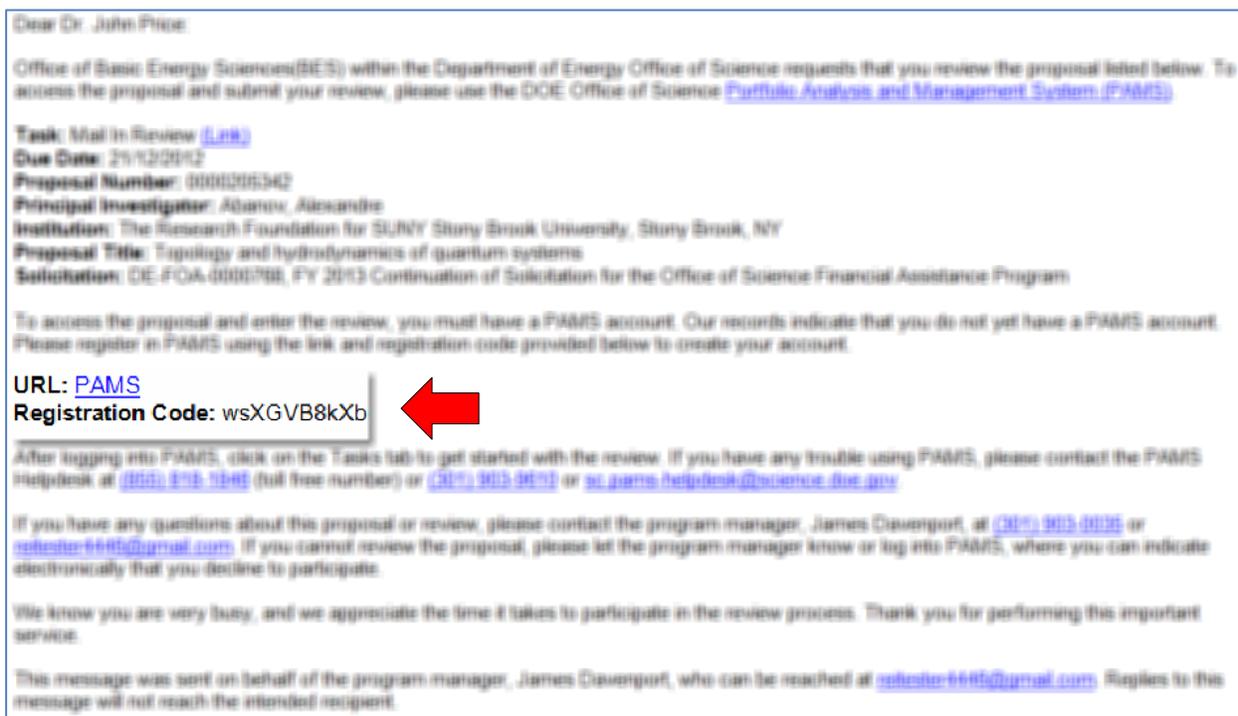
You are now registered to PAMS and are logged in. You can browse through solicitations and view other information in PAMS, but you will need to register to an institution before you can submit proposals or work with previous submissions.

3.1.2 How Do I Register to PAMS Using a Unique Registration Code?

If a task has been assigned to you in PAMS and you are not registered to PAMS, you will receive an email relevant to the task. This email will also provide information about registering with PAMS.

The email will provide a PAMS URL and a unique registration code that are needed to complete the registration process. Figure 17 is a sample email, with a PAMS URL and a unique registration code included.

Figure 17. Registration Code Email



1. Click the PAMS URL in the email. This will take you to the *Verify PAMS User* page (Figure 18).
2. Enter the registration code and click the **Verify** button. This takes you to the *Create Account* page (Figure 14).

Figure 18. Verify PAMS User Page

Verify PAMS User

User Registration

* Registration Code

Verify Cancel



The First Name, Last Name, and Email fields on the Create Account page are prepopulated and not editable. Once you have completed your profile and are registered to PAMS, you can update these fields from your profile. Edit your profile by choosing View/Update Profile LINK from the account dropdown in the top right corner of any PAMS page (refer to Section 2.9).

3. Enter all mandatory information on the *Create Account* page.
4. Click the **Save and Continue** button when you are finished, and the page expands further to enable you to enter more account information (Figure 15).
5. Continue with the account creation process as described in Section 3.1.1, *How Do I Register to PAMS?*

3.1.3 How Do I Register to an Institution in PAMS?

After you have created an account in PAMS, you can register to an Institution in PAMS if you wish to submit Letters of Intent, Preproposals, certain types of Proposals, or work with previous submissions. As soon as you register to an institution in PAMS, an email is sent from PAMS to the institution’s Administrative SRO/BO/AO (see below) letting that person know that you have joined the institution. If the Administrative SRO/BO/AO does not believe you are authorized to be registered to the institution, he/she may remove you.

Registering to an Institution is performed using one of the following options:

1. Register using Grants.gov Proposal Information.
2. Register using Institution Information.

3.1.3.1 Register Using Grants.Gov Proposal Information

Note *If you are already registered to an Institution—or you do not want to register to an Institution for any other reason—click the Cancel button on this page. Upon doing so, you will be registered to PAMS but will not be registered to any Institution.*

1. To register to an Institution using Grants.Gov Proposal information, click the **My Institution has submitted a Proposal in Grants.gov. I am here to register as an SRO, PI, or POC** link (Figure 19).

Figure 19. Register to Institution Page

2. The form shown in Figure 20 appears. The next sections discuss the different roles available to you in PAMS and their respective requirements. Please review them before clicking the **Save and Continue** button.

Figure 20. Register to Institution - Grants.gov Proposal Page

3.1.3.2 I Want to Register as a PI for the Institution

The Principal Investigator (PI) is responsible for:

- Composing and possibly submitting LOIs, Preproposals, and certain types of Proposals in response to Solicitations.
- Overseeing the research activities supported by DOE Office of Science Awards.

Follow these steps to register as a PI:

1. Enter the PAMS *Proposal ID* and *Email* address.
2. Select the *PI* role on the *Register to Institution* page (Figure 21). Click the **Save and Continue** button.

Figure 21. Register to Institution as Principal Investigator (PI)

You are here: Home » Welcome

Register to Institution - Grants.gov Proposal

Enter proposal ID, email and choose a role to register to the institution and get view access to the proposal. If you are an SRO/BO/AO(Sponsored Research Officer/Business Officer/Administrative Officer) to provide more information before confirming your registration. ([View Less](#))

Fields with * are required

Institution Details

* Proposal ID

* Email(as entered in Grants.gov proposal)

* Choose Role

SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer)

PI (Principal Investigator)

Other (Point of Contact)

Note

The Proposal ID and email address should match the Proposal ID and email address listed in the automated email sent by PAMS upon receiving the SF-424 (R&R) Proposal, which was submitted via Grants.gov. Only one PI can register to the Institution using the Grants.gov Proposal information.

3. You are taken to the *Institutions* tab (Figure 22), where a *Success* message provides registration verification.

Figure 22. Institutions List - PI Registration Success Message

You are here: Home » Institutions » Browse

Institutions - List

Success:
You have been successfully registered to the institution.

Register to Another Institution [Detailed View](#)

Page size: 15 Go 14 items in 1 page(s)

Name	City	State	DUNS	Type	Options
Abilene Christian University	Abilene	TX	073171951	Private Institution of Higher Education	View
Adelphi University	Long Island	NY		N/A	View
Advanced Energy Systems, Inc.	Medford	NY	042903026	Small Business	View



At this point, you are registered as a PI for your specific Institution. Additionally, you have been granted access to view the Proposal that was used to register to the Institution.

3.1.3.3 I Want To Register as an SRO/BO/AO to the Institution

The Sponsored Research Officer/Business Officer/Administrative Officer (SRO/BO/AO) role is usually held by an administrative representative responsible for submitting Proposals to DOE Funding Opportunity Announcements (FOA) and/or managing Institution information and users in PAMS.

Follow these steps to register as an SRO/BO/AO:

1. Enter *Proposal ID* and *Email* address.
2. Select the **SRO/BO/AO** role on the *Register to Institution* page (Figure 23). Click the **Save and Continue** button.

Figure 23. Register to Institution as an SRO/BO/AO

You are here: Home » Welcome

Register to Institution - Grants.gov Proposal

Enter proposal ID, email and choose a role to register to the institution and get view access to the proposal. If you are an SRO/BO/AO(Sponsored Research Officer/Business Officer/Administrative Officer) you will need to provide more information before confirming your registration. [View Less](#)

Fields with * are required

Institution Details

- * Proposal ID
- * Email(as entered in Grants.gov proposal)
- * Choose Role
 - SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer)
 - PI (Principal Investigator)
 - Other (Point of Contact)



The Proposal ID and email address should match the Proposal ID and email address listed in the automated email sent by PAMS upon receiving the SF-424 (R&R) Proposal, which was submitted via Grants.gov. Only one SRO/BO/AO can register to the Institution using the Grants.gov Proposal information.

3. If the Institution you wish to register to does not have an Administrative SRO/BO/AO in PAMS yet, you will be prompted to register as an Administrative SRO/BO/AO for the Institution (Figure 24). The Administrative SRO/BO/AO is responsible for managing users and the institution profile in PAMS.

Figure 24. Register to Institution as Administrative SRO/BO/AO

You are here: [Home](#) » [Welcome](#)

Register to Institution

✓ Success:
Congratulations. You are registered as an SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer) for this institution
Institution Name: North Dakota State University
EIN: 45-6002439
DUNS: 803882299

Are you the administrator for this institution? Do you wish to have the access to manage this institution in PAMS?

Yes. Please grant me the administrator privileges for this institution

No. I want to send an invitation to the appropriate administrator to register with PAMS.

No.

[Return](#) [Continue](#)



At this point, you will be presented with the following three options:

- Register to the Institution as an Administrative SRO/BO/AO
- Invite another user from the Institution to register as an Administrative SRO/BO/AO
- Continue with the registration process and only register as an Administrative SRO/BO/AO.

4. If you choose to register as an Administrative SRO/BO/AO, click the check box to accept the agreement and click the **Save and Continue** button (Figure 25). This will take you to the *Institutions* tab.

Figure 25. Register to Institution as Designated Administrator

5. If you choose to invite another user to register as an Administrative SRO/BO/AO to the Institution (Figure 26), provide all mandatory inputs on page (all fields marked by a red star are mandatory) and click the **Send Email** button. This will send an email to the person you identified and take you to the *Institutions* tab.

Figure 26. Register to Institution - Invite Another User to Register as Administrator

- If you simply want to register to the Institution, you are taken to the *Institutions* tab, where a *Success* message provides registration verification (Figure 27).

Figure 27. Institutions List - SRO/BO/AO Registration Success Message

The screenshot shows the 'Institutions - List' page in the Portfolio Analysis And Management System. At the top, there is a navigation bar with 'U.S. DEPARTMENT OF ENERGY Office of Science' and 'Portfolio Analysis And Management System'. The user 'youssef' is logged in. The main content area features a green success message: 'Success: You have been successfully registered to the institution.' Below this, there is a 'Register to Another Institution' button and a 'Detailed View' link. A table with 14 items is displayed, showing columns for Name, City, State, DUNS, Type, and Options. The table lists three institutions: Abilene Christian University, Adelphi University, and Advanced Energy Systems, Inc.

Name	City	State	DUNS	Type	Options
Abilene Christian University	Abilene	TX	073171951	Private Institution of Higher Education	View
Adelphi University	Long Island	NY		N/A	View
Advanced Energy Systems, Inc.	Medford	NY	042903026	Small Business	View



At this point, you will be registered to the Institution as an SRO. Depending on whether you chose to be the Administrative SRO/BO/AO, you will also have the Manage Institution and Manage Users privileges. Once you are registered as an SRO/BO/AO to the Institution, you will have View and Manage Peer Access privileges to the Grants.gov Proposal.

3.1.3.4 I Want To Register as a Point of Contact (POC) to the Institution

Follow these steps to register as a POC:

- Enter *Proposal ID* and *Email* address.
- Select the *Other (Point of Contact)* option on the *Register to Institution* page (Figure 28). Click the **Save and Continue** button.

Figure 28. Register to Institution - as Point of Contact (POC)

You are here: Home » Welcome

Register to Institution - Grants.gov Proposal

Enter proposal ID, email and choose a role to register to the institution and get view access to the proposal. If you are an SRO/BO/AO(Sponsored Research Officer/Business Officer/Administrative Officer) to provide more information before confirming your registration. ([View Less](#))

Fields with * are required

Institution Details

* Proposal ID

* Email(as entered in Grants.gov proposal)

* Choose Role

SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer)

PI (Principal Investigator)

Other (Point of Contact)



The Proposal ID and email address should match the Proposal ID and email address listed in the automated email sent by PAMS upon receiving the SF-424 (R&R) Proposal, which was submitted via Grants.gov. Only one POC can register to the Institution using the Grants.gov Proposal information.

3. Upon successful registration, you are taken to the *Institutions* tab, where a *Success* message provides registration verification (Figure 29).

Figure 29. Institutions List -Point of Contact Registration Success Message

You are here: Home » Institutions » Browse

Institutions - List

Success:
You have been successfully registered to the institution.

Register to Another Institution [Detailed View](#)

Page size: 15 Go 14 items in 1 page(s)

Name	City	State	DUNS	Type	Options
Abilene Christian University	Abilene	TX	073171951	Private Institution of Higher Education	View
Adelphi University	Long Island	NY		N/A	View
Advanced Energy Systems, Inc.	Medford	NY	042903026	Small Business	View



At this point, you are registered to the Institution as a POC. Additionally you will also be able to view the Proposal.

3.1.3.5 Register Using Institution Information

This section covers two ways to register using Institution information.

3.1.3.5.1 I Want to Register as a PI/Other User to the Institution, Using Institution Information

1. To register to an Institution using Institution information, click the ***I know my institution and I am here to register to the institution*** link (Figure 30).

Figure 30. Register to an Institution, Using Institution Information Page

2. Enter all mandatory information on the page and click the **Search** button (Figure 31). Note that fields marked by a red star are mandatory. Choose the *PI* or *Other* role.

Note *If you are a Reviewer or a POC for any proposal from the institution, please select the “Other” option. You may also select the “Other” option if you are not associated with any proposal from the institution.*

Note *The first bullet below states “Institution Name like.” The word “like,” as used here, means that if you are uncertain of the exact name of the Institution you are searching for, you can enter a term that is similar to the name you want. For example, if you know that “Water” is part of the Institution name (as in Waterfield Company or Waterman University), enter “water” in the search field and click the **Search** button. The system searches for and pulls up all Institutions with “water” as part of the Institution name.*

- Institution Name like: Enter the Institution Name or at least a part of it
- EIN: Enter the Employer Identification Number (optional)
- DUNS: Enter the DUNS number (optional).

Figure 31. Registering to an Institution – Search Button

3. If you find your Institution listed in the grid, click the **Action** link and then click the **Add me to this Institution** link (Figure 32).

Figure 32. Registering to an Institution – Adding Self



4. If you do not find your Institution, search again until you find it. If you suspect your institution is not in the system, click the **Cannot Find My Institution** button (Figure 33).

Figure 33. Registering to an Institution –Cannot Find My Institution Button



5. Enter mandatory inputs to create the Institution and click the **Create Institution** button to create a new Institution in PAMS on the *Create Institution* page (Figure 34). Note that fields marked by a red star are mandatory.

Note

In the Mailing Address fields (Figure 34), you will enter information for **ONLY ONE** of the following: a Street Address, a Post Office (PO) Box, or a Rural Route:

- The *Street Number* field is for the number of your dwelling; e.g., if you live at 123 21st Street, 123 is entered in the *Street Number* field, not 21st. You would enter 21st Street in the *Street Name* field.
- Use the *Select One* drop-down to specify your specific dwelling type, if that designation is part of your address, e.g., *APT* for apartment, *BLDG* for building, etc.
- The *Number* field next to the *Select One* drop-down is to enter a number for your specific dwelling type, e.g., *APT 3*, *BLDG 5A*, etc.

Figure 34. Create Institution Page

The screenshot displays the 'Create Institution' form, which is divided into several sections. The 'Institution Information' section includes fields for Institution Name, Website, Type (with a 'Select One' dropdown and an 'If Other, please specify' field), Sub Type (with checkboxes for 'Women Owned' and 'Socially And Economically Disadvantaged'), EIN/TIN, and DUNS (with an example: 123456789 or 123456789INDV). The 'Mailing address (Required)' section contains fields for Mailstop Code, Division/Department Name, Address Type (radio buttons for Domestic and International), and a 'Specify Domestic Address' section with three options: 'Address' (with Street Number, Street Name, and a 'Select One' dropdown for dwelling type), 'PO Box Only' (with a Number field), and 'Rural Route' (with Type dropdown, Number, and Box fields). It also includes fields for City, Urbanization, State, Zip Code, and Congressional District. A note states: 'Providing the address information below is optional. If you decide to provide the address then all fields marked with an * are required'. The 'Physical Location Address (Optional)' section mirrors the mailing address section but is optional. At the bottom, there are 'Cancel' and 'Create Institution' buttons.

6. Upon successful registration, you are taken to the *Institutions* tab, where a *Success* message confirms registration verification.



At this point, you are registered to the Institution as a PI/Other User role.

3.1.3.5.2 I Want to Register as an SRO/BO/AO User to the Institution Using Institution Information

1. To register to an Institution using Institution information, click the **I know my institution and I am here to register to the institution** link (Figure 35).

Figure 35. Register to an Institution as an SRO/BO/AO

Register to Institution

Choose one of the options to register to an institution within PAMS. This will associate you with an institution and provide access to submissions from the institution as (+ View More)

Fields with * are required

Register to Grants.Gov Proposal

My institution has submitted a proposal in Grants.gov. I am here to register as an SRO, PI, or POC (Sponsored Research Officer, Principal Investigator, or Point of Contact).

Select the most appropriate option for you to find your Institution

I know my institution and I am here to register to the institution.

Cancel

2. Input all mandatory information on the page and click the **Search** button. Note that fields marked by a red star are mandatory. Choose the role as *SRO/BO/AO* (Figure 36).



The first bullet below states “Institution Name like.” The word “like,” as used here, means that if you are uncertain of the exact name of the Institution you are searching for, you can enter a term that is similar to the name you want. For example, if you know that “Water” is part of the Institution name (as in Waterfield Company or Waterman University), enter “water” in the search field and click the Search button. The system searches for and pulls up all Institutions with “water” as part of the Institution name.

- Institution Name like: Enter the Institution Name or at least a part of it
- EIN: Enter the Employer Identification Number (optional)
- DUNS: Enter the DUNS number (optional).

Figure 36. Register to an Institution - Selections

Select the most appropriate option for you to find your Institution

I know my institution and I am here to register to the institution.

* Institution Name like EIN

DUNS

* Choose Role

SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer)

PI (Principal Investigator)

Other

3. If you find your Institution listed in the grid, click the **Action** link and then click the **Add me to this Institution** link (Figure 37).

Figure 37. Register to an Institution - Add Me to This Institution

Register to Institution

Detailed View | Search | Saved Searches

Page size: 50 Go 962 items in 20 page(s)

Institution	DUNS	EIN	Type	Options
Aalborg University, Aalborgo, Denmark			All	Actions
Abilene Christian University, Abilene, TX	073171951	750851900	Private Institution of Higher Education	Actions
Acadia University, Wolfville, Canada				Actions
Adam Mickiewicz University, Poznan, Poland				Actions
Adelphi University, Long Island, NY				Actions
AGH UNIVERSITY, KRAKOW, Poland				Actions

Action

Add me to this institution

4. If the Institution you wish to register to does not have an Administrative SRO/BO/AO in PAMS, you will be prompted to register as an Administrative SRO/BO/AO for the Institution (Figure 38).

Figure 38. Register to an Institution - as an Administrative SRO/BO/AO

You are here: Home » Welcome

Register to Institution

Success:

✓ Congratulations. You are registered as an SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer) for this institution

Institution Name: North Dakota State University

EIN: 45-6002439

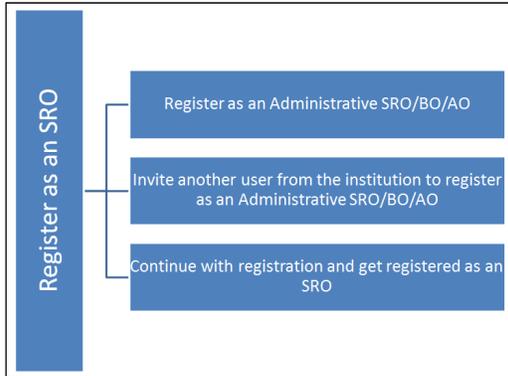
DUNS: 803882299

Are you the administrator for this institution? Do you wish to have the access to manage this institution in PAMS?

Yes. Please grant me the administrator privileges for this institution

No. I want to send an invitation to the appropriate administrator to register with PAMS.

No.



At this point, you are presented with the following three options:

- Register to the Institution as an Administrative SRO/BO/AO
- Invite another user from the Institution to register as an Administrative SRO/BO/AO
- Continue with the registration process and only register as an SRO.

5. If you choose to register as an Administrative SRO/BO/AO, click the check box to accept the agreement and click the **Save and Continue** button (Figure 39). This will take you to the *Register to Institution* page (Figure 40).

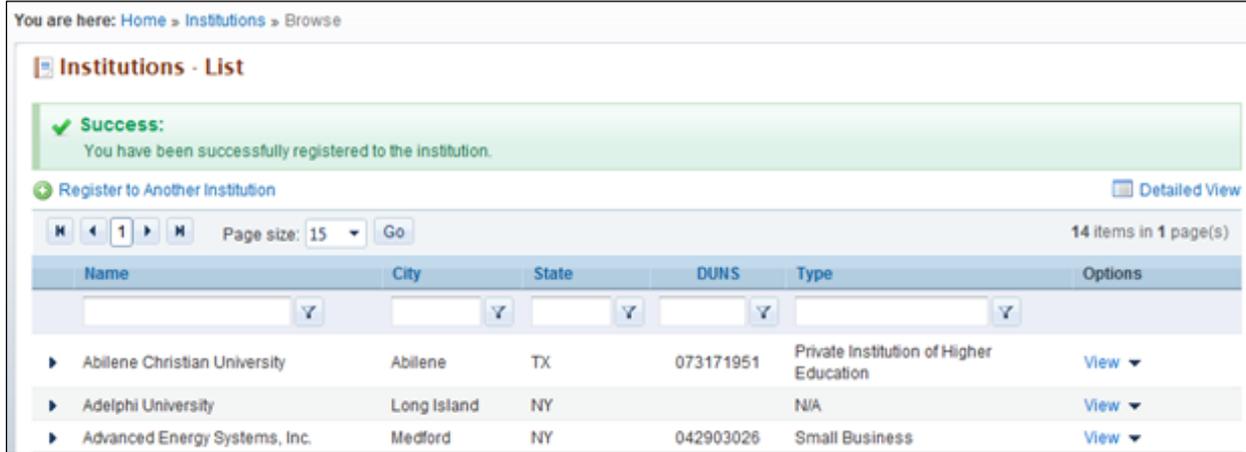
Figure 39. Register to Institution as an Administrative SRO/BO/AO

6. If you choose to invite another user to register as an Administrative SRO/BO/AO to the Institution, provide all mandatory inputs on the Email page and click the **Send Email** button. Note that fields marked by a red star are mandatory. This will take you to the *Register to Institution* page (Figure 40).

Figure 40. Register to Institution - Invitation to Administrator

7. Upon successful registration, you are taken to the *Institutions* tab, where a *Success* message provides registration verification (Figure 41).

Figure 41. Register to Institution Success Message



8. If you do not find your Institution, search again until you find it. If you suspect your institution is not in the system, click the **Cannot Find My Institution** button (Figure 33).
9. On the *Create Institution* page (Figure 34), provide mandatory inputs to create the Institution and click the **Submit** button to create a new Institution in PAMS. Note that fields marked by a red star are mandatory.



In the Mailing Address fields (Figure 34), you will enter information for ONLY ONE of the following: a Street Address, a Post Office (PO) Box, or a Rural Route:

- The *Street Number* field is for the number of your dwelling; e.g., if you live at 123 21st Street, *123* is entered in the *Street Number* field, not *21st*. You would enter *21st Street* in the *Street Name* field.
- Use the *Select One* drop-down to specify your specific dwelling type, if that designation is part of your address, e.g., *APT* for apartment, *BLDG* for building, etc.
- The *Number* field next to the *Select One* drop-down is to enter a number for your specific dwelling type, e.g., *APT 3*, *BLDG 5A*, etc.

10. Upon successful registration, you are taken to the *Institutions* tab, where a *Success* message provides registration verification.



At this point, you are registered to the Institution as an SRO/BO/AO user. Based on your search results, you may or may not have created a new Institution in PAMS.

3.1.3.6 Registering to Multiple Institutions

If you are associated with more than one Institution, go to the *Institutions* tab (Figure 42). Click the **Register to Another Institution** link, above the grid, to search for your Institution and register to it in PAMS. Such action might be required when a user is associated with an Institution and has a small business, or when a user is associated with a lab and with a university, etc.

Figure 42. Institutions List - Registering to Multiple Institutions

The screenshot shows a web application interface for managing institutions. At the top, there is a navigation bar with tabs for 'Tasks', 'Proposals', 'Awards', and 'Institutions'. Below this is a breadcrumb trail: 'You are here: Home » Institutions » Browse'. The main heading is 'Institutions - List'. A red rectangular box highlights a button labeled 'Register to Another Institution'. Below the heading, there is a pagination control showing 'Page size: 15' and a 'Go' button. A table with columns 'Name', 'City', 'State', and 'Options' is displayed. The first row contains the text 'Lawrence Livermore National Laboratory (LLNL)', 'Livermore', 'CA', and 'ratory', with a 'View' link and a dropdown arrow in the 'Options' column.

Name	City	State	Options
Lawrence Livermore National Laboratory (LLNL)	Livermore	CA	ratory View

4.0 HOW DO I MANAGE INSTITUTIONS IN PAMS?

This section explains the PAMS Manage Institution functionality.

4.1 Who Can Become an Administrator for an Institution?

- When you register as an SRO/BO/AO to an Institution that does not yet have an Administrative SRO/BO/AO, you are presented with the option to become an Administrative SRO/BO/AO for that Institution. Upon selecting this option, you are granted administrative privileges for that Institution. These privileges include Manage Users and Manage Institution Profile.
- All other users have to be granted administrative privileges by users who already have them.

4.2 What Are Administrative Privileges? What Can I Do with Them?

The two types of administrative privileges are:

- **Manage Institution Profile:** Users with this privilege can edit Institution profile information in PAMS.
- **Manage Users:** Users with this privilege can grant or revoke privileges and peer access for other users registered to the Institution. These users can also remove other registered users from the Institution.

4.3 How Can I Manage Privileges?

- Manage Privileges is the concept of allowing select users to manage the Institution Profile and users registered to the Institution.
- Privileges can be managed at an Institution level for users.
- Privileges can be managed only for users who are registered to the same Institution.
- SRO users who have registered to PAMS via a Grants.gov Proposal receive these privileges by default. Other users can be granted these privileges by users who already have the Manage Users privilege.

4.4 What Is Peer Access? How Does It Work?

- Peer Access is the concept of allowing select users, who are registered to the Institution, to access submissions in PAMS.
- Peer Access can be managed at a submission level, by the users who create the submissions, from the *My Proposals*, *My Preproposals*, and *My Letters of Intent* pages. For more information, refer to Section 4.5.3.2
- Peer access can also be managed at an Institution level, from the Institution Folder, by users who have administrative privileges. For more information, refer to Section 4.5.2.
- Peer Access can be extended only to users who are registered to the same Institution.

4.5 Institution Folder

The Institution Folder is a one-stop site for all activities associated with the Institution. Depending on assigned privileges, a user can:

- Manage the Institution Profile
- Manage Users from the Institution
- Manage Submissions (i.e., proposals, preproposals, and LOIs).

Follow the steps below to access the Institution Folder:

1. Log into PAMS and click the **Institutions** tab on the *Guide Me* page (Figure 43).

Figure 43. Guide Me Page

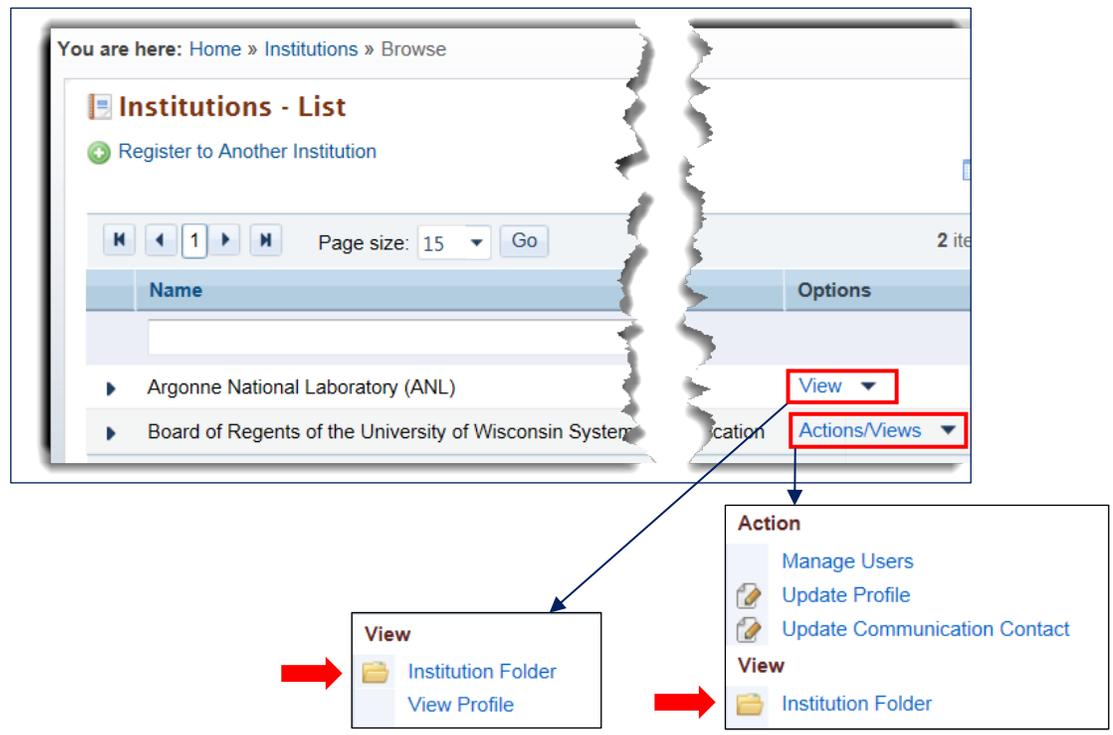


2. This takes you to the *Institutions - List* page (Figure 44), which displays the Institutions to which you are registered. Your assigned privileges determine whether the *Options* column dropdown link for the Institution is labeled *View* or *Actions/Views*.
 - a. If the dropdown link is *View*, you can read all contents of the *Institution Folder*.
 - b. If the dropdown link is *Actions/Views*, you can both read and take actions on the contents of the *Institution Folder*.

Note

If the institution you want is not listed, click the Register to Another Institution link above the grid. For more information, refer to Section 3.1.3, [How Do I Register to an Institution in PAMS?](#)

Figure 44. Institutions List - Page



3. Choose the Institution you want and click the **View** link or the **Actions/Views** link and then the **Institution Folder** link to go to the *Institution Folder* home page (Figure 45, Figure 46, or Figure 47).

Note

The Awards link is always under Documents on the Institution Folder home page (Figure 45). Click this link to go to the Institution Awards – List page (Figure 48), which shows all the awards the Institution has received. From this page, users can see award Status and whether or not an award has been added to their Portfolios. Users can also click the Award Folder link under Options and go to the Award Folder home page.

Figure 45. Institution Folder Home Page (View Privilege Only)

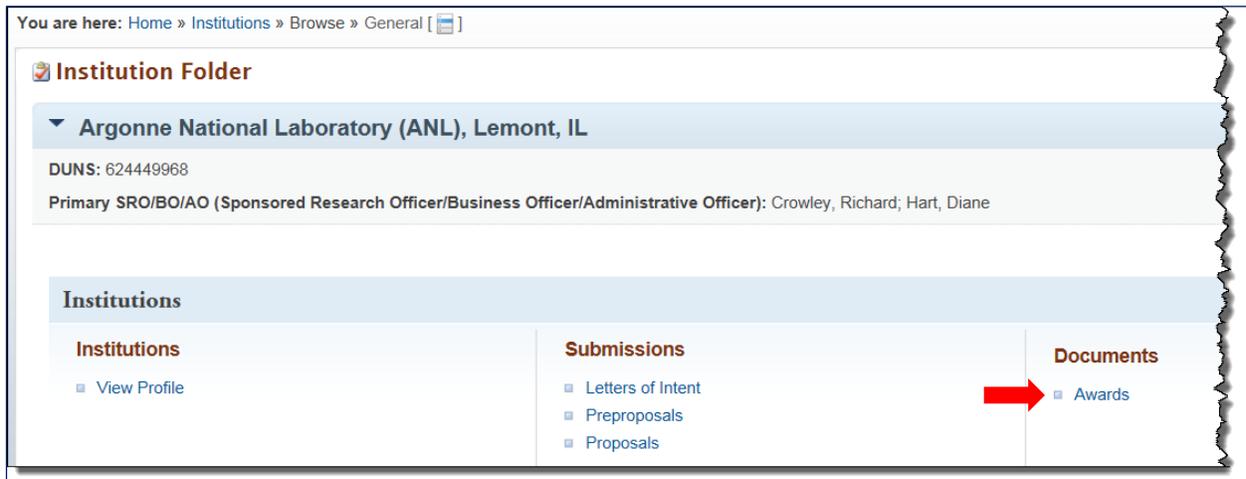


Figure 46. Institution Folder Home Page (Admin Privileges for non-SBIR Institution)

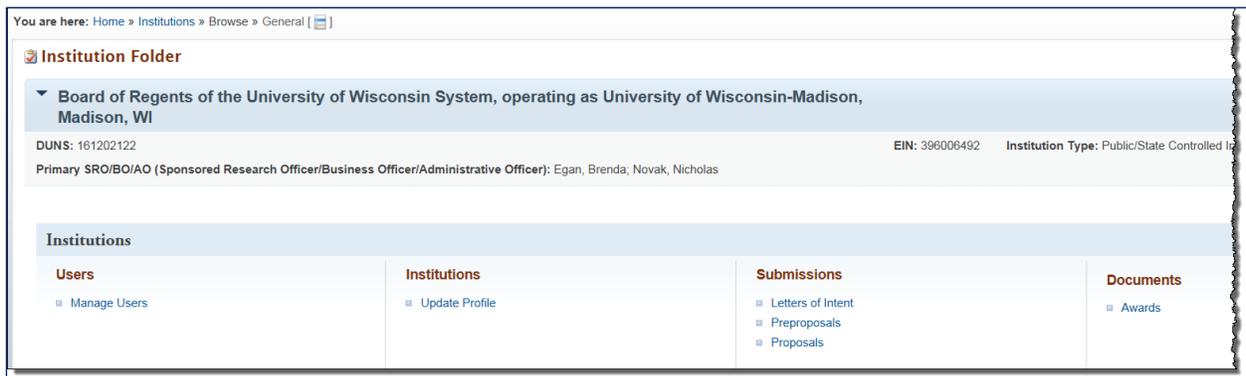
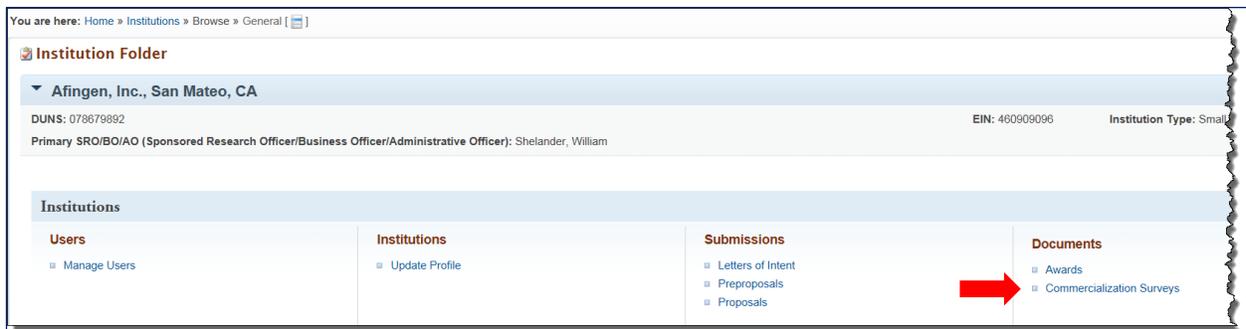


Figure 47. Institution Folder Home Page (Admin Privilege for SBIR Institution)



The Institution Folder home page for an SBIR Institution (Figure 47) includes the Commercialization Surveys link under the Documents column. Click this link to go to the Commercialization Surveys – List page (Figure 49). From this page, users can read a PDF version of any survey (Figure 50) submitted by the Institution by clicking the View Commercialization Survey link under Options.

Figure 48. Institution Awards - List Page

You are here: Home » Institutions » Browse » General []

Institution Awards - List

Board of Regents of the University of Wisconsin System, operating as University of Wisconsin-Madison, Madison, WI

DUNS: 161202122 EIN: 396006492 Institution Type: Public/State Controlled Institution of Higher Education

Primary SRO/BO/IO (Sponsored Research Officer/Business Officer/Administrative Officer): Egan, Brenda; Novak, Nicholas

Page size: 15 Go 74 items in

Award Number	Project Title	Status	Added to Portfolio	Options
DE-SC0010730	Experimental and numerical investigation of reactive shock-accelerated flows	Active	Yes	View
DE-SC0010477	New Oxide Materials for an Ultra-High Temperature Environment	Active	Yes	Award Folder
DE-SC0010474	PIPER: Performance Insight for Programmers and Exascale Runtime	Active	Yes	Views
DE-SC0010463	The Electron Diffusion Region During Magnetic Reconnection in MPDX at UW-Madison	Active	Yes	Views
DE-SC0010329	Application of Next-Generation Sequencing to Engineering mRNA Turnover in Bacteria	Active	Yes	Views
DE-SC0010322	Understanding Functional Lyotropic Liquid Crystal Network Phase Self-Assembly and the Properties of	Active	Yes	Views

Figure 49. Commercialization Survey - List Page

You are here: Home » Institutions » Browse » General []

Commercialization Surveys - List

DUNS: 826528809 EIN: 200737236 Institution Type: Small Business

Primary SRO/BO/IO (Sponsored Research Officer/Business Officer/Administrative Officer): Atanasoff, George; Streetsasdfg, Jonathan

Tracking Number	Submission Deadline	Created On	Submitted On	Submitted By	Options
COM-000000028	08/09/2014 12:00 AM ET	07/23/2014	07/23/2014	Atanasoff, George	View Commercialization Survey

Figure 50. Commercialization Survey, PDF Version

Tracking Number: COM-000000028 **COMMERCIALIZATION SURVEY** OMB Number: 1910-5166
Expiration Date: April 10, 2015

GENERAL INFORMATION

SMALL BUSINESS CONCERN (SBC) INFORMATION

Institution Name: Accustrata, Inc.	
DUNS Number: 826528809	
Institution Address: 5000 College Avenue College Park, MD 20740-3809	
Website: www.google.com	
Year Founded: 2000	Number of Employees: 20
Submission Deadline: 8/9/2014 12:00 AM ET	Created on: 07/23/2014

PDF Contact: []

4.5.1 Manage Institution Profile

Depending your assigned privileges, you can view only or view and update an Institution Profile in PAMS. To update the profile, a user must have the Manage Institution privileges for the Institution. If you registered to PAMS as the Administrative SRO/BO/AO, you are assigned Manage Institution privileges by default. If you do not have the manage privileges, you can only view the Institution profile.

Follow the steps below to view or update the Institution profile:

1. Log in to PAMS.
2. On the *Guide Me* page (Figure 43), click the **Institutions** tab to go to the *Institutions – List* page (Figure 44).
3. To **view** the Institution Profile:
 - a. Choose the institution you want on the *Institutions – List* page.
 - b. In the *Options* column for that institution, click the **Views** link and the **View Profile** link to go to the *View Institution Profile* page (Figure 51).
 - c. Click the **Cancel** button when done to return to the *Institutions – List* page.

Figure 51. View Institution Profile Page

You are here: [Home](#) » [Institutions](#) » [Browse](#) » [General](#) []

View Institution Profile

▼ Argonne National Laboratory (ANL), Lemont, IL

DUNS: 624449968

Primary SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer): Crowley, Richard; Hart, Diane

Fields with * are required.

Institution Information

* Institution Name	<input type="text" value="Argonne National Laboratory (ANL)"/>
Institution Website	<input type="text" value="www.anl.gov"/>
* Institution Type	DOE National Laboratory <input type="text"/> If Other, please
Sub Type	<input type="checkbox"/> Women Owned <input type="checkbox"/> Socially And Economically Disadvantaged
EIN/TIN	<input type="text" value="362177139"/>
DUNS	<input type="text" value="624449968"/> (Example: 123456789 or 123456789INDV)

Mailing address (Required)

Mailstop Code (Internal Routing)

Division / Department Name

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

Providing the address information below is optional. If you decide to provide the address then all fields marked with an * are required

Physical Location Address (Optional)

Your physical address will not be saved into the database.

4. To **update** the Institution Profile:
 - a. Choose the institution you want on the *Institutions – List* page.
 - b. In the *Options* column for that institution, click the **Actions/Views** link and the **Update Profile** link to go to the *Update Institution Profile* page (Figure 52).OR
 - c. If you are on the *Institution Folder* home page (Figure 46 or Figure 47), click the **Update Profile** link under the *Institutions* column.

Figure 52. Update Institution Profile Page

You are here: Home » Institutions » Browse » General []

Update Institution Profile

▼ Afingen, Inc., San Mateo, CA

DUNS: 078679892

Primary SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer): Shelander, William

Small Business

Fields with * are required.

Institution Information

* Institution Name Afingen, Inc.

Institution Website

* Institution Type Small Business If Other, pl

Sub Type Women Owned Socially And Economically Disadvantaged

EIN/TIN 460909096

DUNS 078679892 (Example: 123456789 or 123456789INDV)

* Mailing address (Required)

Mailstop Code (Internal Routing)

Division / Department Name

Address Type Domestic Address International Address Refresh

Congressional District 14 (Example: 01)

Providing the address information below is optional. If you decide to provide the address then all fields marked with an * are required.

▶ [Click here to enter physical location address if different from mailing address. \(Providing this address is optional.\)](#)

Cancel Save and Continue

5. Update the institution information, as necessary, and click the **Save and Continue** button when finished. A *Success* message on the *Institutions – List* page informs you that the profile was updated successfully.

4.5.2 Manage Users at the Institution Level

If you have the Manage Users privilege, you can add users to the Institution, edit their peer access and privileges, or remove them from the Institution. PAMS users can be managed at the **Institution Level** (By Users) and the **Submission Level** (By Letters of Intent, By Preproposals, and By Proposals).

Follow the steps below to manage users at the Institution level:

1. From the *Institution Folder* home page (Figure 46 or Figure 47) or the *Institutions - List* page **Actions/Views** link (Figure 44), click the **Manage Users** link.
2. This takes you to the *Manage Users* page (Figure 53).

Figure 53. Manage Users Page – Institution Level

You are here: [Home](#) » [Institutions](#) » [Browse](#) » [General](#) []

Manage Users

How would you like to Manage Peer Access? (To see all results, click search with empty search fields)

- By Letter of Intent
- By Preproposal
- By Proposal
- By Users**

Cancel



To manage an Institution user's privileges at the Institution level, you first have to search for that user.

3. Click the icon next to *By Users*. This expands the page adding two name fields (Figure 54) as available search parameters.

Figure 54. Search “By Users” Name Fields

You are here: [Home](#) » [Institutions](#) » [Browse](#) » [General](#) []

Manage Users

How would you like to Manage Peer Access? (To see all results, click search with empty search fields)

- By Letter of Intent
- By Preproposal
- By Proposal
- By Users**

Last Name like

First Name like

Cancel Search

Cancel

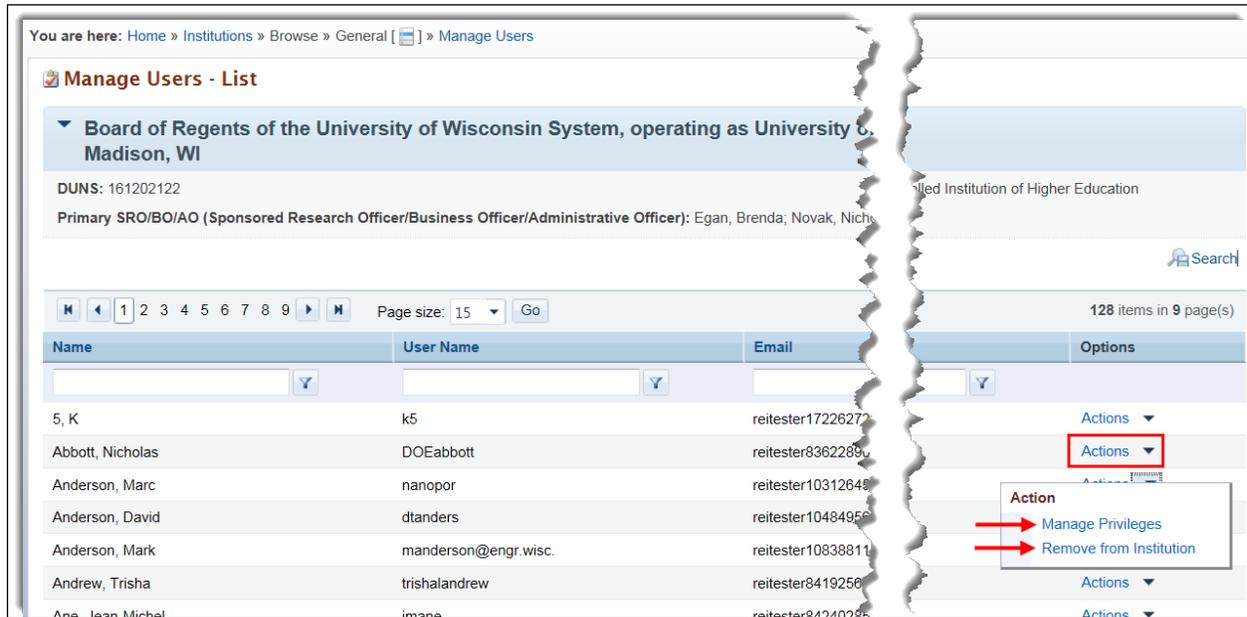
- a. Enter data for the **Last Name like** and **First Name like** fields. If you are not sure of any part of the user's name, leave the fields blank to return all possible search results. Click the **Cancel** button under the *First Name like* field to stop any further search action.



The word “like,” as used for the search name fields in Figure 54, means that if you are uncertain of the exact name of the user you are searching for, you can enter part of the name. For example, if you know that the user’s first name begins with “A” and the last name begins with “D,” enter “A” and “D” in the appropriate field.

- b. Click the **Search** button, and the search results are displayed on the *Manage Users – List* page (Figure 55).

Figure 55. Manage Users – List Page



4.5.3 Manage Privileges for Institution User

To manage privileges for an Institution user:

1. On the *Manage Users – List* page (Figure 55), click the **Actions** link and click the **Manage Privileges** link to go to the *Manage User Privileges* page (Figure 56).
2. In the *Update Privileges* section, select or unselect the available privileges checkboxes.
3. When finished, click the **Save and Continue** button. A *Success* message on the *Manage Users – List* page informs you that user privileges were successfully updated.

Figure 56. Manage User Privileges Page

You are here: Home » Institutions » Browse » General [] » Manage Users

Manage User Privileges

Board of Regents of the University of Wisconsin System, operating as University of Wisconsin, Madison, WI

DUNS: 161202122

Primary SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer): Egan, Brenda

Higher Education

User Information

Name	Marc Anderson
Role	PI

Update Privileges

- Manage Institution Profile
- Manage Users
- Submit to DOE

Cancel

Save and Continue

4.5.3.1 Remove User from Institution

To remove a user from the Institution:

1. On the *Manage Users – List* page (Figure 55), click the **Actions** link and click the **Remove from Institution** link.
2. On the *Manage Users – Confirm Remove User From Institution* page (Figure 57), you can enter a reason for user removal in the *Comment* field.
3. Click the **Confirm** button. A *Success* message informs you that the user was successfully removed from the Institution.

Figure 57. Manage Users – Confirm Remove User From Institution Page

You are here: Home » Institutions » Browse » General [] » Manage Users

Manage Users - Confirm Remove User From Institution

Confirmation:
Are you sure you want to remove Mark Anderson (manderson@engr.wisc.) from the Institution?

Board of Regents of the University of Wisconsin System, operating as University of Wisconsin, Madison, WI

DUNS: 161202122

Primary SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer): Egan, Brenda; Novak, David

Remove User From Institution

Comment:

Approximately 1/4 page (Max 500 Characters): 500 Characters

Cancel

Confirm

4.5.3.2 Manage Users at the Submission Level

If you have the Manage Users privilege, you can assign peer access and privileges at the **Submission Level**.

Follow the steps below to manage users at the Submission level:

1. From the *Institution Folder* home page (Figure 46 or Figure 47) or the Institutions - List page **Actions/Views** link (Figure 44), click the **Manage Users** link.
2. This takes you to the *Manage Users* page (Figure 58). Note the three options for managing users at the Submission level: By Letter of Intent, By Preproposals, and By Proposals.

Figure 58. Manage Users Page – Submission Level

You are here: [Home](#) » [Institutions](#) » [Browse](#) » [General](#) []

Manage Users

How would you like to Manage Peer Access? (To see all results, click search with empty search fields)

- By Letter of Intent
- By Preproposal
- By Proposal
- By Users

[Cancel](#)



To manage an Institution user's peer access and privileges at the Submission level, you first have to search for that user by LOI, by preproposal, or by proposal.

4.5.3.2.1 Manage Users by Letter of Intent



You cannot manage peer access or privileges for yourself. You can only manage other users in PAMS if you have the assigned privileges to do so.

1. On the *Manage Users* page (Figure 58), click the icon next to *By Letter of Intent*.
2. This expands the page, adding three fields as available search parameters (Figure 59).
3. Enter data for any or all of the fields. If you are not sure what to enter in any field, leave the fields blank to return all possible search results. Click the **Cancel** button to stop any further search action.



The word “like,” as used for the search name fields in Figure 59, means that if you are uncertain of the exact title or number you are searching for, you can enter part of the title or number. For example, if you know that “FOA” or “DX” is part of the Solicitation Number (as in FOA-2-05172012 or DX-999888777), you could enter “FOA” or “DX” in the search field.

- Click the **Search** button. Search results are displayed on the *Manage Users – Letter of Intent* page (Figure 60).

Figure 59. Manage Users “By Letter of Intent” Search Fields

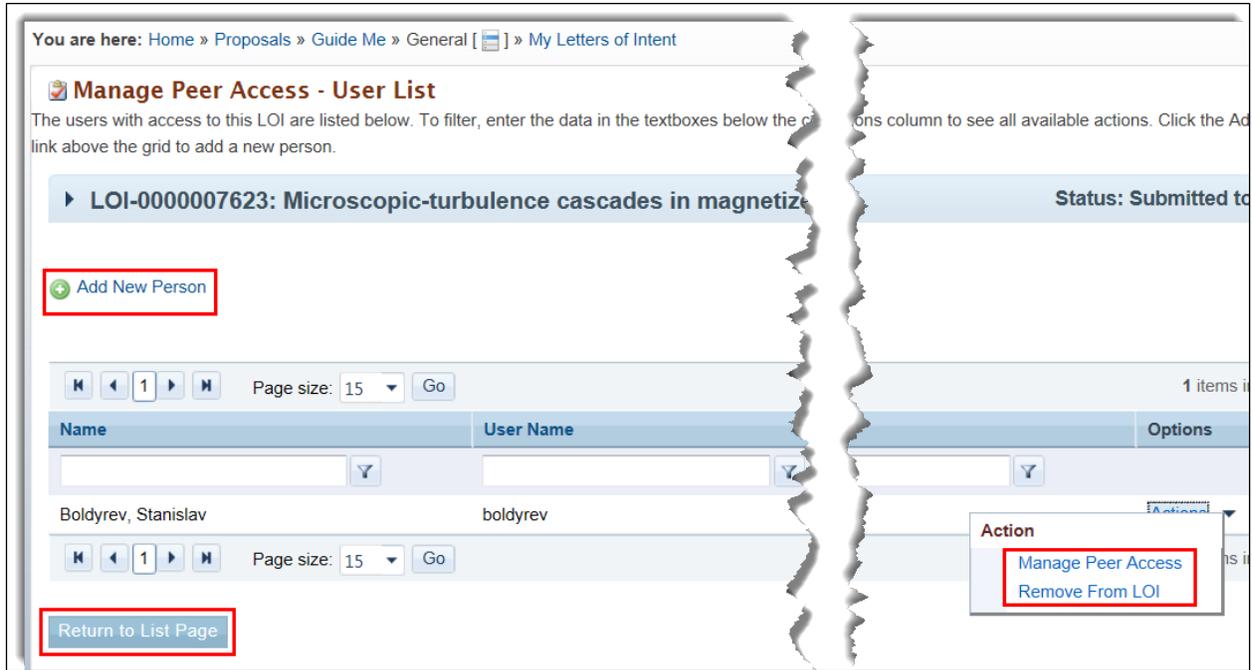
Figure 60. Manage Users - Letter of Intent Page

Tracking Number	Title
LOI-0000007625	Exploration of extensions to a 3D transport model for the edge under the influence of resonant magnetic perturbations
LOI-0000007623	Microscopic-turbulence cascades in magnetized plasmas
LOI-0000007616	Neoclassical Theory and Its Applications
LOI-0000007597	Turbulence and Transport in Toroidal Plasmas

- In the *Options* column for the LOI of choice, click the **Actions** link and click the **Manage Peer Access** link to go to the *Manage Peer Access – User List* page (Figure 61). Here, you can view a

list of all users who have access to the LOI. In addition, you can add a new person to the LOI, manage a user’s peer access, or remove a user from the LOI.

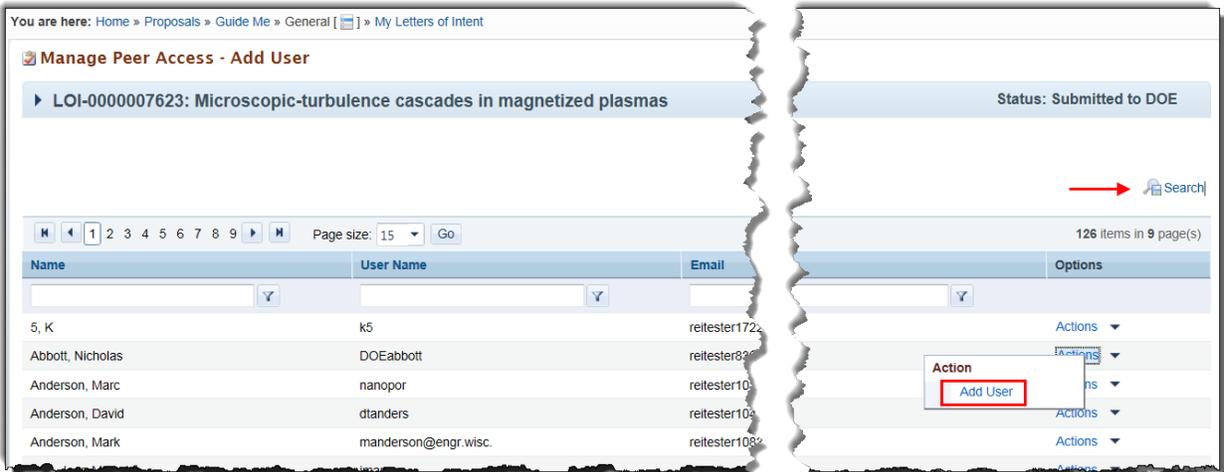
Figure 61. Manage Peer Access – User List Page



6. To add a new person:

- a. On the *Manage Peer Access – User List* page (Figure 61), click the **Add New Person** link to go to the *Manage Peer Access – Add User* page (Figure 62). To search for a user in the list, go to Step b; otherwise, go to Step c.

Figure 62. Manage Peer Access – Add User Page



- b. If you know the first name, last name, or PAMS username of the new person, click the **Search** link above the grid. Enter search parameters and click the **Search** button. Go to Step c.

- c. For the user you want to add, click the **Actions** link and click the **Add User** link (Figure 62). This takes you to the *Manage Peer Access – User* page (Figure 63).

Figure 63. Manage Peer Access – User Page

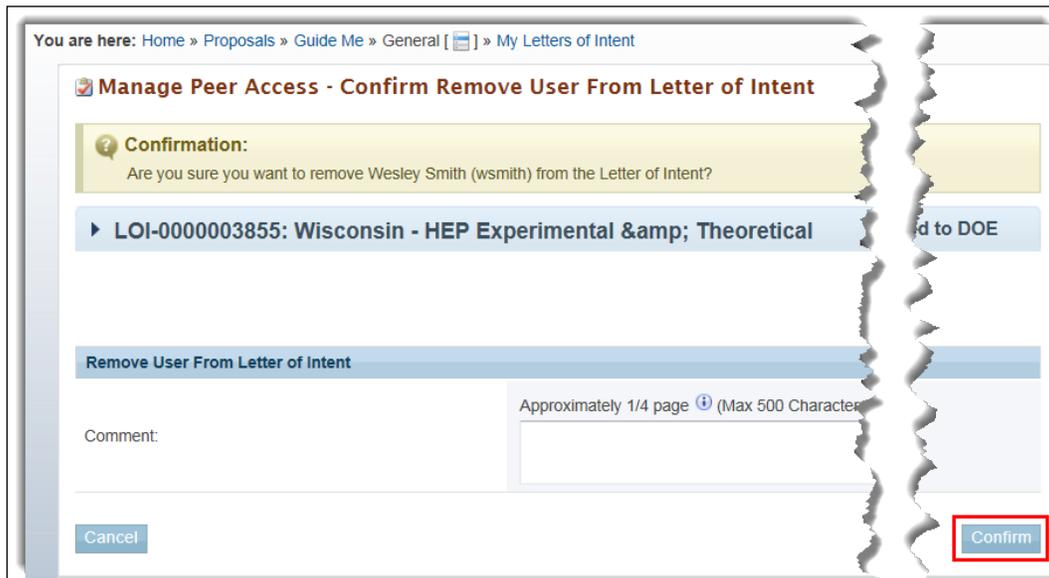
- d. In the *User Information* section, select the appropriate peer access options for the user by clicking the checkboxes.
 - e. When finished, click the **Save and Continue** button. A *Success* message informs you that peer access privileges were successfully updated.
7. **To manage peer access:**
 - a. On the *Manage Peer Access – User List* page (Figure 61), for the user you want, click the **Actions** link and the **Manage Peer Access** link to go to the *Manage Peer Access –User* page (Figure 63).
 - b. Select the appropriate peer access options for the user by clicking the checkboxes.
 - c. When finished, click the **Save and Continue** button. A *Success* message informs you that peer access privileges were successfully updated.
 8. **To remove a user from the LOI:**



Once a user has been removed from an Institution, that user cannot be re-instated through PAMS. The user needs to contact the PAMS Helpdesk to be re-instated to an Institution. Call (855) 818-1846 (toll free), (301) 903-9610, or email sc.pams-helpdesk@science.doe.gov .

- a. On the *Manage Peer Access – User List* page (Figure 61), for the user you want, click the **Actions** link and the **Remove From LOI** link.
- b. On the *Manage Peer Access –Confirm Remove User From Letter of Intent* page (Figure 64), click the **Confirm** button. A *Success* message informs you that the user was successfully removed from the LOI.

Figure 64. Manage Peer Access – Confirm Remove User from Letter of Intent Page



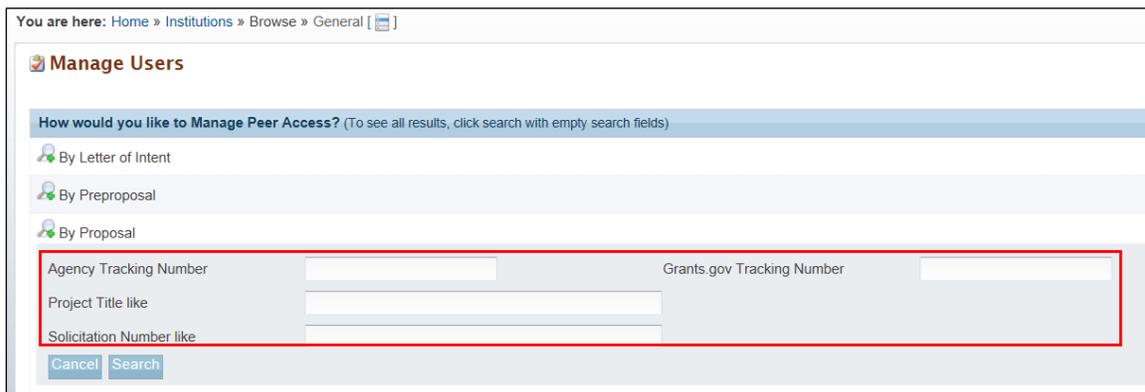
4.5.3.2.2 Manage Users by Preproposal

1. On the *Manage Users* page (Figure 58), click the  icon next to *By Preproposal*.
2. All further actions for managing a user by preproposals are identical to those in Section 4.5.3.2.1, [Manage Users by Letter of Intent](#).

4.5.3.2.3 Manage Users by Proposal

1. On the *Manage Users* page (Figure 58), click the  icon next to *By Proposal*.
2. This expands the page, adding four fields as available search parameters (Figure 65).
3. All further actions for managing a user by proposals are identical to those in Section 4.5.3.2.1, [Manage Users by Letter of Intent](#).

Figure 65. Manage Users “By Proposal” Search Fields



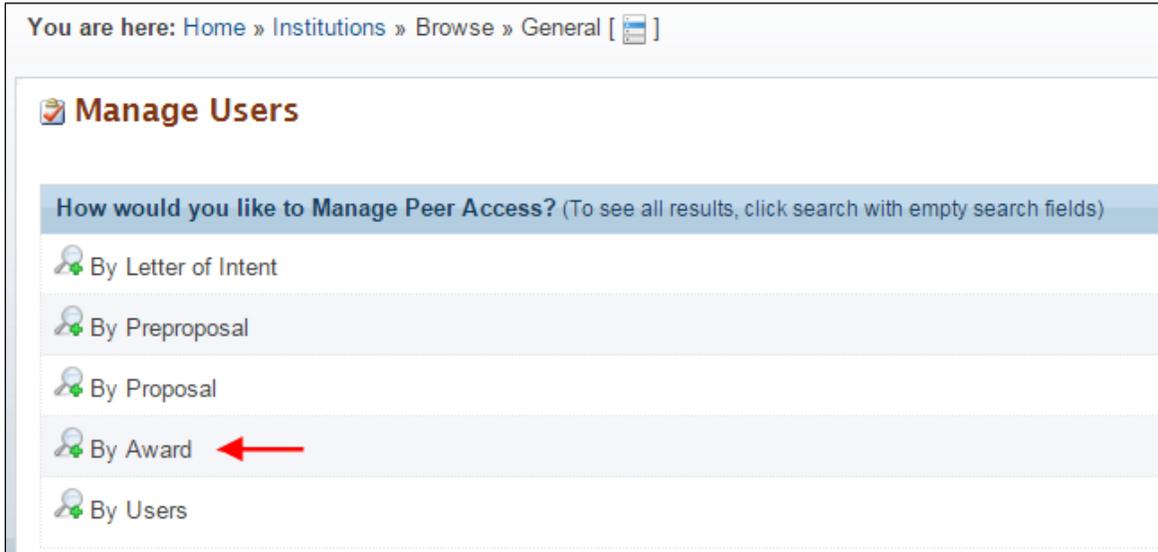
4.5.3.3 Manage Users at the Award Level

If you have the Manage Users privilege, you can assign peer access and privileges at the Award Level.

Follow the steps below to manage users at the Award level:

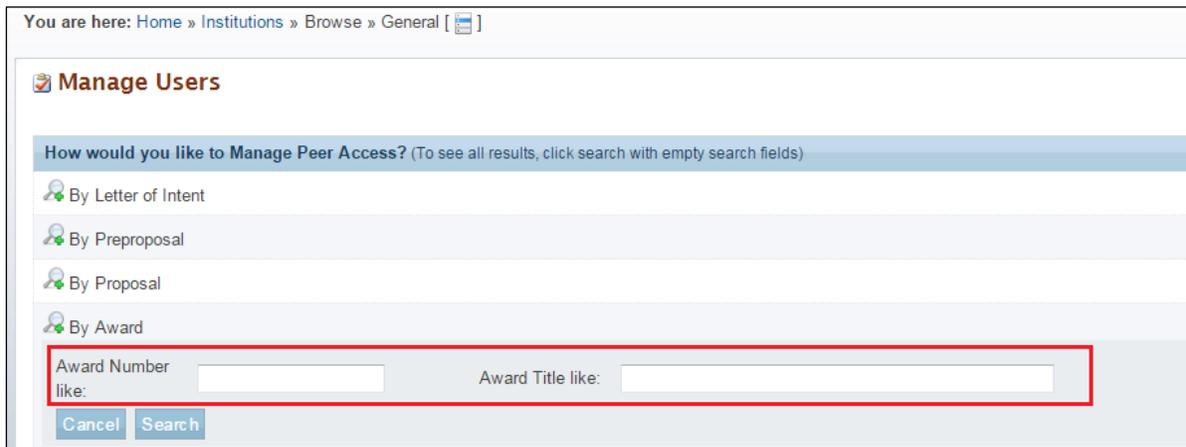
1. From the Institution Folder home page (Figure 46 or Figure 47) or the Institutions - List page Actions/Views link (Figure 44), click the Manage Users link.
2. This takes you to the Manage Users page (Figure 66). Note the option for managing users at the Award level.

Figure 66 Manage users “By Award”



3. Click the  icon next to By Award.
4. This expands the page, adding two fields as available search parameters (Figure 67).

Figure 67 Manage Users “By Award” Search Fields



5. Enter data for either or both of the fields. If you are not sure what to enter in any field, leave the fields blank to return all possible search results. Click the Cancel button to stop any further search action.



The word “like,” as used for the search fields in Figure 67, means that if you are uncertain of the exact Award Number or Award Title you are searching for, you can enter part of the number or title. For example, if you know that “4607” is part of the Award Number (as in ER46076), you could enter “4607” or just “46” in the search field.

- Click the Search button. Search results are displayed on the Manage Users – Awards page (Figure 68).

Figure 68 Manage Users - Awards Page

You are here: [Home](#) » [Institutions](#) » [Browse](#) » [General \[\]](#) » [Manage Users](#)

Manage Users - Awards

All awards matching your search criteria are listed below. To grant access to an award, click the arrow in the “Options” column and select the “Manage Peer Access” link. (+ View More)

► **Massachusetts Institute of Technology, Cambridge, MA**

[Detailed View](#) | [Search](#) | [Saved Searches](#) ▼

Page size: 15 Go 25 items in 2 page(s)

Award Number	Project Title	Most Recent Award Date	Award Status	Options
DE-FG02-00ER15087	NONLINEAR MATERIALS SPECTROSCOPIES PROBED BY ULTRAFAST X-RAYS BEAMS	03/31/2015	Active	Actions ▼
DE-FG02-02ER45977	Near-field Thermal Radiation Between Two Objects at Extreme Separations	04/27/2015	Active	Actions ▼
DE-FG02-03ER46076	STRONGLY CORRELATED ELECTRONIC SYSTEMS: LOCAL MOMENTS AND CONDUCTION	11/17/2014	Active	Actions ▼

- In the Options column for the Award of choice, click the Actions link and click the Manage Peer Access link to go to the Manage Peer Access – User List page (Figure 69). Here, you can view a list of all users who have access to the Award. In addition, you can add a new person to the Award, update a user’s peer access, or remove a user from the Award.

Figure 69 Users - List Page

You are here: Home » Institutions » Browse » General [] » Manage Users

Users - List

This page lists all of the users who have access to the Award. To add a new user, click the Add New User link on the left side of the screen and above the grid. To change (+ View More)

DE-FC02-93ER54186: FUSION DEVELOPMENT AND TECHNOLOGY Award Status: Active

Resources

[Add New User](#) Search | Saved Searches

Page size: 15 | Go 6 items in 1 page(s)

Name	Email	Phone Number	Award Access	Role	Options
Powderly, Gail	hpawar_125741611@fusion.fusion.com	(517) 253-1015	Approved	Other	
Minervini, Joseph	hpawar_13362512582@fusion.fusion.com	(517) 253-9505	Approved	PI	
McGonagle, Mary	hpawar_216274407@fusion.fusion.com	(517) 253-1017	Approved	SRO/BO/IO	
Holden, Amy	hpawar_1336251128@fusion.fusion.com	(517) 253-2153	Approved	Other	
Goldberg, Jamie	hpawar_96182744@fusion.fusion.com	(517) 253-1067	Approved	Other	
DeNutte, Kara	hpawar_2441882544@fusion.fusion.com	(517) 253-1808	Approved	Other	

Page size: 15 | Go 6 items in 1 page(s)

Action

-  Update
-  Remove
- View**
-  Current Access
-  Action History

5.0 HOW DO I MANAGE SUBMISSIONS IN PAMS?

Submissions in PAMS include the following:

- Proposals
- Preproposals
- Letters of Intent.

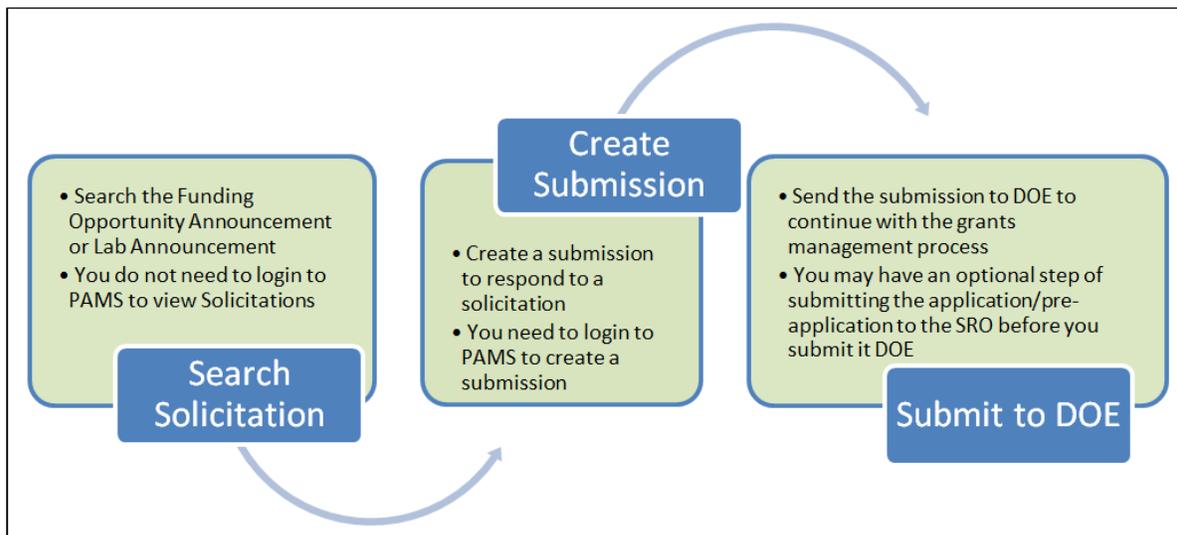
You can use PAMS to manage submissions as follows:

- Create/Edit/Delete/Submit Submissions
- View Submissions created by other users of the Institution (provided you have access).

5.1 How Do I Respond to a Solicitation?

Responding to a Solicitation could be through a Letter of Intent, Preproposal, or a formal DOE National Laboratory Proposal. Figure 70 summarizes the process for responding to a Solicitation:

Figure 70. Responding to a Solicitation



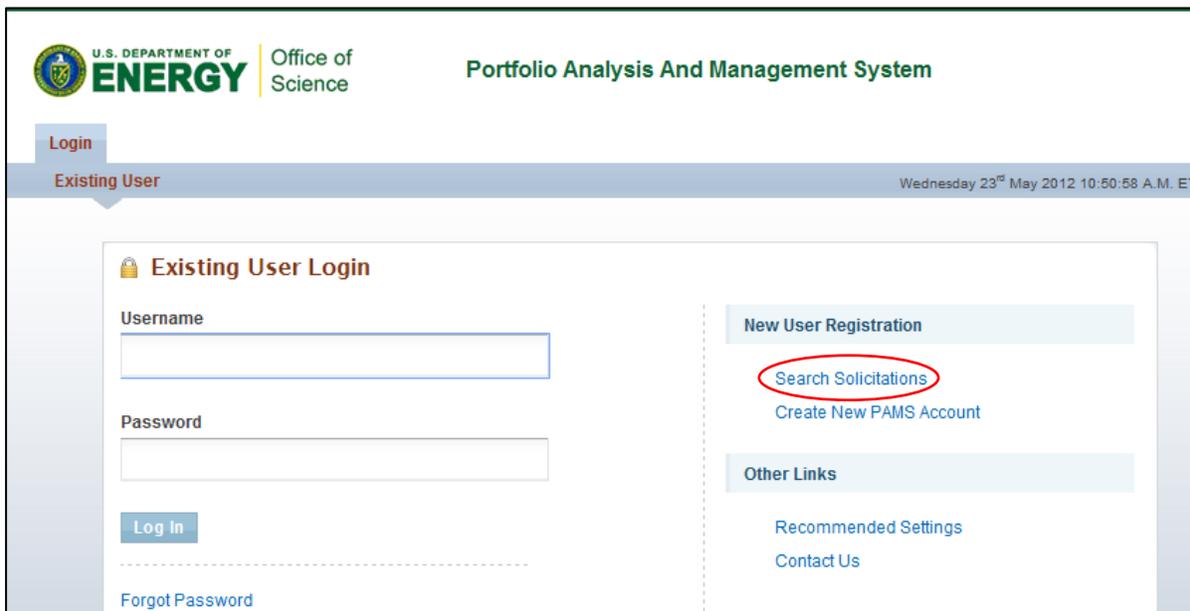
5.2 How Do I Search Solicitations?

The first step in managing submissions is to identify the Solicitation. Once the Solicitation is identified, you can respond with the appropriate submission requested.

5.3 I Am Not Logged in to PAMS

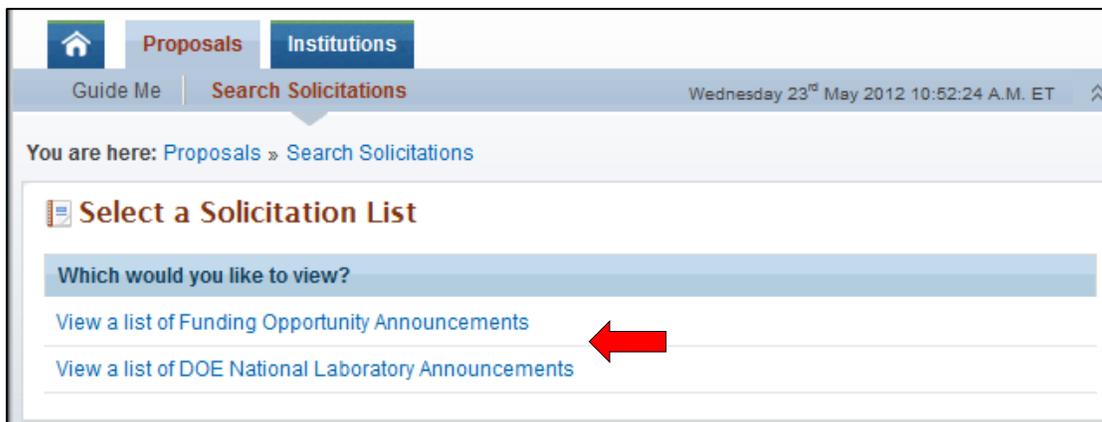
1. On the login page of PAMS, click the **Search Solicitations** link (Figure 71). The link is located under *New User Registration* on the right side of the page.

Figure 71. Existing User Login



2. Choose an appropriate Solicitation list. You can view the Funding Opportunity Announcements by clicking the **View a list of Funding Opportunity Announcements** link, or you can view Lab Announcements by clicking the **View a list of DOE National Laboratory Announcements** (Figure 72).

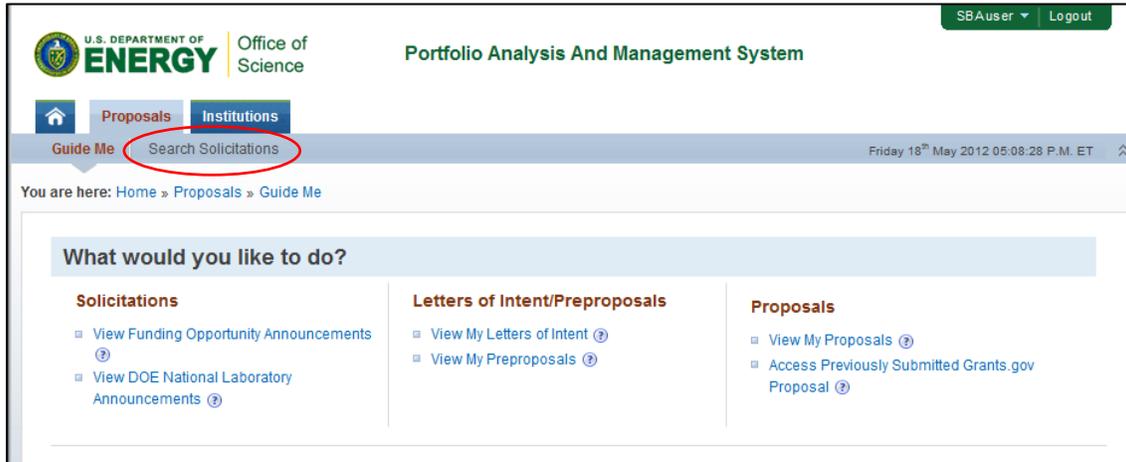
Figure 72. Proposals Tab - Select a Solicitation List



5.4 I Am Logged in to PAMS

1. Click the **Proposals** tab and then click the **Search Solicitations** link (Figure 73).

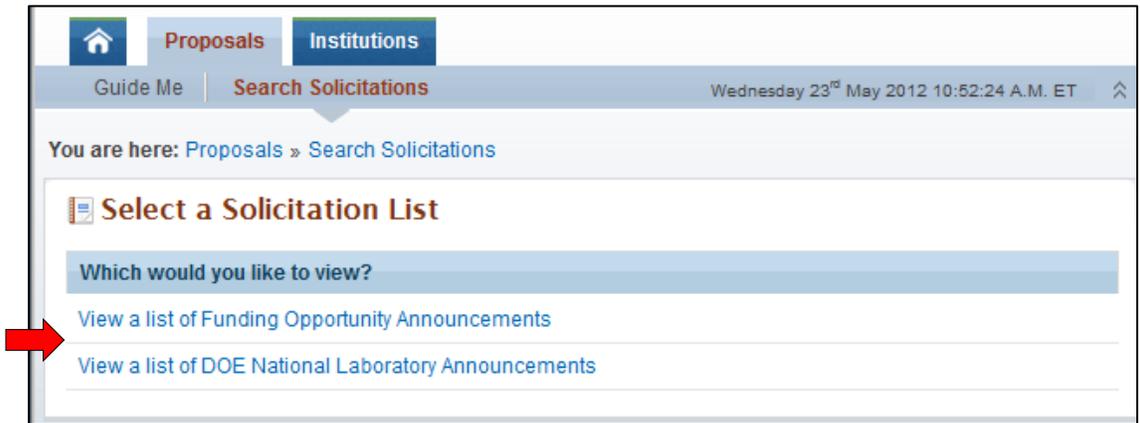
Figure 73. Proposals Tab - Search Solicitations Link



2. Choose the Solicitation list. You can view the Funding Opportunity Announcements by clicking the **View Funding Opportunity Announcements** link, or you can view Lab Announcements by clicking the **View DOE National Laboratory Announcements** (Figure 74).

*Note: If you are responding on behalf of a National Lab, you will only be able to submit to a Funding Opportunity Announcement (FOA) if no Companion Lab Announcement exists. Submitting to a FOA when there is a Companion Lab Announcement available will result in an error.

Figure 74. Proposals Tab - Choosing a Solicitation List



Once you have identified the Solicitation of interest, you can create a submission to respond to it.

5.4.1 Create and Submit a Preproposal

Follow the steps below to create and submit a Preproposal:

1. Click the **Actions/Views** link and then click the **Submit Preproposal** link (Figure 75).

Figure 75. Funding Opportunity Announcements List – Submit Preproposal Link

Funding Opportunity Announcements - List
 The existing FOAs are listed below. To filter, enter the data in the textboxes below the column headings and click the filter icon. To search, click the Search link above (+ View More)

Detailed View | Search

Page size: 15 | Go | 119 items in 8 page(s)

Solicitation Number	Solicitation Title	LOI/Preproposal Due Date	Proposal Due Date	Options
DE-FOA-PPTest4576	High Energy Density Laboratory Plasmas	12/21/2012 11:59:59 PM	12/31/2012 11:59:59 PM	Actions/Views
DE-FOA-PPTest0932	Thermo Nuclear Research	9/12/2012 11:59:59 PM	12/19/2012 11:59:59 PM	Action Submit Preproposal
DE-FOA-PPTest2012	Wind Energy Scientific Research	4/9/2012 4:15:00 PM	12/25/2012 11:59:59 PM	View
DE-FOA-PPTest1989	Physical Chemistry Advanced Research	7/27/2012 11:59:59 PM	12/31/2012 11:59:59 PM	Solicitation
DE-FOA-PPTest0873	Advanced Research in Biological Systems	9/4/2012 11:59:59 PM	12/31/2012 11:59:59 PM	Views
DE-FOA-XZ0011230	Combined Fusion Energy Science		2/28/2013 5:00:00 PM	Views

2. Provide the required information on the *Submit Preproposal* page. Note that fields marked by a red star are mandatory. To choose a PI, click the **Select PI** button (Figure 76).

Figure 76. Submit Preproposal Page - Select PI Link

Submit Preproposal
 Complete the form below to submit a Preproposal. Search for and add only one PI. If the PI is not registered, send an invitation to the PI to register to the Institution (+ View More)

Solicitation Information

Solicitation Number: DE-FOA-PPTest4576: High Energy Density Laboratory Plasmas

* Institution: Select One

*** PI Information ?** **Select PI**

Name: N/A
 Email Address: N/A
 Phone Number: N/A
 Address: N/A

Project Information

* Preproposal Title:

* Program Manager: Select One

Preproposal (Maximum 1) Attach File

No documents attached

Cancel Save Submit to DOE

3. Search for the PI using the search criteria. Click the **Action** link against the PI record and then click the **Select PI** link (Figure 77). If the PI is not registered to the Institution in PAMS, click the **Invite PI** link.

Figure 77. Select PI Page - Invite PI Link

The screenshot shows a web interface titled "Select PI". At the top left, there is a green plus icon and the text "Invite PI" circled in red. Below this is a search bar and a "Saved Searches" dropdown. A pagination bar shows "Page size: 15" and "Go". The main content is a table with columns: Name, User Name, Email, Phone, and Options. The table contains five rows of PI information. The "Options" column for the second row (Ennaciri, Elias) has a dropdown menu open, with "Select PI" circled in red. At the bottom left is a "Cancel" button.

Name	User Name	Email	Phone	Options
Ennaciri, cbahia	cbahia	cbahia@gmail.com	703-729-7654	Actions
Ennaciri, Elias	elias	ennaciri01@gmail.com	703-999-8767	Action Select PI
Smith, Jane	extuser02	reitester2@gmail.com	546-546-4564 Ex	
Arias, Lynette	larias	larias@gmail.com	476-457-8907 Ext: 67980	Actions
Ennaciri, Youssef	youssef	yennaciri1@gmail.com	202-555-6545	Actions

4. Complete the form by entering the required information. Note that fields marked by a red star are mandatory (Figure 78).

Figure 78. Submit Preproposal - Attach File and Submit to DOE Links

The screenshot shows a web form titled "Submit Preproposal". The instructions state: "Complete the form below to submit a Preproposal. Search for and add only one PI. If the PI is not registered, send an invitation to the PI to register to the Institution (+ View More)". The form is divided into sections: "Solicitation Information" with fields for Solicitation Number (DE-FOA-PPTest4576: High Energy Density Laboratory Plasmas) and Institution (Abilene Christian University, Abilene, TX); "PI Information" with fields for Name (Ennaciri, cbahia), Email Address (cbahia@gmail.com), Phone Number (703-729-7654), and Address (12345 cbahia street, Ashburn, VA 20147); and "Project Information" with fields for Preproposal Title and Program Manager (Select One). At the bottom, there is a section for "Preproposal (Maximum 1)" with an "Attach File" button circled in red. Below this is the text "No documents attached". At the very bottom, there are "Cancel", "Save", and "Submit to DOE" buttons, with "Submit to DOE" circled in red.

5. Click the **Attach File** button and select a file from your computer.
6. Click the **Attach** button to attach the Preproposal document.

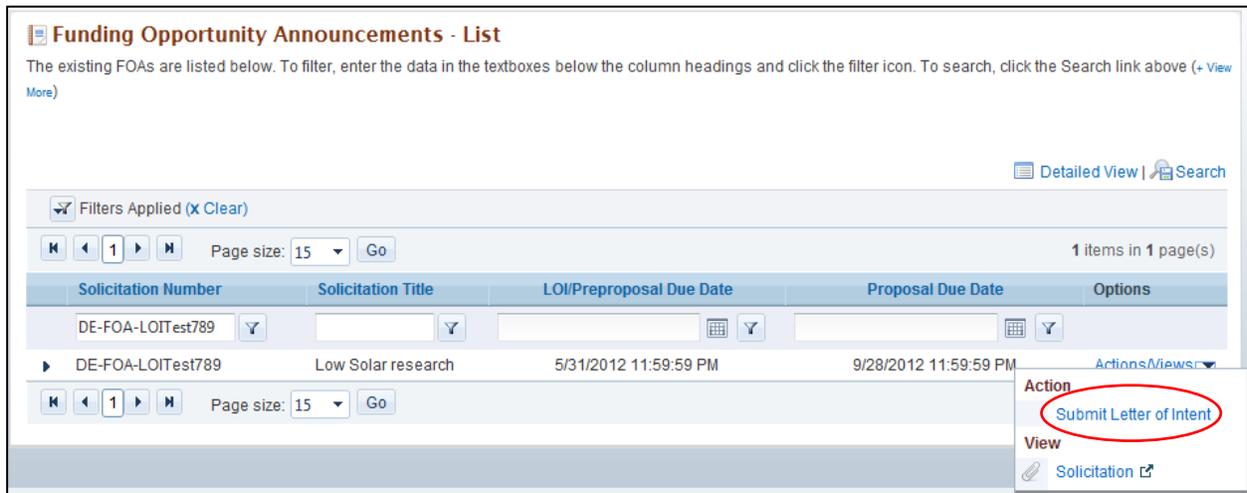
7. Click the **Save** button to save the document in the *My Preproposals* list page for later completion.
8. Click the **Submit to DOE** button to submit the Preproposal.
9. PAMS will send an email acknowledging receipt of the submission to the PI.

5.4.2 Create and Submit a Letter of Intent

Follow the steps below to create and submit a Letter of Intent:

1. Click the **Actions/Views** link and then click the **Submit Letter of Intent** link (Figure 79).

Figure 79. Funding Opportunity Announcements List - Submit Letter of Intent Link



2. Provide the required information on the *Submit Letter of Intent* page. To choose a PI click the **Select PI** button (Figure 80).

Figure 80. Submit Letter of Intent (LOI) Page – Select PI Link

Submit Letter of Intent (LOI)
 Complete the form below to submit a Letter of Intent (LOI). Search for and add only one PI. If the PI is not registered, send an invitation to the PI to register to the (+ View More)

Solicitation Information

Solicitation Number: DE-FOA-LOITest789: Low Solar research

* Institution: Adelphi University, Long Island, NY

*** PI Information** Select PI

Name: N/A
 Email Address: N/A
 Phone Number: N/A
 Address: N/A

Project Information

* Letter of Intent Title:

* Program Manager: Select One

Letter of Intent (Maximum 1) Attach File

No documents attached

Cancel Save Submit to DOE

3. Search for the PI using the search criteria. Click the **Action** link against the PI record and then click **Select PI**. If the PI is not registered to the Institution in PAMS, click the **Invite PI** link (Figure 81).

Figure 81. Select PI Page - Select PI Link

Select PI Search | Saved Searches

+ Invite PI

Page size: 15 Go 4 items in 1 page(s)

Name	User Name	Email	Phone	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Smith, Karen	extuser1	reitester155@gmail.com	703-222-2222	Actions
Bennani, Kawtar	kbennani	bennani@gmail.com	202-204-7654	Action Select PI
User, REI	REIUser	reitester3@gmail.com	703-480-9678	
Ennaciri, Youssef	youssef	yennaciri1@gmail.com	202-555-6545	Actions

Page size: 15 Go 4 items in 1 page(s)

Cancel

- Complete the form by entering the required information (Figure 82). Note that fields marked by a red star are mandatory. Click **Attach File** and select your file. Click the **Attach** button to attach the Letter of Intent document. Click **Save** to save the document in the *My Letters of Intent* list page for later completion. Click **Submit to DOE** to submit the Letter of Intent.
- PAMS will send an email acknowledging receipt of the submission to the PI.

Figure 82. Submit Letter of Intent (LOI) Page – Submit to DOE Link

Submit Letter of Intent (LOI)
 Complete the form below to submit a Letter of Intent (LOI). Search for and add only one PI. If the PI is not registered, send an invitation to the PI to register to the (- View More)

Solicitation Information

Solicitation Number DE-FOA-LOITest789: Low Solar research

* Institution Adelphi University, Long Island, NY

*** PI Information** Change PI

Name Smith, Karen

Email Address reitester155@gmail.com

Phone Number 703-222-2222

Address PO BOX 12345 20151

Project Information

* Letter of Intent Title

* Program Manager Select One

▼ Letter of Intent (Maximum 1) Attach File

No documents attached

Cancel Save Submit to DOE

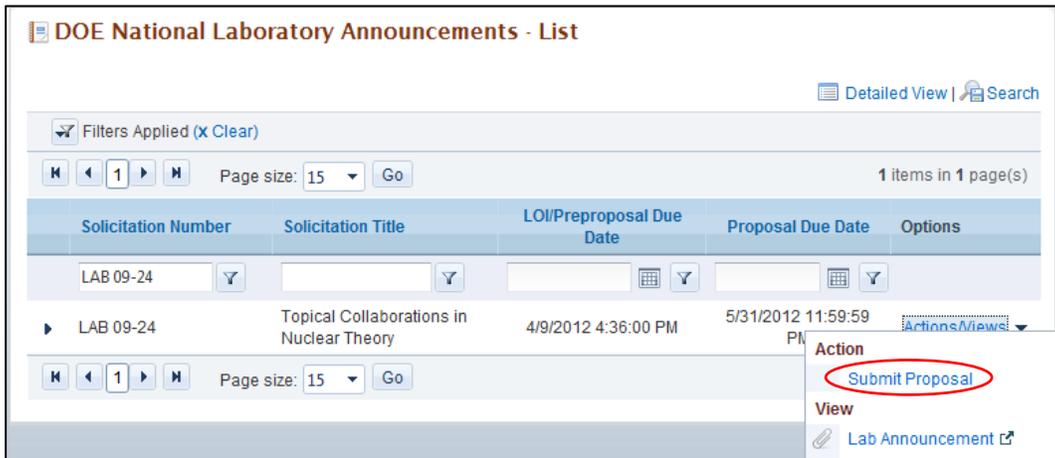
5.4.3 Create and Submit a Proposal

You can submit a Proposal in PAMS only in response to DOE National Laboratory Announcements. For Funding Opportunity Announcements, Proposals must be submitted through Grants.gov only.

Follow the steps below to create and submit a Proposal in response to a DOE National Laboratory Announcement:

- Search for DOE National Laboratory Announcements from the *Search Solicitations* tab. Click the **Actions/Views** link for a Solicitation and then click the **Submit Proposal** link (Figure 83).

Figure 83. DOE National Laboratory Announcements List - Submit Proposal Link



2. Provide the required input information on the *Cover Page* (Figure 84). Note that fields marked by a red star are mandatory.

Figure 84. Cover Page - Top

Cover Page
 Budget
 Subawards (optional)
 Attachments

Fields with ★ are required

Solicitation Information

Solicitation Number: TA-Sol-LOI-223451; TA-Sol-LOI-223451

★ Institution:

★ Principal Investigator Information Change PI

Name: Rick, Hello

Position/Title of PI:

Phone Number: 123-456-7897

Email Address: reitester1120211@gmail.com

Address: HC 908 BOX 1235, Herndon, VA 20175

Project Information

★ Proposal Title:

★ Program Manager:

★ Proposal Type:

Field Work Proposal Information

#	FWP Number	Target Year
1.	555555555555	2013

3. From the *Choose Action* drop-down, select the save option of choice and click the **Go** button to start working on the *Budget* section.

Figure 85. Cover Page - Research and Other Related Project Information

Research and Other Related Project Information

*** 1. Are Human Subjects Involved?**

Yes No

1a. If Yes, is the project exempt from Federal regulations? *(Required only if the answer to question 1 is "Yes")*

Yes No N/A

If Yes, check appropriate exemption number. *(Required only if the answer to question 1a is "Yes")*

1 2 3 4 5 6 N/A

If No, is the IRB review pending? *(Required only if the answer to question 1a is "No")*

Yes No N/A

IRB Approval Date:

Human Subject Assurance Number:

*** 2. Are vertebrate animals used?**

Yes No

2a. If Yes, is the IACUC review pending? *(Required only if the answer to question 2 is "Yes")*

Yes No N/A

IACUC Approval Date:

Animal Welfare Assurance Number:



Cancel Choose Action

- On the *Budget* page (Figure 86), provide the necessary information for each year (fields marked by a red star are mandatory). Complete each section by clicking the  icon against each section (Figure 87, Figure 88).

Figure 86. Budget Tab - Top Section

✖ Cover Page
✔ Budget
✔ Subawards (optional)
✔ Attachments

[+ Add Budget Period](#) 

Budget Period	Start Date	End Date	Delete Period
1	Not Provided	Not Provided	
2	Not Provided	Not Provided	<input type="button" value="Delete"/>

Period 1 | **Period 2** | Budget Summary

 [Budget Tab Instructions](#)

Budget Period Information  

* Budget Period Start Date: Not Provided

* Budget Period End Date: Not Provided

A. Senior/Key Person  

#	Name	Project Role	Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
Total Senior/Key Person						Not Provided



Note When entering budget information for multiple budget periods, you may enter the first budget period's information and click the Copy From Previous Period link (which appears in the screenshot immediately above) to copy data over from the previous period. This will eliminate you having to duplicate budget information for every year; you will merely have to edit the information after copying it over.

Figure 87. Budget Tab - Middle Section

B. Other Personnel					
# of Personnel	Project Role	Months (?)	Requested Salary (\$) (?)	Fringe Benefits (\$) (?)	Funds Requested (\$)
				Total Other Personnel	Not Provided
Total Salary, Wages and Fringe Benefits (A+B)					\$0.00
C. Equipment Description					
#	Equipment Item				Funds Requested (\$)
Total Equipment					Not Provided
D. Travel					
#	Item				Funds Requested (\$)
1.	Domestic Travel Costs (Incl. Canada, Mexico, and U.S. Possessions)				Not Provided
2.	Foreign Travel Costs				Not Provided
Total Travel					\$0.00
E. Participant/Trainee Support Costs					
#	Item				Funds Requested (\$)
1.	Tuition/Fees/Health Insurance				Not Provided
2.	Stipends				Not Provided
3.	Travel				Not Provided
4.	Subsistence				Not Provided
5.	Other				Not Provided
Number of Participant/Trainees (Not Provided)					
Total Participant/Trainee Support Costs					\$0.00
F. Other Direct Costs					
#	Item				Funds Requested (\$)
1.	Materials and Supplies				Not Provided
2.	Publication Costs				Not Provided
3.	Consultant Services				Not Provided
4.	ADP/Computer Services				Not Provided
5.	Subawards/Consortium/Contractual Costs				Not Provided
6.	Equipment or Facility Rental/User Fees				Not Provided
7.	Alterations and Renovations				Not Provided
8.	Other				Not Provided
Total Other Direct Costs					\$0.00

- From the *Choose Action* drop-down, select the save option of choice and click the **Go** button to continue to the next section (Figure 88).

Figure 88. Budget Tab - Bottom Section

G. Direct Costs		Total Other Direct Costs	\$0.00
#	Item	Funds Requested (\$)	
1.	Total Direct Costs (A thru F)	\$0.00	
H. Other Indirect Costs		Total Indirect Costs	
#	Item	Funds Requested (\$)	
		Not Provided	
I. Total Direct and Indirect Costs		Total Indirect Costs	
#	Item	Funds Requested (\$)	
1.	Total Direct and Indirect Costs (G+H)	\$0.00	

Back Choose Action Go

6. Use the **Subawards** tab only if you are submitting separate budgets for subawards. If not, please ignore this section and leave it blank. To provide subaward budgets:
 - a. Go to the *Subawards* tab and click the **Add Subaward** link (Figure 89).
 - b. Provide budget information (similar to the *Budget* page information in Step 4 above) for each subaward you wish.
 - c. When you have finished providing the necessary information, choose the appropriate save option from the *Choose Action* drop-down. Click the **Go** button to continue to the next section.

Figure 89. Subawards Tab - Add Subaward Link

Cover Page
 Budget
 Subawards (optional)
 Attachments

DUNS	Institution	Options
No Subawards found.		

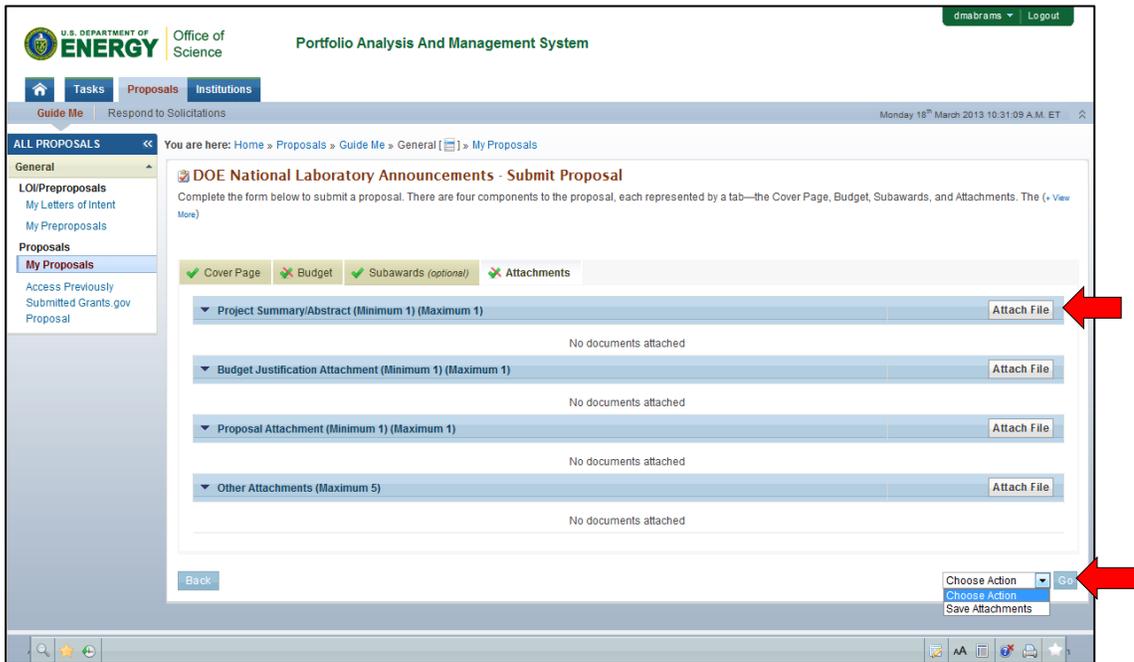
Back Choose Action Go

7. On the *Attachments* tab (Figure 90), upload any necessary attachments (for more information on attaching files in PAMS, refer to Section 2.8, *How to Attach a File in PAMS*). Choose **Save Attachments** to do so. Once all sections are complete, choose **Submit to DOE** from the *Choose Action* drop-down.

Note *The Proposal Summary/Abstract and the Budget Justification attachments are mandatory for you to attach along with the Proposal.*

8. Click the Go button to submit the Proposal to DOE.

Figure 90. Attachments Tab



5.4.4 Reopen and Resubmit a Submission



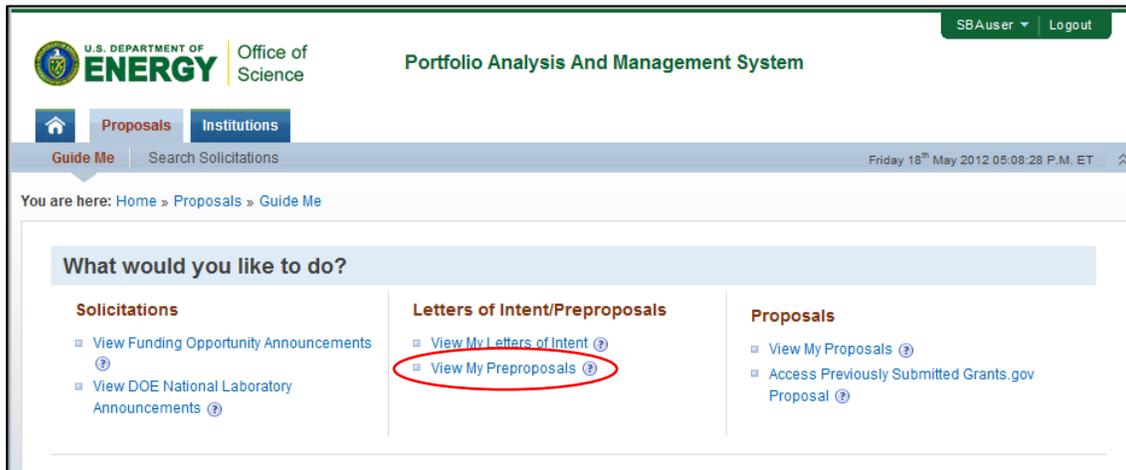
Once you have reopened a submission, you can modify and resubmit it to DOE. Please note, however, that once reopened, a submission will no longer be considered by DOE until you resubmit it.

In addition, once the due date has passed, you WILL NOT be able to make the resubmission to DOE.

You can reopen a submitted Preproposal, Letter of Intent, or Proposal (only for lab and interagency Proposals submitted in PAMS); modify it; and resubmit it before the due date of the original submission. Follow the steps below to reopen a submission:

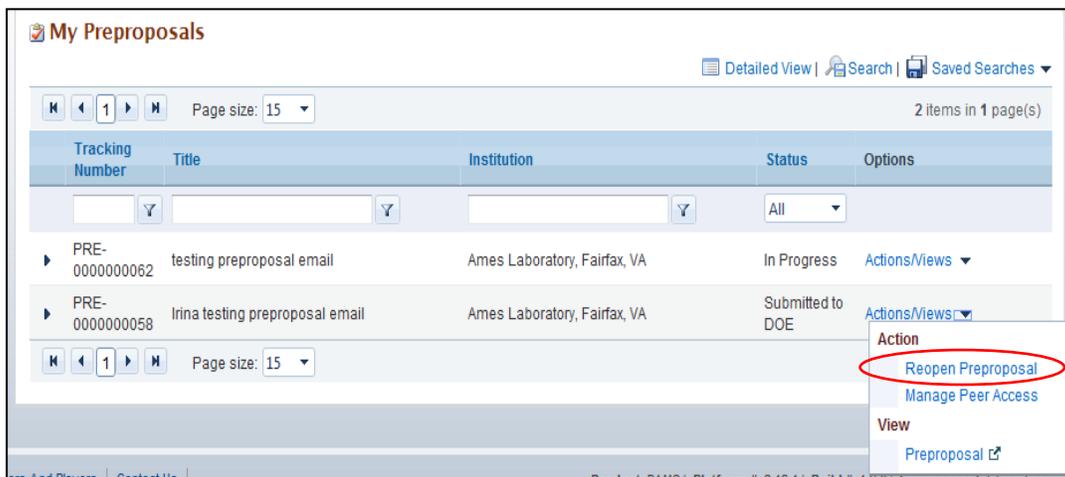
1. Click the **Proposals** tab (Figure 91).
2. Click the **View My Letters of Intent**, **View My Preproposals**, or **View My Proposals** link to navigate to the respective list.

Figure 91. Proposals Tab



3. From the *My Letters of Intent*, *My Preproposals*, or *My Proposals* page, click the **Action** link.
4. Click the **Reopen Preproposal**, **Reopen Letter of Intent**, or **Reopen Proposal** link to reopen a submission that has already been submitted to DOE (Figure 92).

Figure 92. Reopen Proposal Link



5. Edit the Preproposal, Letter of Intent, or Proposal, as required, and resubmit it to DOE using the options at the bottom of the page.

5.4.5 I Have Received an Invitation from DOE to Submit a Proposal in PAMS

Note *This applies to National Labs and other federal agencies only.*

DOE can send invitations to National Labs and other federal agencies to submit Proposals. These invitations are sent as emails, and recipients must be registered to both the Institution and to PAMS to submit a Proposal.

Note

If you are not registered to PAMS, please follow the instructions provided in [How Do I Register to PAMS Using a Unique Registration Code?](#) The email also provides instructions on how to register to PAMS. If another associate will create the proposal on your behalf, please forward this email to that person.

A link in the email enables you to submit a Proposal. Clicking this link will 1) ask you to login to PAMS, 2) automatically create a Proposal, and 3) take you to the *My Proposals* page. Then proceed as follows:

1. Once you are on your *My Proposals* page, edit the “In Progress” Proposal with the title *Invite to Submit to the DOE Office of Science*.
2. To edit the Proposal, select **Edit Proposal** under Actions/Views. To allow another person to edit the Proposal, you must give that person peer access by selecting **Manage Peer Access** under Actions/Views.
3. Refer to the [Create and Submit a Proposal](#) section of this document for detailed instructions on how to submit a Proposal in PAMS.

Note

The proposal created will be assigned to the user who first clicks on the link in the email.

5.4.6 I Want To View Submissions from My Institutions

Follow the steps below to view any submissions associated with an Institution. You can view a submission if you are the PI on the submission, if you are the submitter, or if an individual with access to the submission grants you access via the Manage Peer Access functions.

1. Click the **Proposals** tab
2. Click View My Preproposals, View My Letters of Intent, or View My Proposals to see the list of submissions.
3. Click **Actions** and then click the **View** link to view the submission.

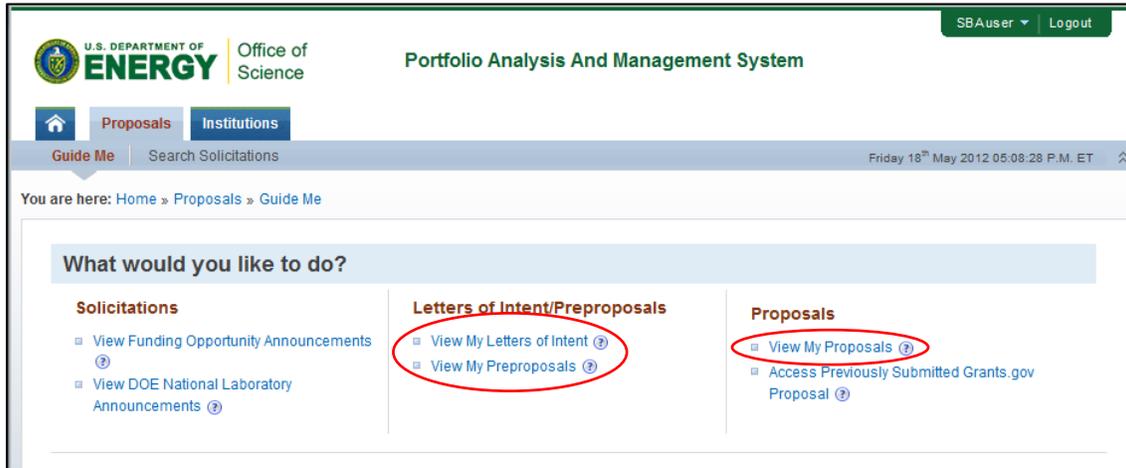
5.4.7 I Want To Manage Peer Access for a Submission

Peer Access is the concept of allowing select users to access submissions in PAMS. Peer Access can be managed at a submission level, by the users who created the submissions, from the *My Proposals*, *My Preproposals*, and *My Letters of Intent* pages.

Peer access can also be managed at an Institution level, from the *Institution Folder*, by users who have Administrative privileges. Peer Access can be extended only to users who are registered to the same Institution. Follow the steps below to manage peer access for a submission:

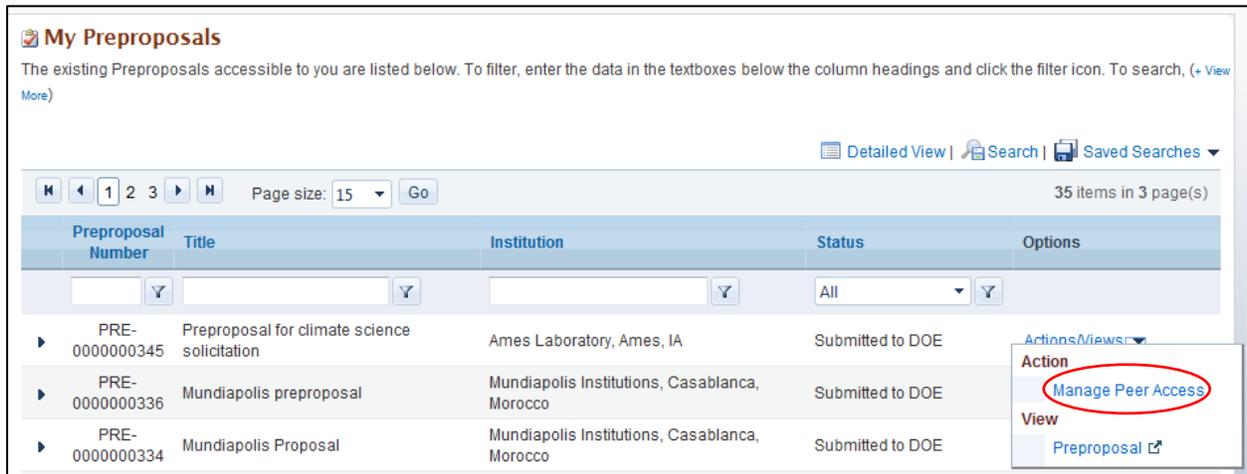
1. Click the **Proposals** tab after logging in to PAMS. Click the appropriate **View** links (Figure 93).

Figure 93. Links for View My Letters of Intent, View My Preproposals, View My Proposals



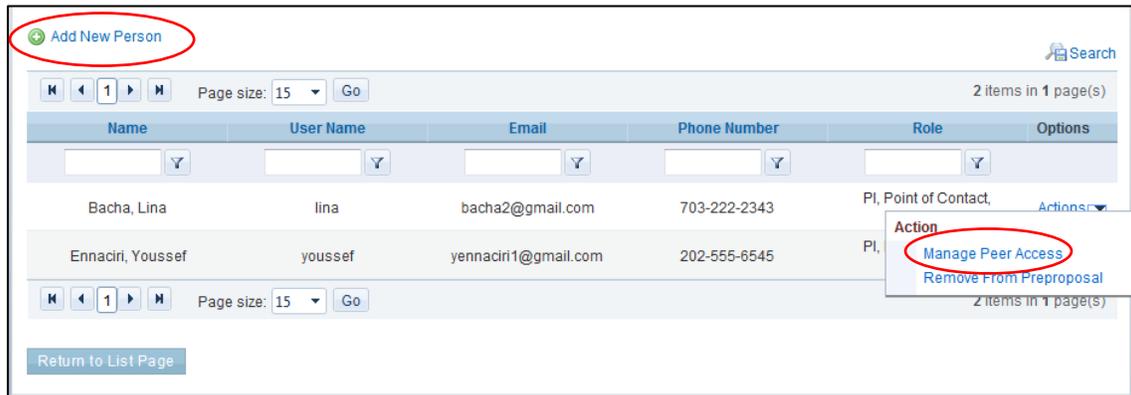
2. This will take you to the *My Preproposals*, *My Letters of Intent*, or the *My Proposals* page. Choose a submission record, click the **Action** link, and then click the **Manage Peer Access** link (Figure 94).

Figure 94. Manage Peer Access Link



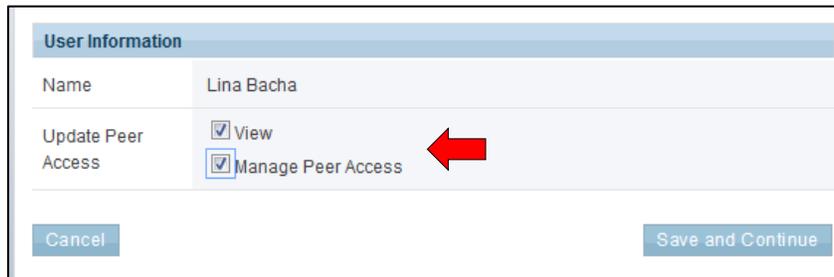
3. You will now be taken to the *Manage Peer Access - User List* page (Figure 95). Click the **Add New Person** link to add a new user registered to the Institution to the submission. Click **Manage Peer Access** to manage existing user access.

Figure 95. Add New Person/Manage Peer Access Links



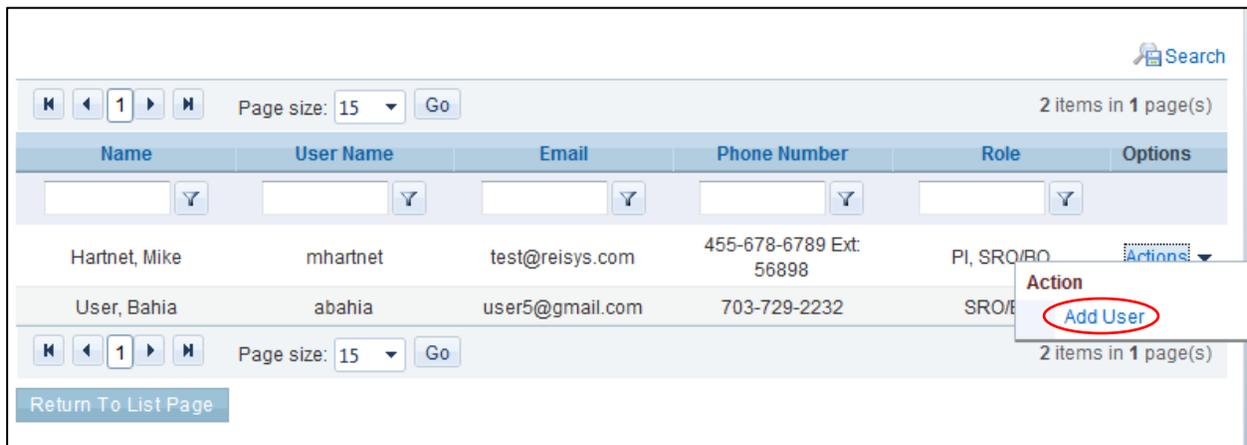
4. Select check boxes to update peer access for users (Figure 96).

Figure 96. User Information



5. When you click **Add User**, you are taken to list page of existing users from your institution. Choose a user record, click the **Action** link, and then click **Add User** (Figure 97).

Figure 97. Existing Users Page: Add User Link



6. On the *Manage Peer Access – User* page, choose the privileges to be assigned to the user and click the **Save and Continue** button (Figure 98).

Figure 98. Manage Peer Access - User Page: Save and Continue Button

User Information	
Name	Mike Hartnet
Update Peer Access	<input type="checkbox"/> View <input type="checkbox"/> Manage Peer Access
<input type="button" value="Cancel"/>	<input type="button" value="Save and Continue"/>

7. You are taken to the *View Users – List* page, where you will see a *Success* message. The new user will be displayed in the page’s grid.



For submissions with the status “Submitted to DOE,” the only privileges that can be managed are View and Manage Peer Access. For “In Progress” submissions, the following privileges can be managed:

- View
- Edit
- Delete
- Submit to DOE
- Manage Peer Access.



Any users with the Edit, Delete, Submit to DOE, or Manage Peer Access privilege will, by default, be assigned the View privilege. If you are the submission creator, you will be assigned all submission-level privileges by default. If you are the PI, but someone else submitted on your behalf, you will be assigned View privilege by default.

5.5 How Do I Withdraw a Proposal?

• Quick Summary •

- **Who can withdraw a proposal?**
 - Any user with *View* and *Withdraw* privileges.
- **How does a user get those privileges?**
 - On the proposal, anyone with the Manage Peer Access privilege (usually a PI or an SRO/BO/AO) can grant users Withdraw privilege.
 - On the *My Proposals* page, for the proposal you want, click the **Actions/Views** link and click the **Manage Peer Access** link.
 - For an existing user, click the **Manage Peer Access** link and assign the *Withdraw* privilege. For a new user, assign both *View* and *Withdraw* privileges.
 - For the institution, the Admin SRO can grant user privileges for all institution proposals.
 - Within the *Institutions Folder*, click the **Proposals** link in left navigation menu.
 - For the proposal you want, click the **Actions/Views** link and click the **Manage Peer Access** link to provide the privilege.

Institutions have the capability to withdraw proposals. Admin SROs (i.e., SRO/BO/AO users with Manage Users, Manage Institution Profile, and Submit to DOE privileges for the institution) can grant other users from the same institution the privilege to withdraw proposals. The View Proposal privilege must also be granted to the user.

The PI/SRO for the proposal should automatically be given the Withdraw Proposal privilege in PAMS. When the PI and SRO/BO/AO successfully accesses a previously submitted Grants.gov proposal in the Proposals tab, the Withdraw privilege on the proposal is granted to this PI or SRO.

5.5.1 How Do I Get the Withdraw Privilege?

- **Through the Proposal:** Anyone with the Manage Peer Access privilege (usually a PI or an SRO/BO/AO) can grant users *View* and *Withdraw* privileges.
 - On the *Guide Me* page, click **View My Existing Proposals**.
 - On the *My Proposals* page, for the proposal you want, click the **Actions/Views** link and click the **Manage Peer Access** link.
 - For an existing user, click the **Actions** link and the **Manage Peer Access** link and assign the *Withdraw* privilege. For a new user, assign both the *View* and *Withdraw* privileges.
- **Through the Institution:** For the institution, the Admin SRO can grant user privileges for all institution proposals.
 - On the *Guide Me* page, click the **Institutions** tab.
 - For the institution you want, click the **Actions/Views** link and **Institution Folder** link.
 - Within the *Institutions Folder*, click the **Proposals** link in left navigation menu.
 - For the proposal you want, click the **Actions/Views** link and **Manage Peer Access** link to provide the *Withdraw* privilege.

Note

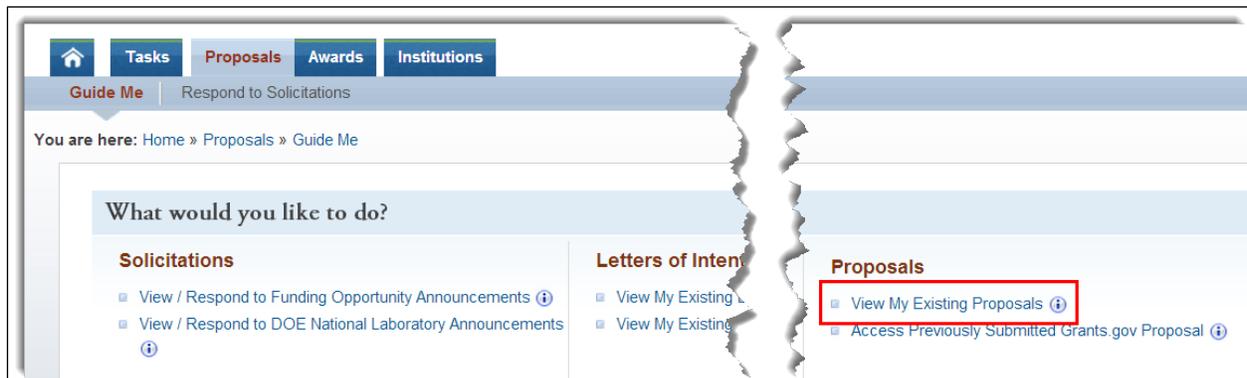
Proposals submitted from PAMS or Grants.gov can be withdrawn up until the time it is sent for review by the PM of the DOE Office of Science. Once proposals submitted from PAMS are withdrawn, they cannot be resubmitted.

5.5.2 Withdraw a Proposal

Follow the steps below to withdraw a proposal that has been submitted to DOE.

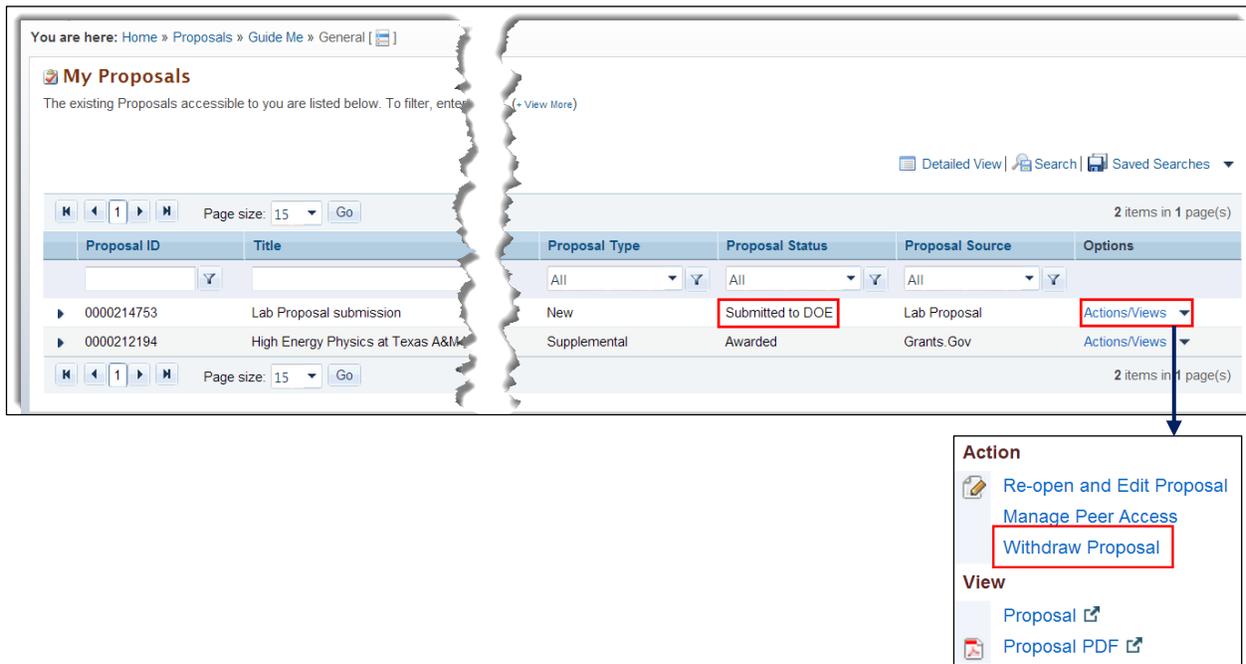
1. Log in to PAMS and click the **Proposals** tab to go to the *Guide Me* page (**Error! Reference source not found.**).

Figure 99. Guide Me Page



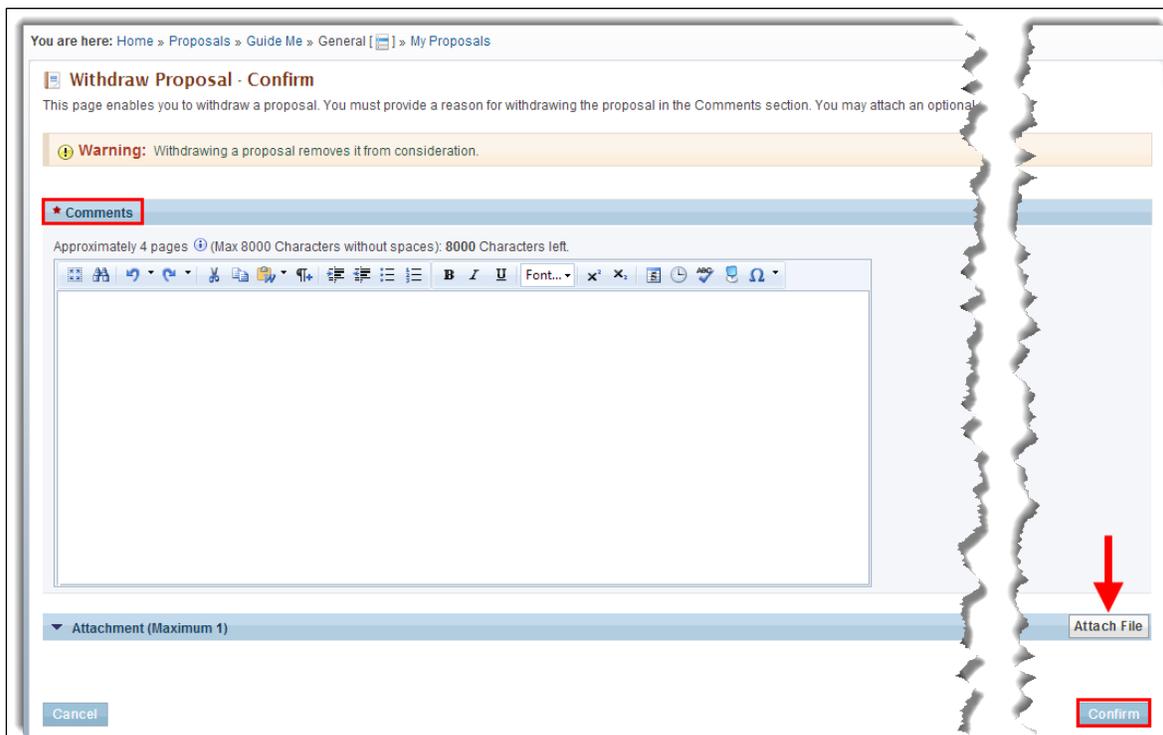
2. On the *Guide Me* page, click the **View My Existing Proposals** link to go to the *My Proposals* page (Figure 100).

Figure 100. My Proposals Page



3. The proposal to be withdrawn must have a *Proposal Status* of *Submitted to DOE*. Click the **Actions/Views** dropdown for that proposal. Click the **Withdraw Proposal** link to go to the *Withdraw Proposal – Confirm* page (Figure 101).

Figure 101. Withdraw Proposal - Confirm Page



4. On the *Withdraw Proposal – Confirm* page:

- a. Enter mandatory **Comments** to justify the proposal withdrawal.
 - b. If necessary, click the **Attach File** button to upload a file that supports the proposal withdrawal. Refer to Section 2.8, [How to Attach a File in PAMS](#).
5. When finished, click the *Confirm* button.
 6. On the *My Proposals* page, a *Success* message informs you that the proposal was withdrawn (Figure 102). The status is updated to *Withdrawn* and you have access to the withdrawal documents from the context menu.

Figure 102. Withdraw Proposal Success Message

The screenshot shows the 'My Proposals' interface. At the top, there is a green success message: 'Success: Proposal has been withdrawn successfully.' Below this is a table of proposals. The table has columns for Proposal ID, Title, Institution Name, Proposal Type, Proposal Status, Proposal Source, and Options. Three proposals are listed, all from Brookhaven National Laboratory (BNL), Upton, NY. The first two are 'New' and 'Withdrawn', and the third is 'Declined'. A context menu is open for the 'Withdrawn' proposal, showing options like 'Lab Proposal', 'Manage Peer Access', 'View', 'Proposal PDF', and 'Withdrawal Documentation'.

Proposal ID	Title	Institution Name	Proposal Type	Proposal Status	Proposal Source	Options
0000232411	CR-910.1	Brookhaven National Laboratory (BNL), Upton, NY	New	Withdrawn		Lab Proposal, Manage Peer Access, View, Proposal PDF, Proposal PDF, Withdrawal Documentation
0000232410	CR-910	Brookhaven National Laboratory (BNL), Upton, NY	New	Withdrawn		WS
0000229645	Environmental System Science Data Archive	Brookhaven National Laboratory (BNL), Upton, NY	New	Declined		WS

Figure 103. Proposal Status: *Withdrawn*

This is a close-up of the proposal table from Figure 102. The 'Proposal Status' column for the first row is highlighted with a red box and contains the text 'Withdrawn'. The table has columns for Proposal Type, Proposal Status, Proposal Source, and Options. The first row is 'New', 'Withdrawn', 'Lab Proposal', and 'Actions/Views'. The second row is 'Supplemental', 'Awarded', 'Grants.Gov', and 'Actions/Views'.

Proposal Type	Proposal Status	Proposal Source	Options
New	Withdrawn	Lab Proposal	Actions/Views
Supplemental	Awarded	Grants.Gov	Actions/Views

6.0 HOW DO I MANAGE AWARDS IN PAMS?

• Quick Summary •

- **Who can access awards in PAMS?**
 - By default, the PI, SRO/BO/AO, and Other (Point of Contact and Admin SRO for the Institution) user roles are given access privileges to awards. (Refer to Table 3 for more information on award privileges.) Additionally, any registered user from the institution may request access privileges to an award.
- **What are the privileges available at the award level?**
 - View awards privilege, Progress Report privileges, Award Modification Request privileges
- **How do users request privileges at the award level?**
 - Register to an institution in PAMS
 - Go to the *Awards Folder* and click the **Add Award to Portfolio** link to request privileges and add the award to your portfolio
- **What other actions can users take on awards?**
 - View and submit Progress Reports and Modification Requests
 - View other users with award privileges and change those privileges, if required.

Institution users can view their awards in PAMS. The following roles are identified on PAMS awards:

- PI
- SRO/BO/AO
- Other.

The following privileges may be requested by users at the award level:

- View privileges
- Progress Report privileges
- Award Modification Request privileges.

PAMS sends award-notification emails to users who are on awards. Award privileges are provided to institution users either by *automatic award association* or *manual award association*.

Note

With the rollout of PAMS Iteration 5a, a user could receive many award-notification emails, depending on how many awards the user is associated. A user not registered to PAMS will receive multiple emails, but each email will have the same PAMS Registration Code. A user only needs one Registration Code to set up one PAMS account.

If, however, a user is duplicated in the system (e.g., in the system as both “Steve” and “Stephen”), that user will need to use the different access codes he/she was emailed to access respective awards. Be aware that if you are emailed different Registration Codes, you must use them as necessary.

Automatic award association means that an institution user already:

- Has the proper user roles to access awards.
- Has an active PAMS account.
- Is registered in PAMS to the institution.

Table 3 summarizes the award privileges granted to a PI/SRO/Admin SRO via Automatic Association.

Table 3. PI/SRO/Admin SRO Automatic Award Privileges

Award Feature	Program Award Privileges	SBIR Award Privileges
PI Automatic Award Privileges		
Progress Report	<ul style="list-style-type: none"> • View • Edit • Submit • Administer 	None
Award	View	View
Award Modification Request	None	None
SRO/Admin Automatic Award Privileges		
Progress Report	None	<ul style="list-style-type: none"> • View • Edit • Submit • Administer
Award	View	View
Award Modification Request	<ul style="list-style-type: none"> • View • Create • Edit • Delete • Submit • Administer 	<ul style="list-style-type: none"> • View • Create • Edit • Delete • Submit • Administer

Manual award association means that an institution user is not registered to PAMS and must do so before accessing awards. In this case, the institution user must:

- Register to PAMS using the Registration Code provided in the award-notification email sent by PAMS (see Section 3.1.2, [How Do I Register to PAMS Using a Unique Registration Code?](#)).
- OR
- Register in PAMS to the institution (see Section 3.1.3, [How Do I Register to an Institution in PAMS?](#)).
 - Request awards privileges from an authorized approver, most often the PI or SRO/BO/AO.



The Award access feature is not available for Labs. However, Labs can view the award information from the Institution Folder (see Section 4.5, [Institution Folder](#)).

6.1 How Do I View Award Information?

Users can view awards in their portfolio from the external Awards Folder.

1. On the *Guide Me* page, click the **Awards** tab to go to the *My Awards - List* page (Figure 105).

Figure 104. Guide Me Page Awards Tab

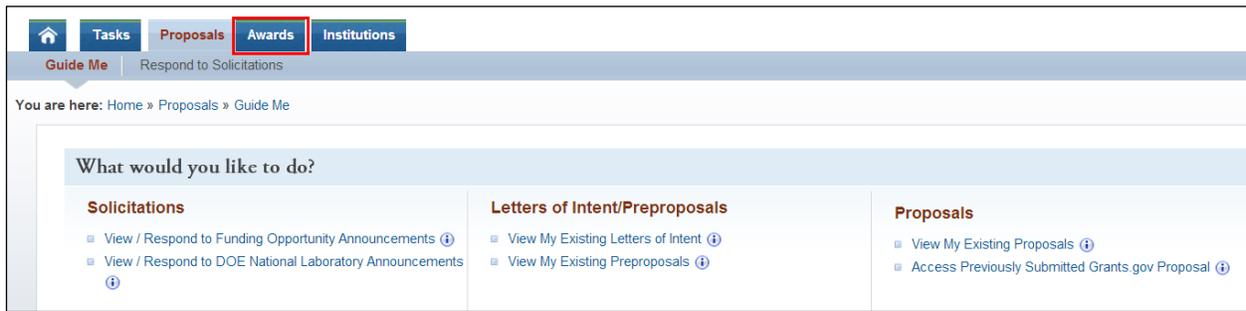
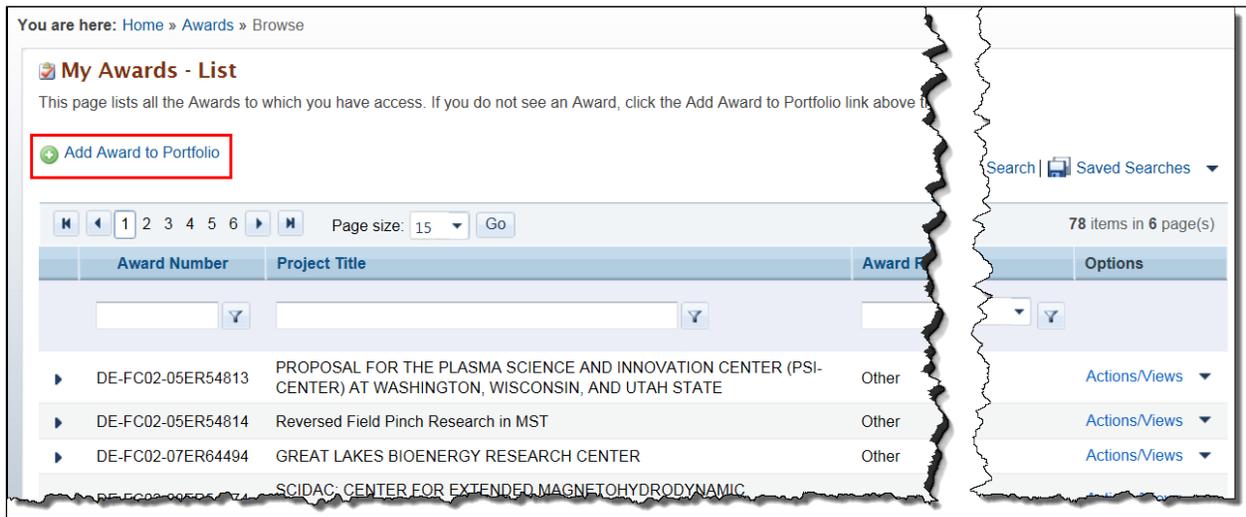


Figure 105. My Awards - List Page



2. This page has all the awards to which you have privileges. If you do not see an award, click the **Add Award to Portfolio** link above the grid to go to the *Select Awards* page (Figure 106) and register to the award.
3. On the *Select Awards* page, you have several ways to choose choosing one or more awards to add to your portfolio (Figure 107). Refer to Table 4 for more information.

Figure 106. Select Awards Page

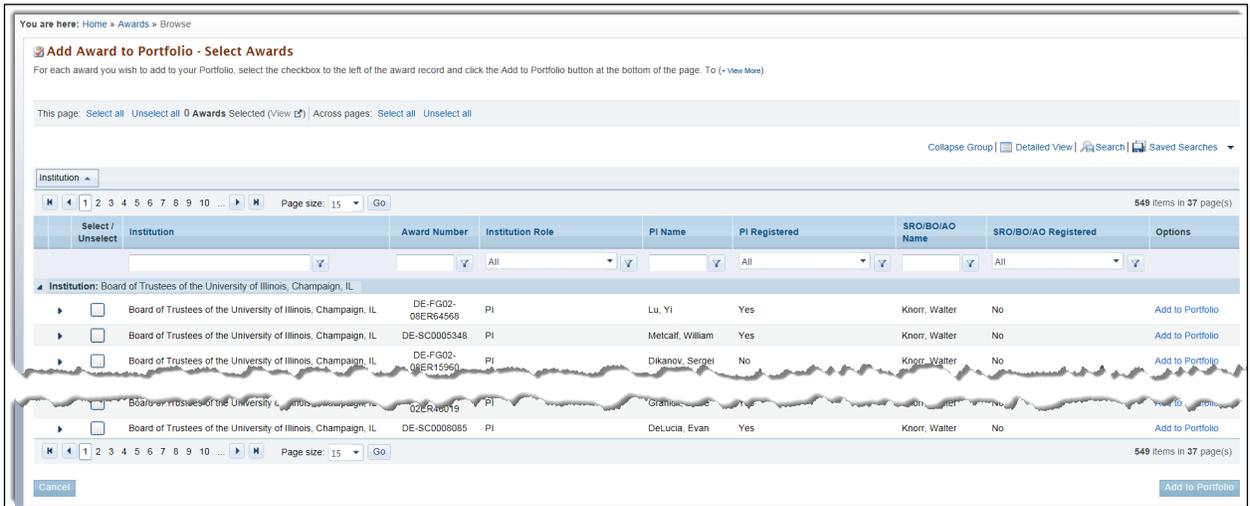


Figure 107. Select Awards Options

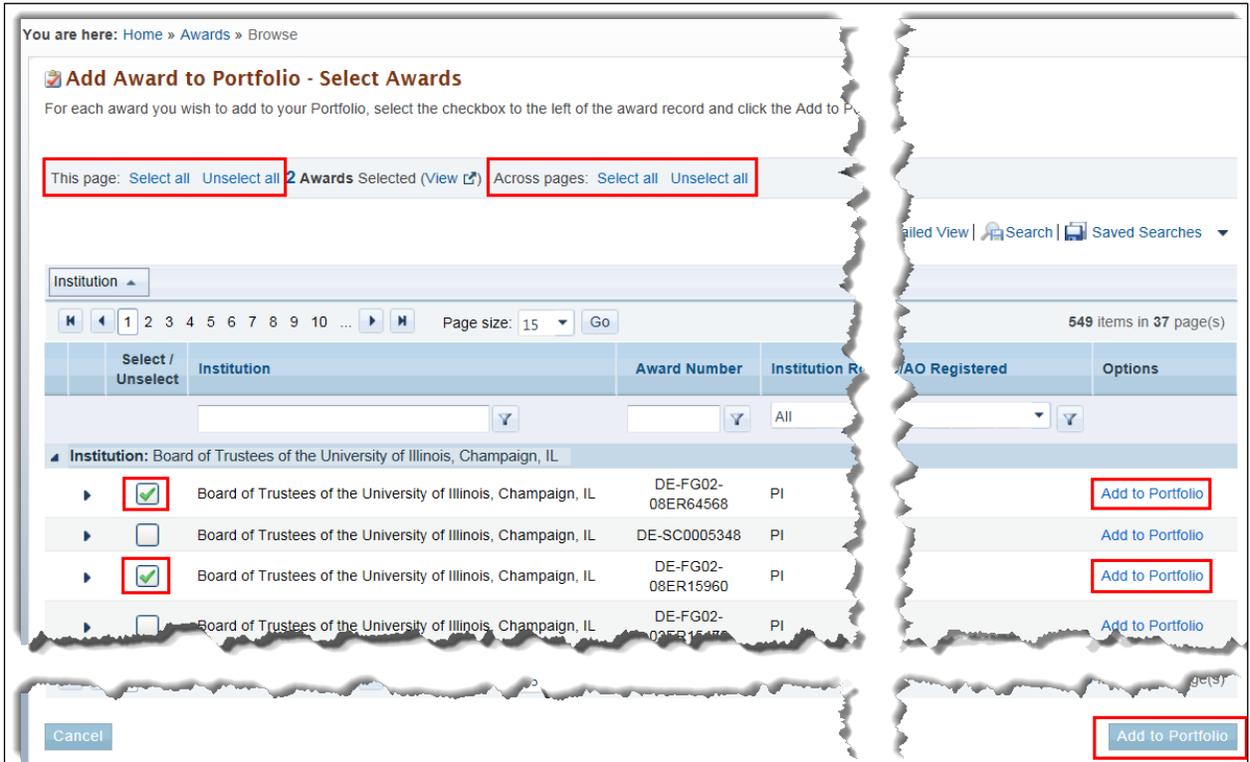


Table 4. Select Award Options Explanation

Link	Explanation
Individual checkboxes	<ul style="list-style-type: none"> If you are only selecting one or two items from the list, simply click the Add to Portfolio link in the <i>Options</i> column for each selection. You may also select several checkboxes and, when you are done, click the Add to Portfolio button at the bottom of the page.
This page: <i>Select all</i>	<ul style="list-style-type: none"> Click this link to select all the checkboxes on the current page. When you are done, click the Add to Portfolio button at the bottom of the page.
This page: <i>Unselect all</i>	Click this link to unselect all the checkboxes on the current page. (You would likely click <i>Unselect all</i> after first selecting <i>Select all</i> and then changing your mind.)
Across pages: <i>Select all</i>	<ul style="list-style-type: none"> Click this link to select all the checkboxes on all the pages available. When you are done, click the Add to Portfolio button at the bottom of the page.
Across pages: <i>Unselect all</i>	Click this link to unselect all the checkboxes on all the pages available. (You would likely click <i>Unselect all</i> after first selecting <i>Select all</i> and then changing your mind.)

- When you click the **Add to Portfolio** button, you are taken to the *Awards – Request Access* page (Figure 108). From this page, you can select the privileges you require for:
 - View Award** (must be approved by PI or SRO/BO/AO)
 - Progress Reports** (must be approved by PI or by the BO for SBIR/STTR awards)
 - Award Modification Requests** (must be approved by the SRO/BO/AO).

Figure 108. Awards - Request Access Page

The screenshot displays the 'Awards - Request Access' interface. At the top, it shows the breadcrumb 'Home > Awards > Browse' and the page title 'Awards - Request Access'. A note states: 'Your request to access the following award(s) will be sent for approval to the Principal Investigator (PI) or Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO). You may only access the award after approval is granted.' Below this is an 'Award Group' table with the following data:

Award Number	Institution	PI Name	PI Registered	SRO/BO/AO Name	SRO/BO/AO Registered
DE-FG02-08ER64568	University of Illinois at Urbana-Champaign, Champaign, IL	Lu, Yi	Yes	Knorr, Walter	No

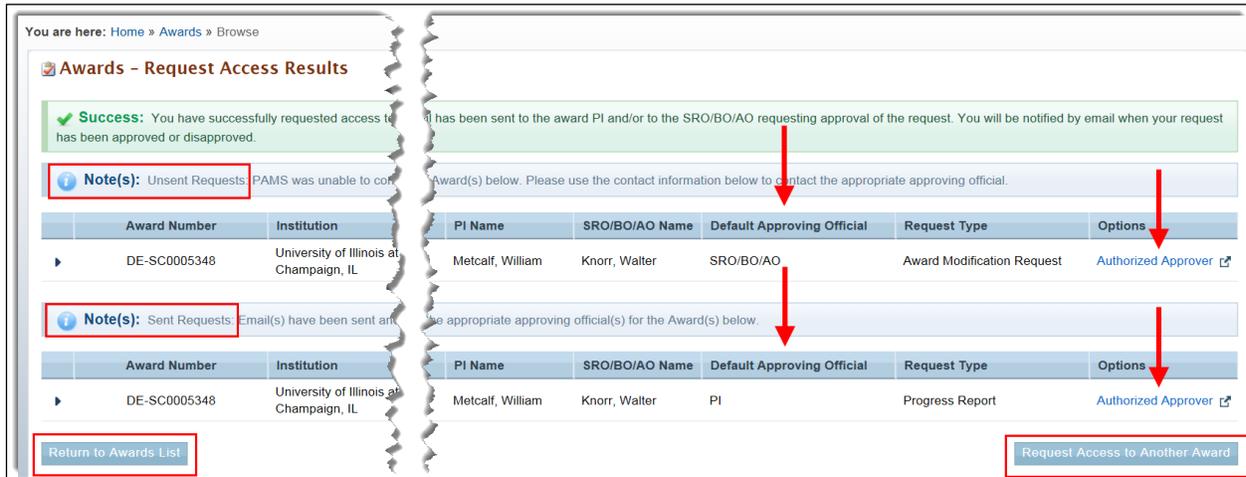
Under the table, the 'Select Level of Access' section includes:

- Progress Reports** (must be approved by the PI or for SBIR/STTR awards by the BO): View, Submit, Edit, Administer
- Award Modification Requests** (must be approved by the SRO/BO/AO): View, Submit, Create, Delete, Edit, Administer
- Award Level** (must be approved by either the PI or SRO/BO/AO): View Only

At the bottom, there is a 'Comments' field with a character count of 'Approximately 1/2 page (Max 1000 Characters) 1000 Characters left.' and a 'Request Access' button.

- Make your access-request selections by clicking the appropriate checkboxes and enter a justification for your selections in the mandatory *Comments* field.
- Click the **Request Access** button to go to the *Awards – Request Access Results* page (Figure 109), where a *Success* message verifies that your requests were successfully submitted.

Figure 109. Awards - Request Access Results Page



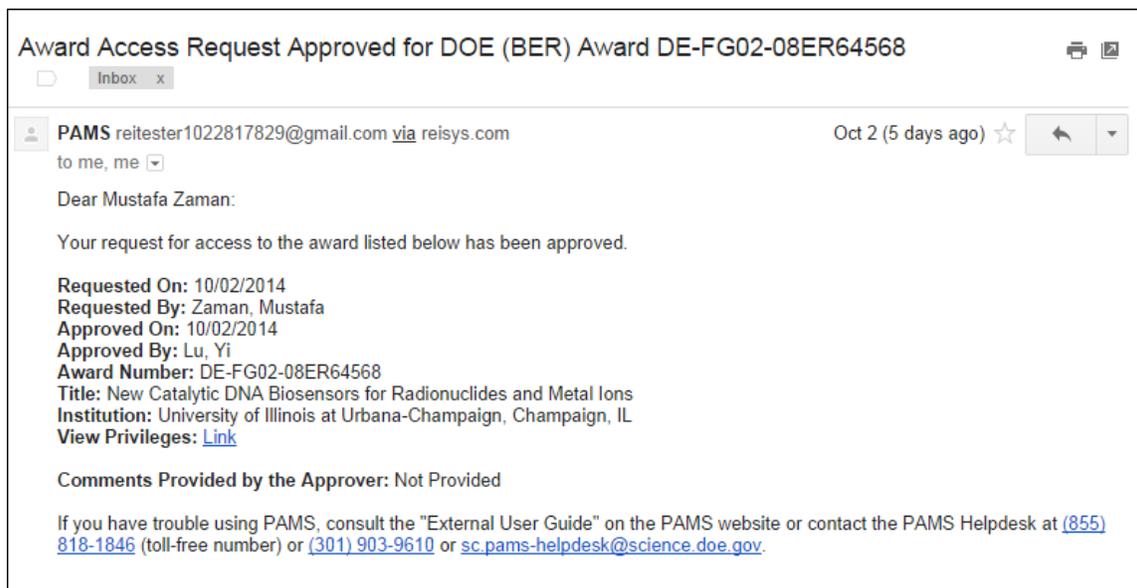
7. **Unsent Requests** (Figure 109, beneath *Success* message): Why is your request for award access in the *Unsent Requests* table?
 - a. Your request for award access could not be sent to default approving official. That official may not be registered to PAMS and/or to the award.
 - b. Click the **Authorized Approver** link to bring up contact information (Figure 110) for the person who can approve your request. You can contact that approver and explain that your submission was not successful.
8. **Sent Requests** (Figure 109, beneath *Unsent Requests*): Your request for award access is in the *Sent Requests* table.
 - a. Your request for award access was successfully sent to default approving official because that official is registered to both PAMS and the award.
 - b. You should receive approval or disapproval of your request via email. If you any problems, click the **Authorized Approver** link. Use the contact information there (Figure 110) to ask for assistance.

Figure 110. Authorized Approver Contact Information (Sample)



9. On the *Awards – Request Access Results* page, click either the **Return to Awards List** button or the **Request Access to Another Award** button.
10. Once your access request has been approved/disapproved, you will receive an email from PAMS (Figure 111).

Figure 111. Email Approving/Disapproval User Access Request (Sample)



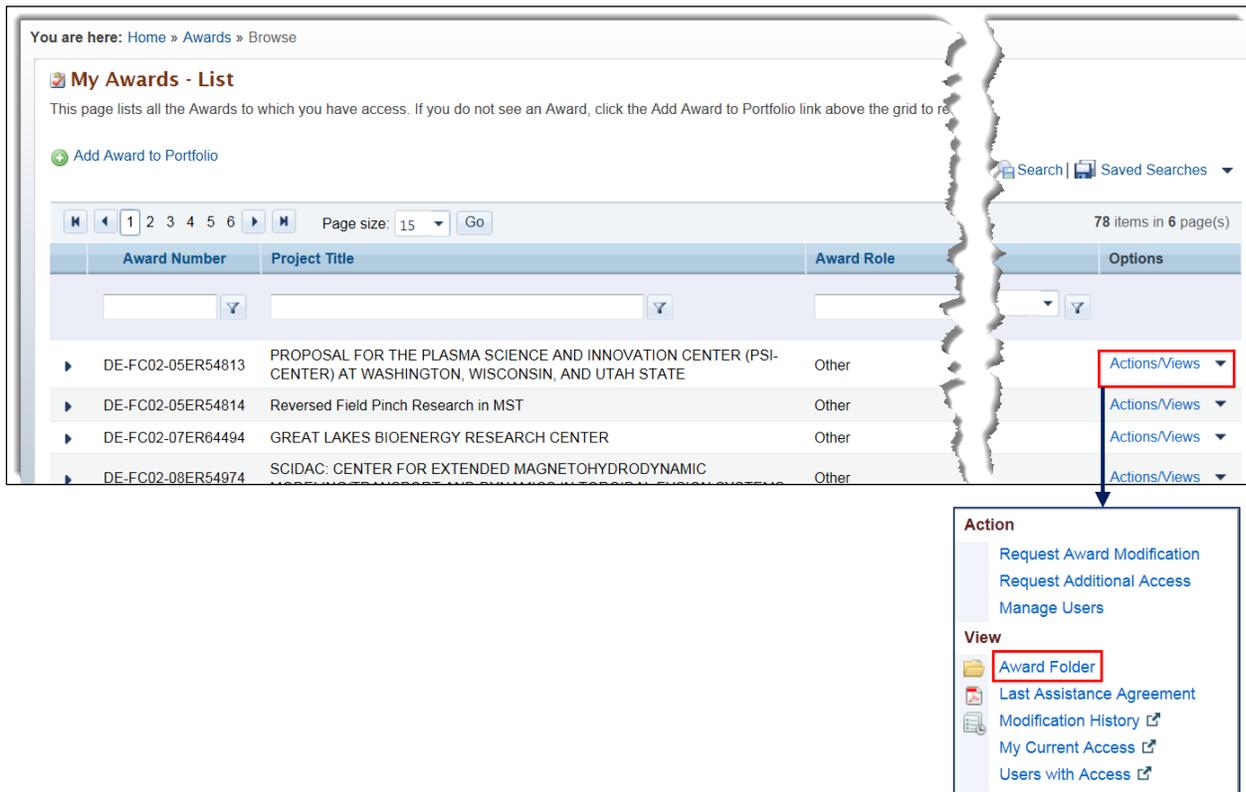
A user can only request additional award privileges. A user cannot remove or change his/her own award privileges or request that they be removed. Only the award's Admin user can remove a user's existing award privileges (refer to Section 4.5.2, [Manage Users at the Institution Level](#)).

6.2 What Can I View in the Awards Folder?

Users may view all awards in their portfolios from the Awards Folder. To get to the Awards Folder:

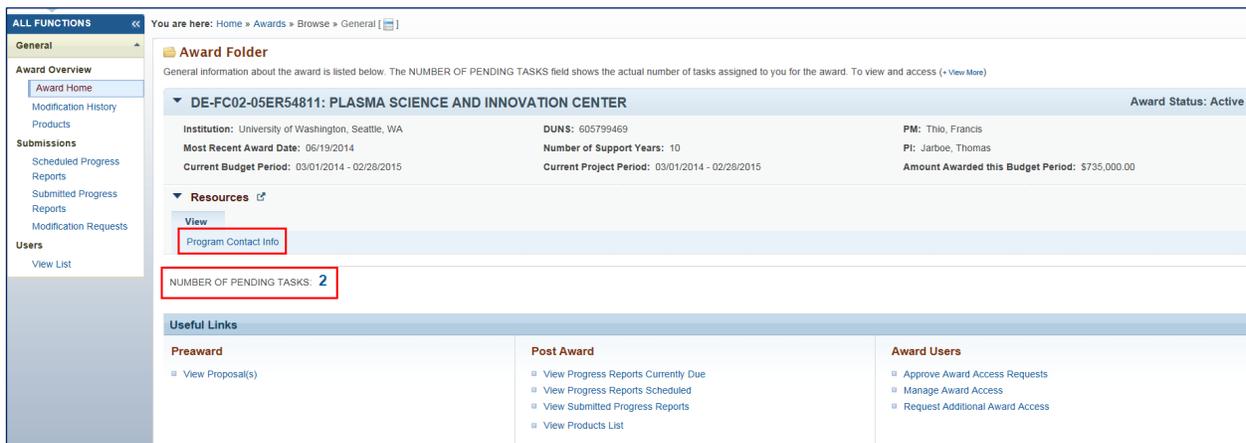
1. From any PAMS page, click the **Awards** tab to go to the *My Awards - List* page (Figure 112).

Figure 112. My Awards – List Page Context Menu



2. Choose the award whose folder you wish to view. For that award, click the **Actions/Views** link and the **Award Folder** link to go to the *Award Folder* home page (Figure 113).

Figure 113. Awards Folder Home Page



3. Click the **Program Contact Info** link to see pertinent award information (Figure 114).

Note

In the Program Content Info, the Primary and Secondary PM role is just PM, and the Primary or Secondary PSS role is PSS. The SBIR SS role appears as SBIR SS.

Figure 114. Program Contact Info Page

Name	Email	Phone Number	Role
Thio, Francis	refester839845669@gmail.com	(301) 903-4678	PM
Carlin, Marty	refester829601317@gmail.com	N/A	PSS

4. On the *Award Folder* home page, clicking the actual **NUMBER OF PENDING TASKS** link (e.g., in Figure 113, one would click the number 2), takes you to the *Pending Tasks - List* page (Figure 4). Any pending tasks for the award are listed there.

All other links on the *Award Folder* home page are discussed in the sections that follow.

6.2.1 Modification History

The *Award Folder*'s *Modification History* link opens a record of all modifications issued while the award has been active. This link is available to users who have the *View* privilege for the award.

To access an award's modification history:

1. Go to an award's *Award Folder* home page and click the **Modification History** link in the left navigation menu (Figure 115).

Figure 115. Modification History Link

ALL FUNCTIONS << You are here: Home » Awards » Browse » General []

General

Award Overview

- Award Home
- Modification History**
- Products

Submissions

- Scheduled Progress Reports
- Submitted Progress Reports
- Modification Requests

Users

- View List

Award Folder

General information about the award is listed below. The NUMBER OF PENDING TASKS field shows

DE-AI02-98ER25365: Co-sponsorship of the NITRD Program

Institution: National Science Foundation, Arlington, VA DUNS: 074811803
Most Recent Award Date: 07/11/2013 Number of Support Years: 5
Current Budget Period: 09/15/2013 - 09/14/2014 Current Project Period: 09/15/2013 - 09/14/2014

Resources []

View

Program Contact Info

NUMBER OF PENDING TASKS: **2**

2. This takes you to the *Modification History - List* page (Figure 116).

Note

On the Modification History – List page, the most recent Support Year comes first. In Figure 116, note that Support Year 10 is first, followed by Support Year 9, etc.

Figure 116. Modification History - List Page

You are here: [Home](#) » [Awards](#) » [Browse](#) » [General](#) []

Modification History - List

Below is a list of modifications to this award. Click the Views link to see the details of each modification.

▶ **DE-AI02-98ER25365: Co-sponsorship of the NITRD Program**

▶ **Resources** [↗](#)

Page size: 15 Go

Support Year	Modification Number	Issue Date	Budget Period	Project Period	Total Amount - Gov't Share	Options
Support Year: 10						
10	17	07/01/2014	09/15/2014 - 09/14/2015	09/15/2014 - 09/14/2015	\$440,778.00	Views
Support Year: 9						
9	16	06/28/2013	09/15/2013 - 09/14/2014	09/15/2013 - 09/14/2014	\$510,000.00	View
Support Year: 8						
8	15	04/26/2012	09/15/2012 - 09/14/2013	09/15/2012 - 09/14/2013	\$497,616.00	Views
Support Year: 7						
			09/15/2011 -	09/15/2011 -		

6.2.2 Products

The Award Folder's *Products* link opens a read-only list of all products created while the award has been active. These products are populated from the products sections of previously submitted Progress Reports, Out of Cycle Reports, and Renewal Proposal Products. Products could include such items as inventions, patents, databases, books, etc. This link is available to all users who have *View* access to the award.

To access an award's products:

1. Go to an award's *Award Folder* home page and click the **Products** link in the left navigation menu (Figure 117).

Figure 117. Products Link



2. This takes you to the *Products – List* page (Figure 118). Choose a product and click the **View Product** link to see a product description (Figure 119).

Figure 118. Products – List Page

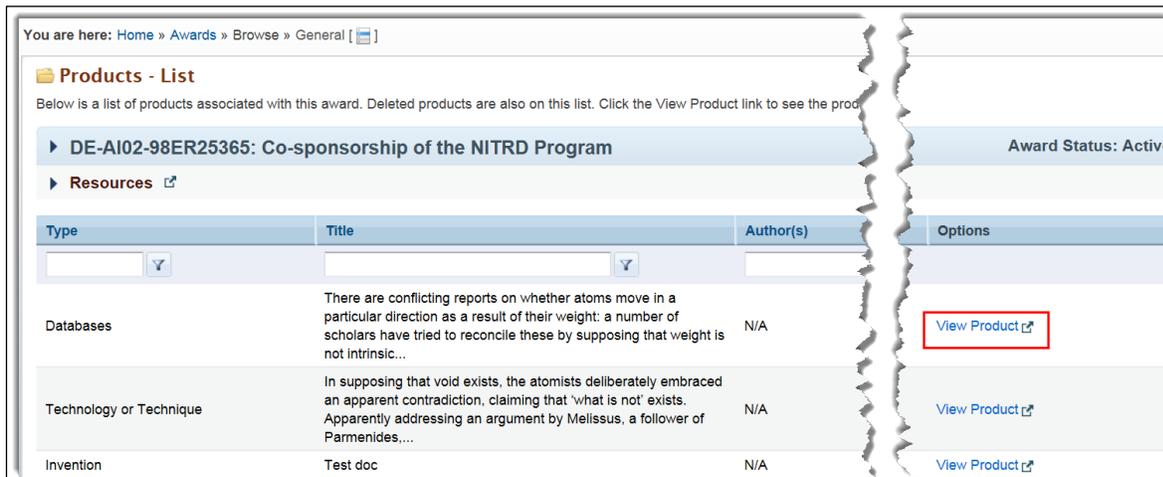
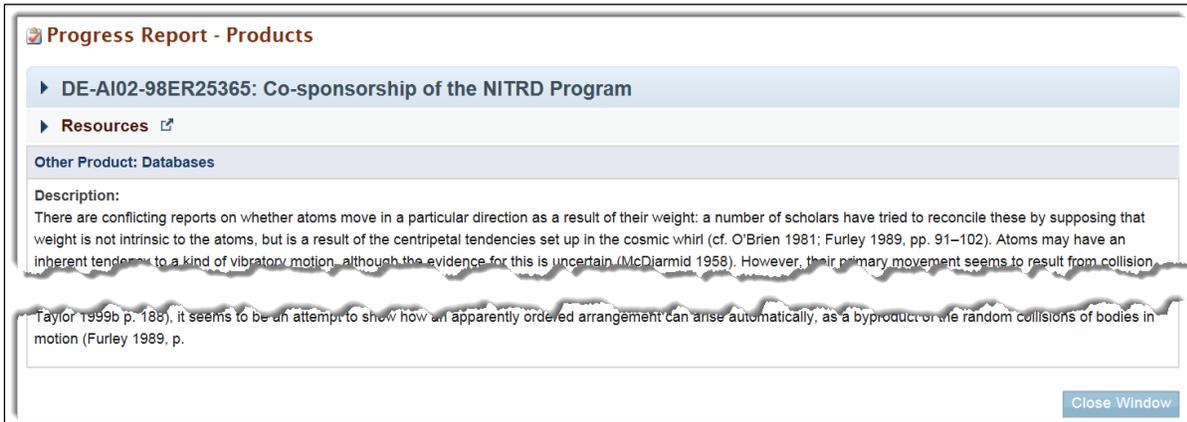


Figure 119. Product -Description



6.2.3 Scheduled Progress Reports

The Award Folder's *Scheduled Progress Reports* link opens a list of all Progress Reports and Out of Cycle Reports configured for the award. The list displays the Progress Report as the first record. This link is available to all users who have *View* access to Progress Reports.

To access an award's scheduled Progress Reports:

1. Go to an award's *Award Folder* home page and click the **Scheduled Progress Reports** link in the left navigation menu (Figure 120).

Figure 120. Scheduled Progress Reports Link

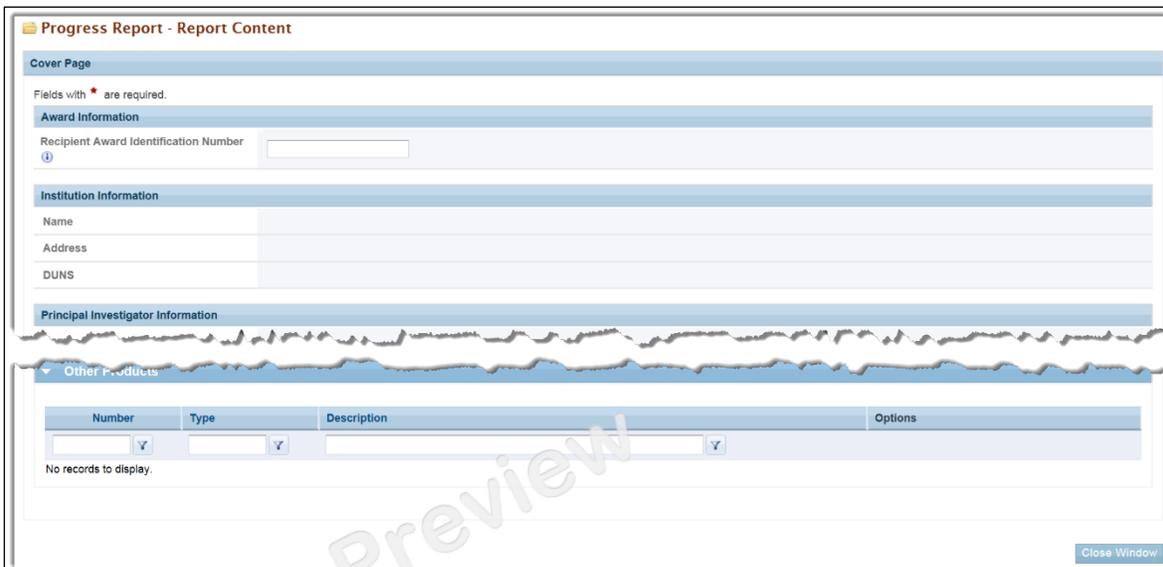


2. This takes you to the *Progress Reports Scheduled – List* page (Figure 121). Choose a report and click its **Report Contents** link to see the various sections of the report (Figure 122).

Figure 121. Progress Reports Scheduled – List Page



Figure 122. Report Contents



6.2.4 Submitted Progress Reports

The Award Folder’s *Submitted Progress Reports* link opens a list of all Progress Reports submitted in PAMS for the award.

To access an award’s submitted Progress Reports:

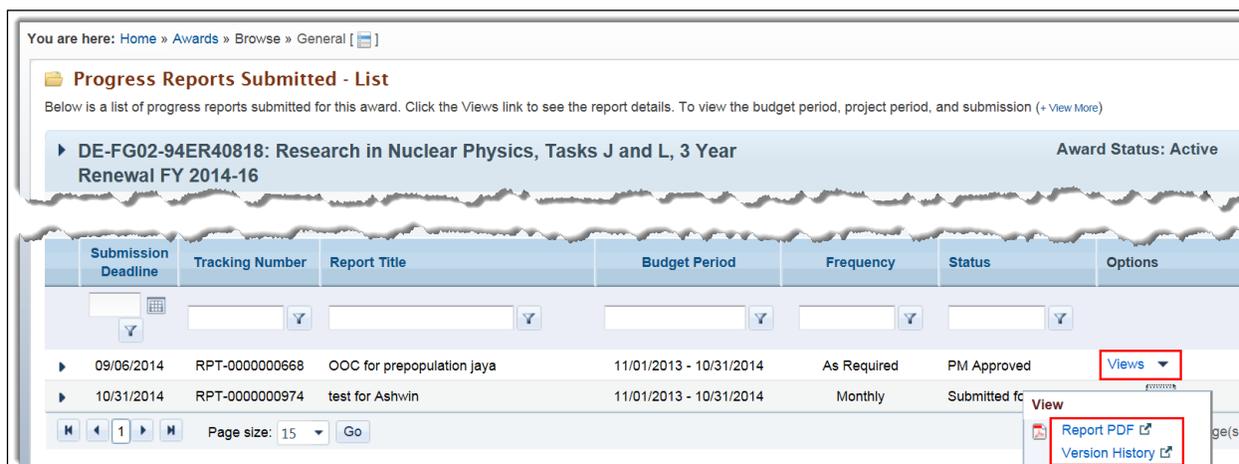
1. Go to an award’s *Award Folder* home page and click the **Submitted Progress Reports** link in the left navigation menu (Figure 123).

Figure 123. Submitted Progress Reports Link



2. This takes you to the *Progress Reports Submitted – List* page (Figure 124). Choose a report and click its **Views** link and **Report PDF** link to see the various sections of the report.

Figure 124. Progress Reports Submitted – List Page



6.2.5 Modification Requests

If an award recipient wants a change to an award, the recipient can create an Award Modification Request and submit it to DOE. The award’s SRO/BO/AO user is automatically granted access to create modification requests; the SRO/BO/AO can grant access to other users to create these requests.

Award Modification Requests are of three types:

- **No Cost Extension:** A request to extend the budget period end date for project completion without requesting additional funding.
- **PI Transfer to a New Institution:** A request to permit a PI to transfer from one institution to another.
- **Change PI:** A request to change the PI for an award whose funding remains with the current institution.

6.2.5.1 No Cost Extension

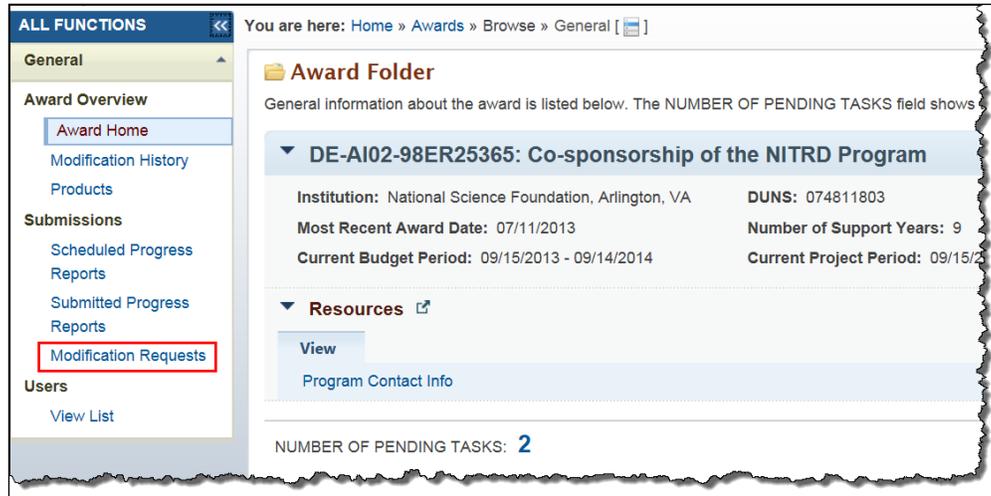
To request a No Cost Extension award modification:

1. Go to an award's *Award Folder* home page and click the **Modification Requests** link in the left navigation menu (Figure 125).

OR

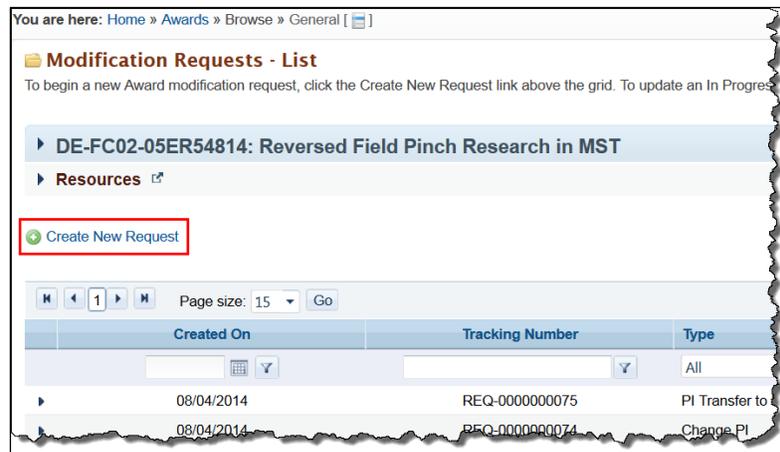
On the *My Awards – List* page (Figure 112), click the **Request Award Modification** link in the context menu.

Figure 125. Modification Requests Link



2. On the *Modification Requests – List* page, click the **Create New Request** link at left above the grid (Figure 126).

Figure 126. Create New Request Link



3. On the *Awards – Select Modification Type* page, select **No Cost Extension** from the *Request Type* field (Figure 127).

Figure 127. Awards – Select Modification Type Page

4. On the *Modification Request – No Cost Extension* page, fill in all required fields marked by red stars (Figure 128). When finished, click the **Submit to DOE** button.

Figure 128. Modification Request – No Cost Extension Page

5. On the *Modification Requests – List* page, a *Success* message informs you that the request has been submitted successfully.

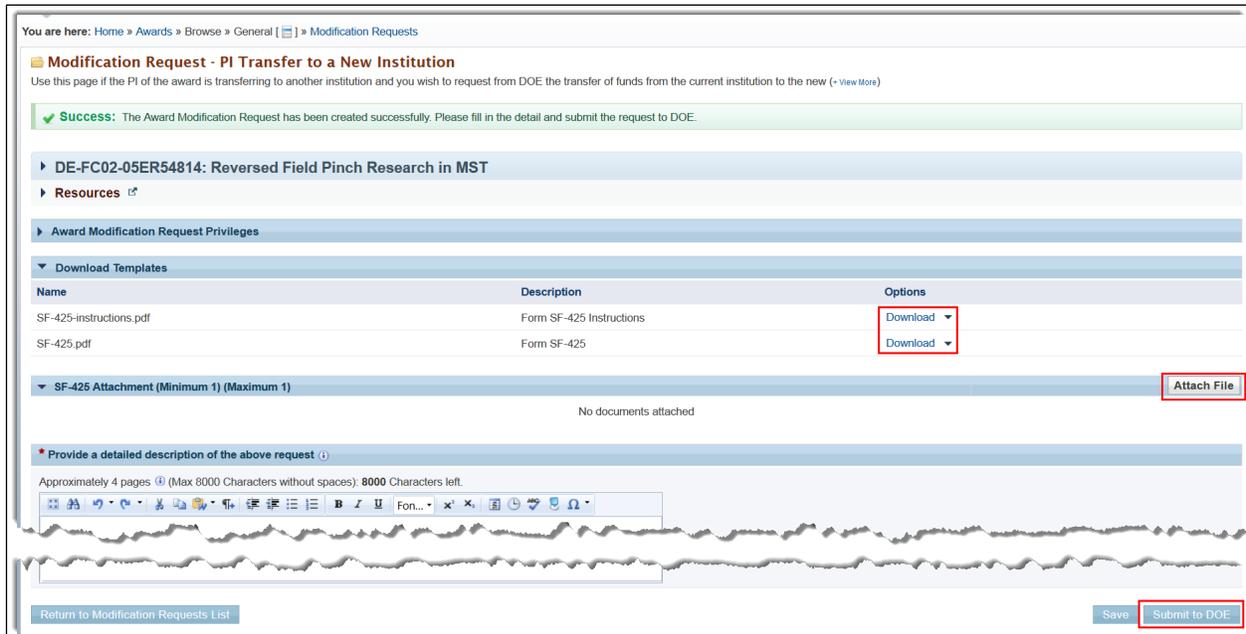
6.2.5.2 PI Transfer to a New Institution

To request a PI Transfer award modification:

1. Go to an award's *Award Folder* home page and click the **Modification Requests** link in the left navigation menu (Figure 125).

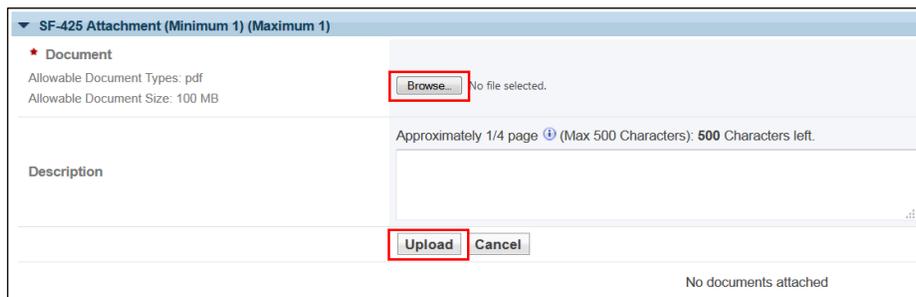
2. On the *Modification Requests – List* page, click the **Create New Request** link at left above the grid (Figure 126).
3. On the *Awards – Select Modification Type* page, select **PI (Principal Investigator) Transfer to a New Institution** from the *Request Type* field (Figure 127).
4. This type of award modification requires that you fill out an SF-425 form:
 - a. On the *Modification Request – PI Transfer to a New Institution* page (Figure 129), click the **Download** link and save the SF-425.pdf template to your computer. (Do the same with the form’s Instructions, if you need them.)

Figure 129. Modification Request – PI Transfer to a New Institution Page



- b. Print and fill out the SF-425 form. Then scan and save the completed form as a PDF file.
- c. On the *Modification Request – PI Transfer to a New Institution* page, click the **Attach File** button in the *SF-425 Attachment* section.
- d. Click the **Browse** button (Figure 130) to select the scanned SF-425.pdf file you saved.
- e. Enter an optional **Description** of the SF-425 form and click the *Upload* button.

Figure 130. Browse for & Upload Completed SF-425 Form



5. Enter a detailed description of the PI Transfer request in the required field.

6. When you have finished entering all required information, click the **Submit to DOE** button to send your request for approval.
7. On the *Modification Requests – List* page, a *Success* message informs you that the request has been submitted successfully.

6.2.5.3 Change PI

To request a Change PI award modification:

1. Go to an award’s *Award Folder* home page and click the **Modification Requests** link in the left navigation menu (Figure 125).
2. On the *Modification Requests – List* page, click the **Create New Request** link at left above the grid (Figure 126).
3. On the *Awards – Select Modification Type* page, select **Change PI (Principal Investigator)** from the *Request Type* field (Figure 127).
4. On the *Modification Request – Change PI* page (Figure 131), fill in all required fields marked by red stars:

Figure 131. Modification Request – Change PI Page

The screenshot displays the 'Modification Request - Change PI' form. At the top, a breadcrumb trail reads 'Home > Awards > Browse > General [] > Modification Requests'. Below this is a success message: 'Success: The Award Modification Request has been created successfully. Please fill in the detail and submit the request to DOE.' The main content area is titled 'DE-FC02-05ER54814: Reversed Field Pinch Research in MST' and includes a 'Resources' link. The 'Award Modification Request Privileges' section is visible. The 'Current Principal Investigator' section contains the following information: Name: Sarff, John; Phone Number: (608) 262-7742; Email Address: reilester@45998373@gmail.com; Address: 1150 University Ave, Madison, WI 53706; Registered to Award: Yes. Under 'Action to be Taken', there are two radio buttons: 'Remove from Award' and 'Leave on Award and Change Role from PI to Other'. The 'Proposed Principal Investigator' section has empty fields for Name, Phone Number, Email Address, and Address, and a 'Select PI' button. The 'Justification' section has a text area with a character count of 8000. At the bottom, there is a 'New PI Resume/CV Attachment' section with an 'Attach File' button and a 'Submit to DOE' button.

- a. In the *Current Principal Investigator* section, select the PI *Action to be Taken*.
- b. In the *Proposed Principal Investigator* section, click the **Select PI** button to go to the *Select PI* search page (Figure 132).

Note

For an explanation of the word “like” in the Basic Search Parameters fields in Figure 132, refer to Section 2.6, Search Fields.

Figure 132. Select PI Search Page

You are here: Home » Awards » Browse » General [] » Modification Requests

Select PI

Search for and add a PI registered to the institution in PAMS to the modification request. If you are not able to find the PI, you can invite the PI to register to PAMS (+ View More)

Search Filters:

Basic Search Parameters

Last Name like: First Name like:

Display Options

Sort Method (Grid | Custom)

- i. Enter the PI’s first and/or last name and click the **Search** button.
- ii. Choose a PI from the list that appears (Figure 133) by clicking the **Select PI** button in the *Options* column. If you cannot find the PI you want, go to Step iv below.

Figure 133. Select PI Search List Page

You are here: Home » Awards » Browse » General [] » Modification Requests

Select PI

Search for and add a PI registered to the institution in PAMS to the modification request. If you are not able to find the PI, you can invite the PI to register to PAMS (+ View More)

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Name	Email	Phone Number	Options
Sussman, Michael	reitester869383205@gmail.com	(608) 262-8608	Select PI
Shaing, Ker-Chung	reitester108771855@gmail.com	(608) 263-3143	Select PI
Randall, Michael	reitester105195023@gmail.com	(608) 262-2927	Select PI
Notaro, Michael	reitester111527951@gmail.com	(608) 261-1503	Select PI
Hegna, Chris	reitester1010215205@gmail.com	(608) 263-0810	Select PI
Halzen, Francis	reitester1037839141@gmail.com	(608) 262-2667	Select PI

- iii. On the *Modification Request – Change PI* page (Figure 131), the *Proposed Principal Investigator* fields are now filled in with the information of the PI you chose. Go to Step 5 below to complete the modification request.
- iv. If the PI you want is not a registered PAMS user, you can send the PI an invitation to register, from the *Select PI* search results page (Figure 133), by clicking the **Invite New PI** button.
- v. On the *Invite PI to Register* page (Figure 134), fill in the required fields marked by red stars.

Figure 134. Invite PI to Register Page

- vi. Enter an optional message to the prospective PI in the **Comments** field and click the **Send Invitation** button when finished.
 - vii. A *Success* message informs you that the invitation to register to the institution was successfully sent.
5. Enter a required **Justification** for the PI change request.
 6. Upload the new PI's resume/cv by clicking the **Attach File** button in the *New PI Resume/CV Attachment* section. Click the **Browse** button to select the Resume/CV file from your computer or network. Enter an optional Description of the attachment and click the **Upload** button.
 7. When finished, click the **Submit to DOE** button. A *Success* message informs you that the request was submitted successfully.

6.2.6 Users: View List

Users with proper access (refer to Table 3) can view all other users who have access privileges to an award and take actions on those users.

1. Go to an award's *Award Folder* home page and click the **View List** link in the left navigation menu (Figure 135). This takes you to the *Users – List* page (Figure 136), which shows all users registered to the award.

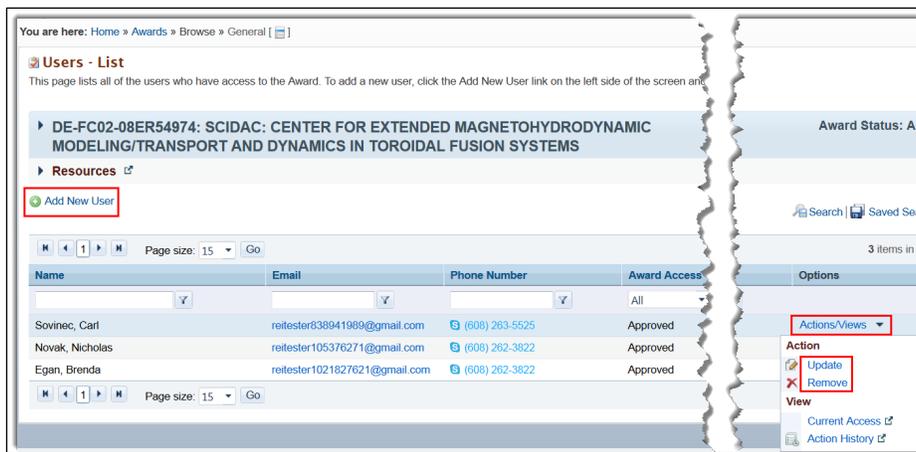
OR

On the *My Awards – List* page (Figure 112), click the **Manage Users** link in the context menu.

Figure 135. View List Link



Figure 136. Users List Page



2. To add a new user to the list who is not already registered to the award:
 - a. Click the **Add New User** link at left above the grid.
 - b. On the **Add User** page (Figure 137), choose the user you want and click the **Add User** button.
 - c. In the *Manage User Access* section of the *Add User Access* page (Figure 138), click the checkboxes of the of the award privileges the new user must have. Click the **Select all** link to give the new user complete access privileges to the award.
 - d. Click the **Save and Continue** button when done. A *Success* message informs you that user access has been successfully updated.

Figure 137. Add User Page

You are here: [Home](#) » [Awards](#) » [Browse](#) » [General](#) » [View List](#)

Awards - Add User
Use the Search Filters to find the user to add to this award. In the search results list, click the Add User link to add the user to the award. The user must already (+ View More)

Name	Email	Phone Number	Role	Options
Abbott, Nicholas	reilester72617@gmail.com	(608) 265-5278	PI	Add User
Anderson, David	reilester68033@gmail.com	(608) 262-0172	PI	Add User
Anderson, Marc	reilester45465@gmail.com	(608) 446-8160	PI	Add User
Anderson, Mark	reilester346@gmail.com	(608) 263-2802	PI	Add User
Andrew, Trisha	reilester19383@gmail.com	(608) 262-1502	PI	Add User
Ann, Jean-Michel	reilester19999@gmail.com	(608) 262-6457	PI	Add User
Bisognano, Joseph	reilester43320@gmail.com	(608) 877-2163	PI	Add User
Blanchard, James	reilester97124@gmail.com	(608) 263-0391	PI	Add User

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Cancel



A user must already have a PAMS account and be registered to the award institution to appear in the search results list.

Figure 138. Add User Access Page

You are here: [Home](#) » [Awards](#) » [Browse](#) » [General](#) » [View List](#)

Awards - Add User Access
This page enables you to add or remove peer-access privileges for the user. For each of the three Award sections—Progress Reports, Award Modification Requests, and Award (+ View More)

DE-FG02-85ER53212: THEORETICAL REVERSED FIELD PINCH STUDIES Award Status: Active

Resources

User Information

Name	Abbott, Nicholas
Email	reilester72617@gmail.com
Award Role	Other

Manage User Access (Select all | Unselect all)

<input type="checkbox"/> View	<input type="checkbox"/> Create	<input type="checkbox"/> Edit
<input type="checkbox"/> Submit	<input type="checkbox"/> Delete	<input type="checkbox"/> Administer
<input type="checkbox"/> View Only		

Award Modification Requests (must be approved by the SRO/BO/IO)

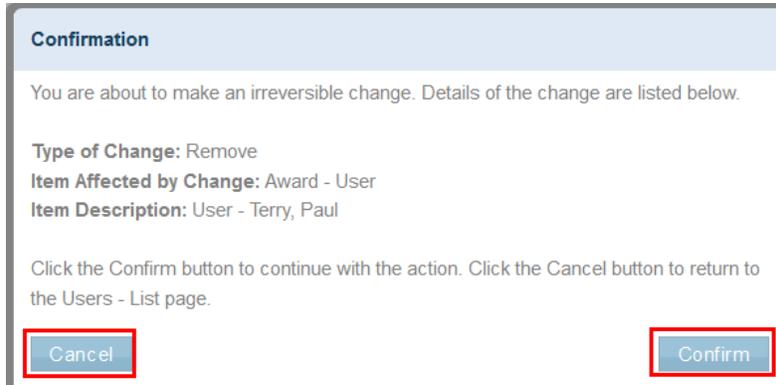
Award Level (must be approved by either the PI or SRO/BO/IO)

Cancel [Save and Continue](#)

3. To change existing user's award access:
 - a. On the *Users – List* page (Figure 136), choose the user you want and click the **Actions/Views** link and the **Update** link in the *Options* column. The *Update* link will not display if an award access request for the user is pending approval.
 - b. In the *Manage User Access* section of the *Add User Access* page (Figure 138), select or unselect the checkboxes of the user's award privileges. Click the **Select all** or **Unselect all** link to add or remove all user access to the award.
 - c. Click the **Save and Continue** button when done. A *Success* message informs you that user access has been successfully updated.
4. To remove an existing user's award access:

- On the *Users – List* page (Figure 136), choose the user you want and click the **Actions/Views** link and the **Remove** link in the *Options* column.
- A *Confirmation* message (Figure 139) appears to caution you that removal of the user’s award access is irreversible.
- Click the **Confirm** button to remove the user’s award access or click the **Cancel** button to leave the user’s access as is. If you click **Confirm**, a *Success* message informs you that the user has been successfully removed from the current award.

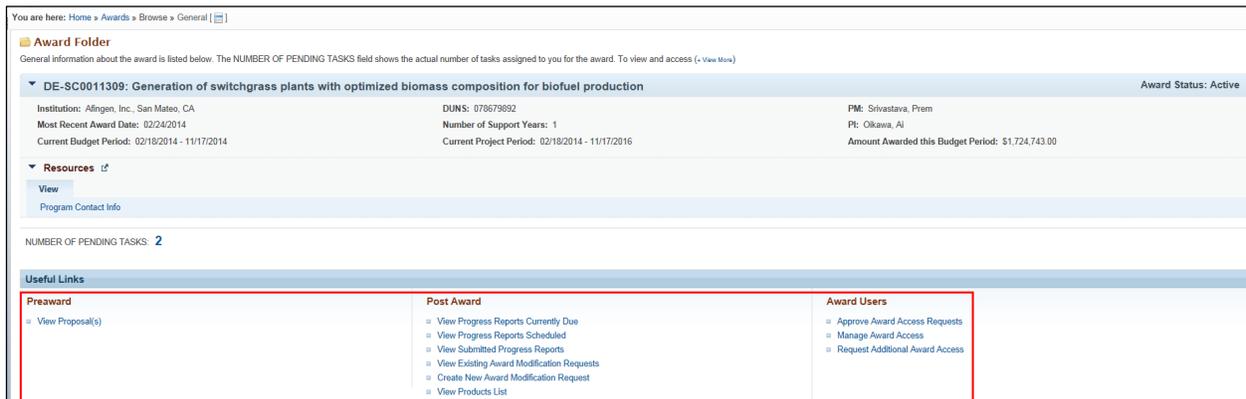
Figure 139. Confirm Removal of Award Access



6.2.7 Useful Links

At the bottom of the *Award Folder* home page are a set of *Useful Links* (Figure 140). The Useful Links available to you are directly related to the access privileges you have for each award. In the sections that follow, the links will be explained or referenced to another section of this manual.

Figure 140. Award Folder: Useful Links



6.2.7.1 View Proposal(s) Link

Click this link to go to a filtered *My Proposals* page, which shows all proposals related to the current award.

6.2.7.2 View Existing Award Modification Requests Link

Refer to Section 6.2.1, [Modification History](#). This link is only available to users who have *View* access to Award Modification Requests.

6.2.7.3 Create New Award Modification Request Link

Refer to Section 6.2.5, [Modification Requests](#). This link is only available to users who have *Create* access to Award Modification Requests.

6.2.7.4 View Progress Reports Currently Due Link

This link is only available to users who have the *Edit* privilege for Progress Reports. Click this link to go to a filtered *Progress Report - List* page, which only shows Progress Reports for the current award.

Click the **Actions** link in the *Options* column to start or edit the Progress Report. For more information on this action, refer to Section 9.1, [Progress Reports](#).

Figure 141. Progress Report – List Page



6.2.7.5 View Progress Reports Scheduled Link

This link is only available to users who have the *View* privilege for Progress Reports. For more information on this action, refer to Section 6.2.3, [Scheduled Progress Reports](#).

6.2.7.6 View Submitted Progress Reports Link

This link is only available to users who have the *View* privilege for Progress Reports. For more information on this action, refer to Section 6.2.4, [Submitted Progress Reports](#).

6.2.7.7 View Products List Link

This link is only available to users who have the *View* privilege for the award. For more information on this action, refer to Section 6.2.2, [Products](#).

6.2.7.8 Approve Award Access Requests Link

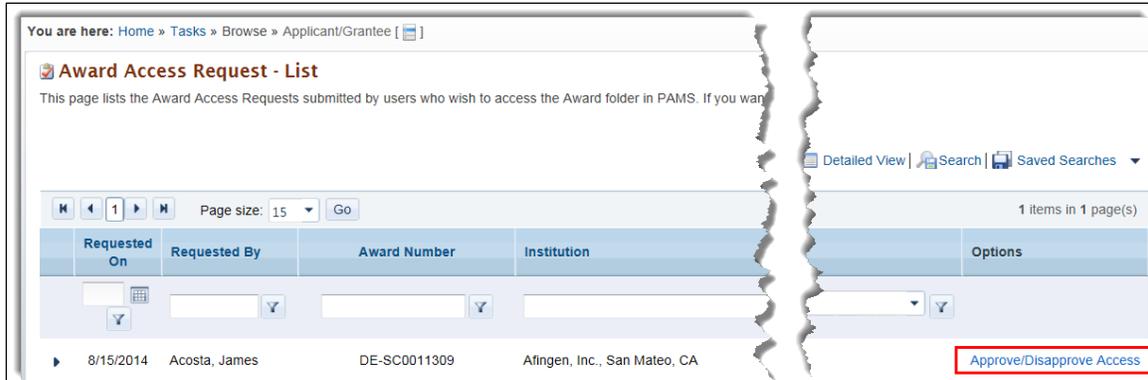
This link is only available to users with Administer access for the award. Click this link to approve/disapprove other users' requests for award privileges. For more information on who can perform this action, refer to Table 3.

Users can request the following access types:

- **Progress Reports:** Available privileges are *View*, *Edit*, *Submit*, and *Administer*. Access granted for Progress Reports will also automatically be granted for Out of Cycle Reports and Renewable Proposal Products.
- **Award Modification Requests:** Available privileges are *View*, *Create*, *Edit*, *Submit*, *Delete*, and *Administer*.
- **Award Level:** Only the *View* privilege is available.

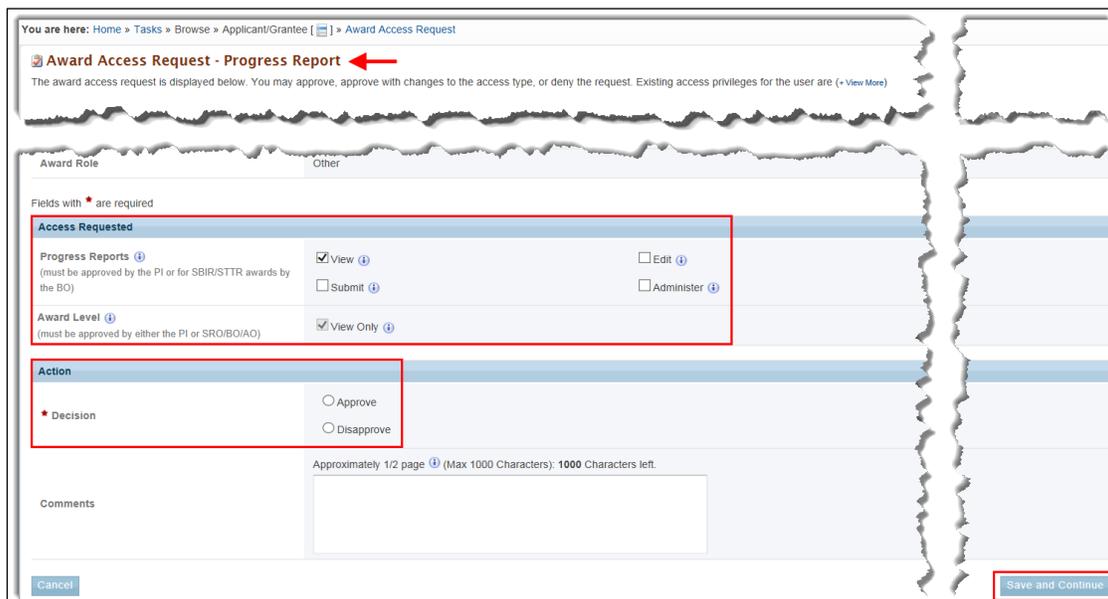
1. On the *Award Folder* home page (Figure 140), click the **Approve Award Access Requests** link to go to the *Award Access Request — List* page (Figure 142). This page lists the access requests submitted by other users who wish privileges for the Award folder in PAMS.

Figure 142. Award Access Request – List Page



2. Choose the user request you want and in the *Options* column, click the **Approve/Disapprove Access** link to go to an *Award Access Request* page for the type of access requested. For example, Figure 143 shows an *Award Access Request* page for Progress Report.

Figure 143. Approve/Disapprove Award Access Request Page



3. Review the *Access Requested* section and select **Approve** or **Disapprove** in the **Action** section.
4. Click the **Save and Continue** button when finished. A **Success** message informs you that the approval or disapproval action was successful.

6.2.7.9 Manage Award Access Link

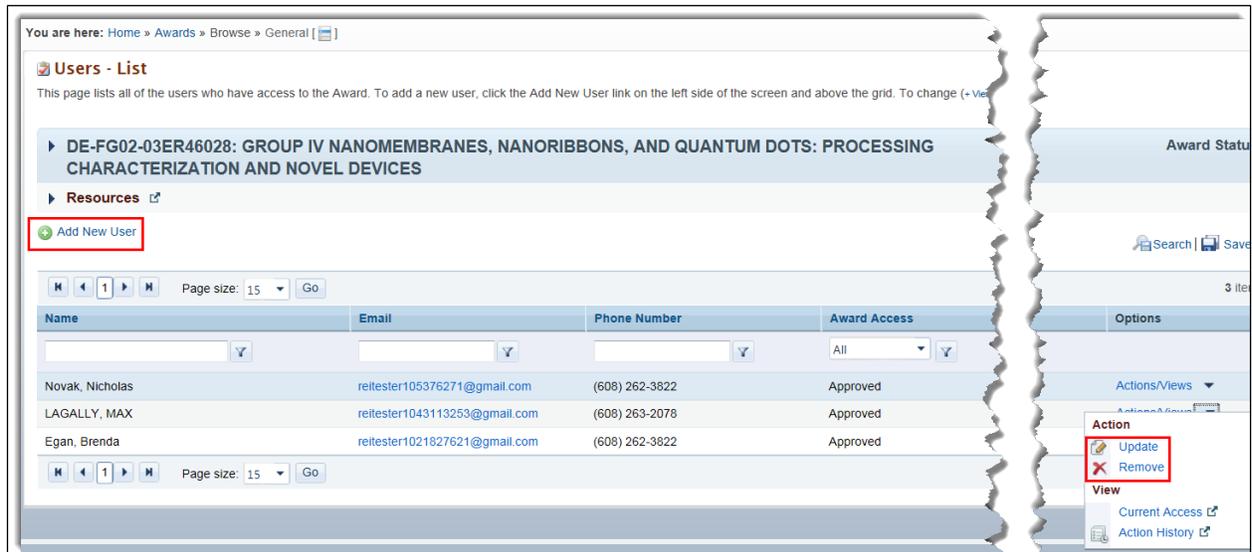
This link enables you to update award access for an existing user, remove an existing user from an award, or add a new user to an award and grant that user award access. This link is only available to users with Administer access for the award.

Note

The Update link under the Actions/Views dropdown is not available if the user has a pending awarding access request.

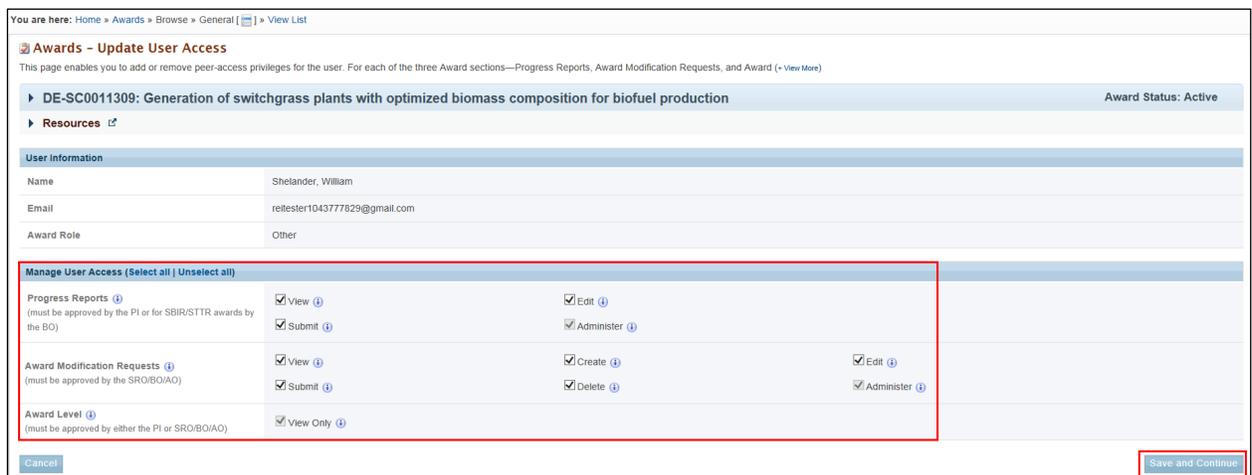
1. On the *Award Folder* home page (Figure 140), click the **Manage Award Access** link to go to the *Users — List* page (Figure 144). This page lists all users with privileges for the award.

Figure 144. User – List Page



2. Choose the user you want and in the *Options* column, click the **Actions/Views** link.
3. **To update an existing user's privileges:**
 - a. Click the **Update** link to go to the *Awards – Update User Access* page (Figure 145).

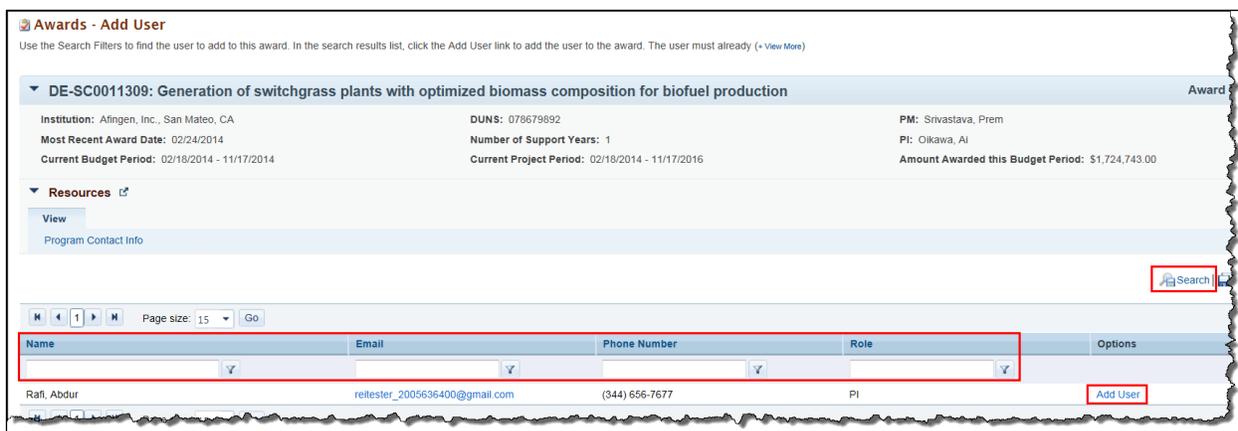
Figure 145. Awards – Update User Access Page



- b. In the *Manage User Access* section, select or unselect the checkboxes of the privileges the user requires (or does not require) for *Progress Reports*, *Award Modification Requests*, or the *Award* itself. If you want to add or remove all user privileges, click the **Select all** or **Unselect all** link.

- c. Click the **Save and Continue** button when you are finished. A *Success* message informs you that user privileges were successfully updated.
4. **To remove an existing user:**
 - a. Click the **Remove** link to go to the *Awards – Update User Access* page (Figure 145).
 - b. A *Confirmation* message (Figure 139) appears to caution you that removing a user from an award is irreversible.
 - c. Click the **Confirm** button to remove the user’s access to the award, or click the **Cancel** button to leave the user’s access in place. If you click **Confirm**, a *Success* message informs you that the user has been successfully removed from the current award.
5. **To add a new user:**
 - a. Click the **Add New User** link at left above the grid to go to the *Awards – Add User* page (Figure 146).

Figure 146. Awards – Add User Page

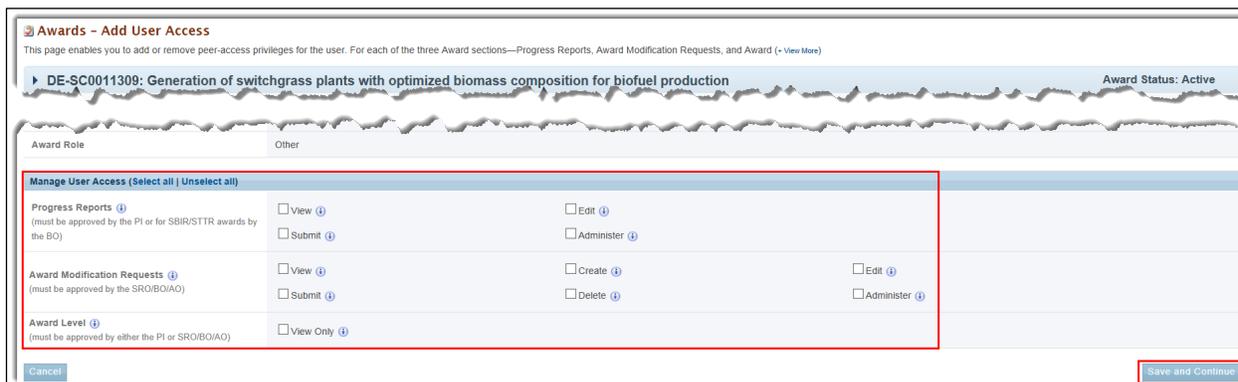


- b. Use the search filters or click the **Search** link at right above the grid to find the user you want to add to this award.
- c. In the search results list, click the **Add User** link to go to the *Awards – Add User Access* page (Figure 147).
- d. In the *Manage User Access* section, click the checkboxes of the award privileges the user requires for *Progress Reports*, *Award Modification Requests*, or the *Award* itself. If you want to give the user all award privileges, click the **Select all** link.
- e. Click the **Save and Continue** button when you are finished. A *Success* message informs you that user access was successfully updated.



A user must already have a PAMS account and be registered to the award institution to appear in the search results list.

Figure 147. Awards – Add User Access Page

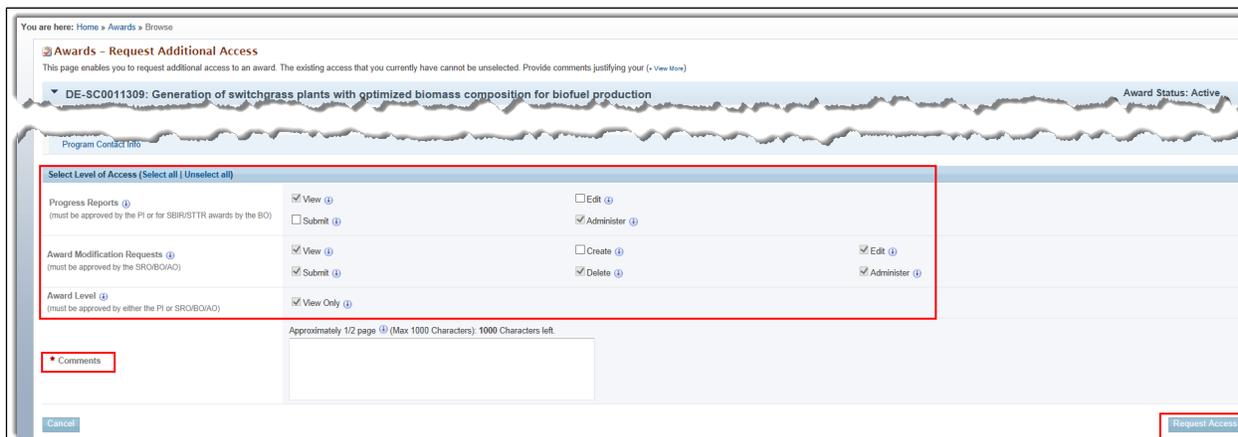


6.2.7.10 Request Additional Award Access Link

This link is available to all users and enables you to request additional award privileges for yourself. The award privileges that you currently have, however, cannot be unselected.

1. On the *Award Folder* home page (Figure 140), click the **Request Additional Award Access** link to go to the *Awards — Request Additional Access* page (Figure 148).

Figure 148. Awards – Request Additional Access Page



2. In the *Select Level of Access* section, click the checkboxes of the additional privileges you want for *Progress Reports*, *Award Modification Requests*, or the *Award* itself. If you want all privileges for the award, click the **Select all** link.
3. Enter required *Comments* justifying your additional access request.
4. Click the **Request Access** button when done. A *Success* message informs you that you have successfully requested access, and you will be notified by email when your request has been approved or disapproved.



As soon as a user's new request for access is approved, that user's current access, if any, is disabled.

6.3 How Do I Change the Award SRO/BO/AO?

The Administrative SRO/BO/AO user is automatically granted access to change an Award's SRO/BO/AO.



You cannot make yourself an Award SRO/BO/AO. You can only make other users an Award SRO/BO/AO if you have the assigned privileges to do so.

To change an Award SRO/BO/AO:

1. From the Institution Folder home page (Figure 150) or the Institutions - List page Actions/Views link (Figure 151), click the Manage Users link.

Figure 149 Institution Folder Home Page (Admin Privileges for non-SBIR Institution)

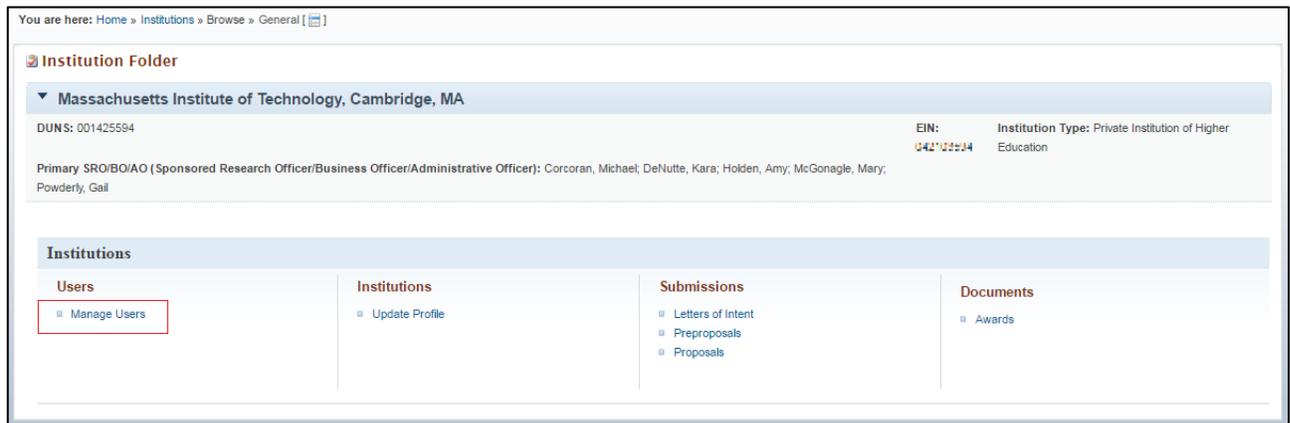
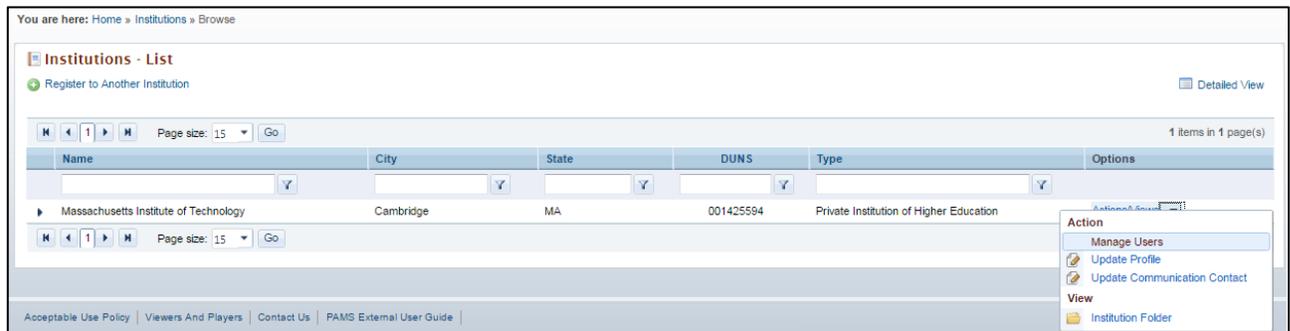
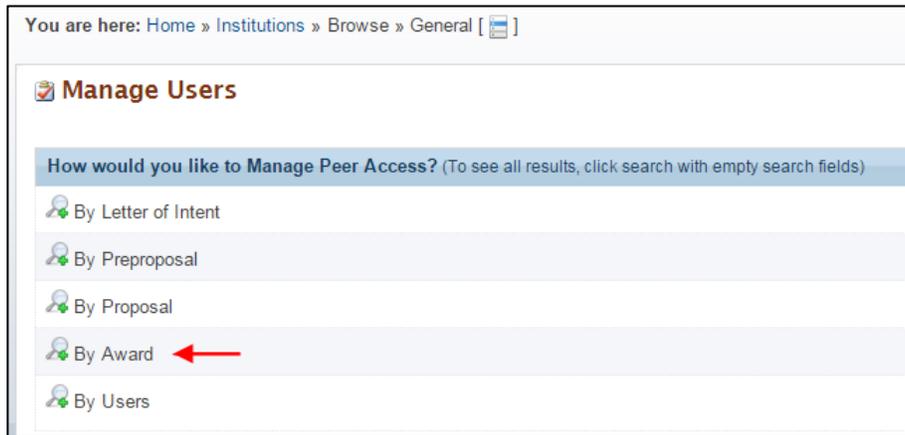


Figure 150 Institution -- List Page



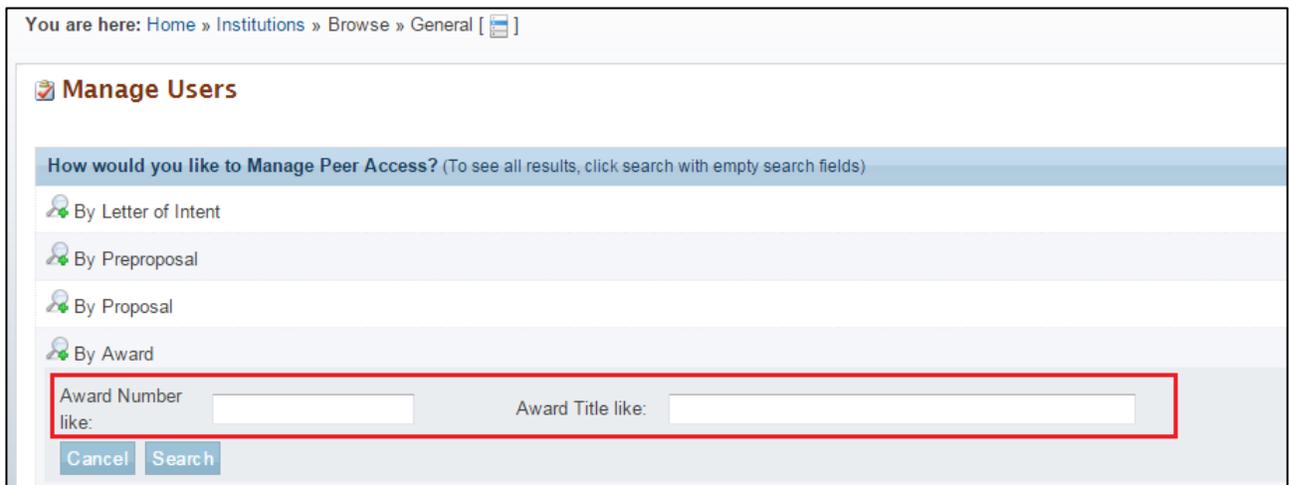
2. This takes you to the Manage Users page (Figure 152). Note the option for managing users at the Award level.

Figure 151 Manage Users Page



3. Click the  icon next to By Award.
4. This expands the page, adding two fields as available search parameters (Figure 153).
5. Enter data for either or both of the fields. If you are not sure what to enter in any field, leave the fields blank to return all possible search results. Click the Cancel button to stop any further search action.

Figure 152 Search by Award



The word “like,” as used for the search fields in Figure 153, means that if you are uncertain of the exact Award Number or Award Title you are searching for, you can enter part of the number or title. For example, if you know that “4607” is part of the Award Number (as in ER46076), you could enter “4607” or just “46” in the search field.

6. Click the Search button. Search results are displayed on the Manage Users – Awards page (Figure 154).

Figure 153 Manage Users – Awards Page

You are here: Home » Institutions » Browse » General [] » Manage Users

Manage Users - Awards
 All awards matching your search criteria are listed below. To grant access to an award, click the arrow in the "Options" column and select the "Manage Peer Access" link. (- View More)

Massachusetts Institute of Technology, Cambridge, MA

DUNS: 001425594 EIN: 042103594 **Institution Type:** Private Institution of Higher Education

Primary SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer): Corcoran, Michael; DeNutte, Kara; Holden, Amy; McGonagle, Mary; Powderly, Gail

Detailed View | Search | Saved Searches

Page size: 15 | Go 1 items in 1 page(s)

Award Number	Project Title	Most Recent Award Date	Award Status	Options
DE-FC02-93ER54186	FUSION DEVELOPMENT AND TECHNOLOGY	11/18/2015	Active	Action Manage Peer Access Change Award SRO/BO/AO

Page size: 15 | Go 1 items in 1 page(s)

- On the Manage Users – Awards page (Figure #), click the Actions link and click the Change Award SRO/BO/AO link to go to the Change Award SRO/BO/AO – User List page (Figure 155).

Figure 154 Change Award SRO/BO/AO – User List Page

You are here: Home » Institutions » Browse » General [] » Manage Users

Change Award SRO/BO/AO - User List
 All PAMS users at this institution are listed below. To designate an award's SRO/BO/AO select the "Make Award SRO/BO/AO" link.

DE-FC02-93ER54186: FUSION DEVELOPMENT AND TECHNOLOGY Award Status: Active

Resources

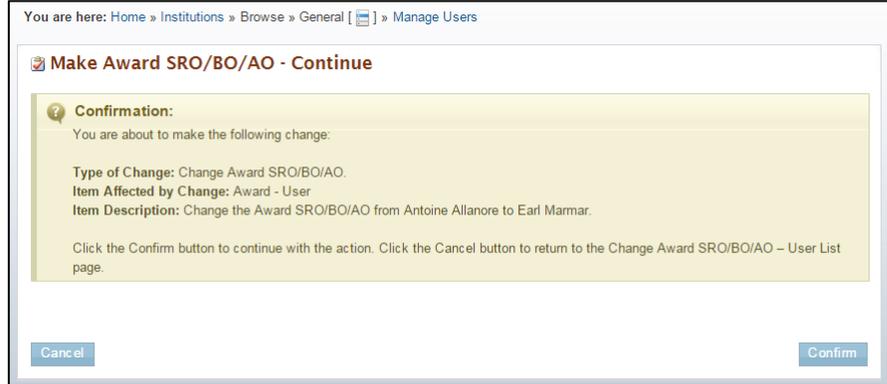
Search | Saved Searches

Page size: 15 | Go 471 items in 32 page(s)

Name	User Name	Email	Phone Number	On Award	Options
Minervini, Joseph	minervini	minervini_joseph@mit.edu	617-253-5505	Yes - PI	Make Award SRO/BO/AO
McGonagle, Mary	mam	mcgonagle_mary@mit.edu	617-253-8217	Yes - SRO/BO/AO	
DeNutte, Kara	idenutte	idenutte_kara@mit.edu	617-253-1808	Yes - Other	Make Award SRO/BO/AO
Goldberg, Jamie	jgold	goldberg_jamie@mit.edu	617-253-8287	Yes - Other	Make Award SRO/BO/AO
Holden, Amy	aeholden	aholden_amy@mit.edu	617-253-2183	Yes - Other	Make Award SRO/BO/AO
Powderly, Gail	powderly	powderly_gail@mit.edu	617-253-8215	Yes - Other	Make Award SRO/BO/AO
Alexander-Katz, Alfredo	aalexanderkatz	alexanderkatz_alfredo@mit.edu	617-452-2238	No	Make Award SRO/BO/AO
Allanore, Antoine	allanore	allanore_antoinette@mit.edu	617-452-2158	No	Make Award SRO/BO/AO
Allen, Brandon	ballen	ballen_brendan@mit.edu	604-178-2128 ext. 344	No	Make Award SRO/BO/AO
Alm, Eric	eialm	eialm_eric@mit.edu	617-253-2158	No	Make Award SRO/BO/AO

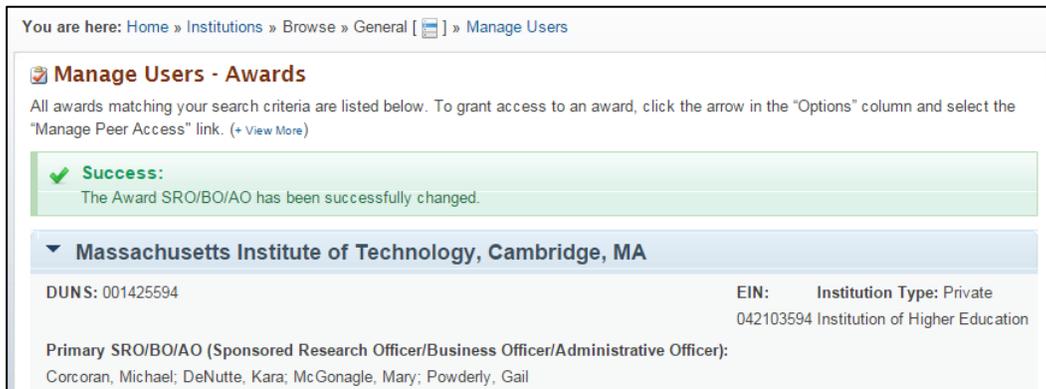
- On the Change Award SRO/BO/AO – User List page (Figure 155) click the "Make Award SRO/BO/AO" link in the Options column to designate a new SRO/BO/AO for that Award. The System will display a confirmation page. (Figure 156)

Figure 155 Change Award SRO/BO/AO Confirmation Message



9. Click the Confirm button to change the Award SRO/BO/AO or click the Cancel button to keep the current Award SRO/BO/AO. If you click Confirm, a Success message informs you that the Award SRO/BO/AO has been successfully changed (Figure 157).

Figure 156 Change Award SRO/BO/AO Success Message



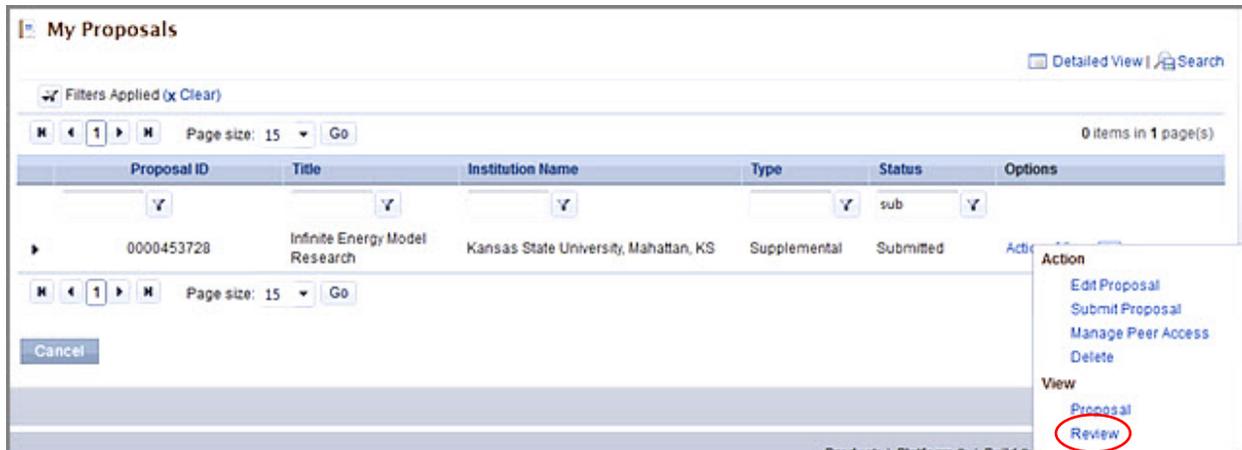
Note *Changing an Award's SRO/BO/AO will change the previous Award SRO/BO/AO role to "Other", but will not change the previous Award SRO/BO/AO's Award privileges.*

7.0 HOW DO I VIEW PROPOSAL REVIEWS?

You will be able to view the reviews that have been submitted for Proposals submitted by your Institution. Reviews can only be viewed after a decision has been made for the Proposal and the reviews have been approved for release by the DOE.

1. Click the **Proposals** tab on the top of the screen.
2. Click the **View My Existing Proposals** link to go to the *My Proposals* page (Figure 157).

Figure 157. My Proposals Page



The screenshot shows the 'My Proposals' page with a table of proposals. The table has columns for Proposal ID, Title, Institution Name, Type, Status, and Options. A context menu is open over the 'Options' column for the first proposal, showing actions like 'Edit Proposal', 'Submit Proposal', 'Manage Peer Access', 'Delete', and 'View'. The 'View' section of the menu is expanded, showing 'Proposal' and 'Review' links, with 'Review' circled in red.

Proposal ID	Title	Institution Name	Type	Status	Options
0000453728	Infinite Energy Model Research	Kansas State University, Mahattan, KS	Supplemental	Submitted	Action

3. On the *My Proposals* page, you see the list of existing Proposals and can select a Proposal to view the reviews. Click the **Actions/Views** link in the *Options* column.
4. Click the **Review** link to view the list of reviews submitted for the Proposal.



Reviews are only available for submitted Proposals for which a decision has been made by DOE.

8.0 WHAT TASKS ARE COMPLETED POST SUBMISSION?

This section covers tasks that are performed by external PAMS users after proposal submission.

8.1 How Do I Submit a Public Abstract?

After a Program Manager (PM) recommends a proposal for funding, the PI is asked to submit a Public Abstract. The Public Abstract provides a technical summary of the research that will be funded and is intended for reading by the general public.



Remember that you have already submitted a Proposal Abstract in your Grants.gov application package. For submittal of the Public Abstract, you may want to copy-and-paste and/or edit the Proposal Abstract for resubmittal.

1. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 158). For information on what your Pending Tasks are and how you access them, refer to Section 2.7.
2. For the Submit Public Abstract task you want to work on, click the **Submit Abstract** link in the *Options* column. You can use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 158. Pending Tasks List: Submit Public Abstract

You are here: Home » Tasks » Browse » Tasks []

Pending Tasks - List

Not Completed Recently Completed

Detailed View Search Saved Searches

Page size: 15 Go 2 Items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
8/31/2014 (363 Days)	Revised Budget	0000205674	Complete Revised Budget	N/A	Massachusetts Institute of Technology, Cambridge, MA	Start Revised Budget
9/8/2013 (6 Days)	Public Abstract	0000205674	Submit Public Abstract	N/A	Massachusetts Institute of Technology, Cambridge, MA	Submit Abstract

Page size: 15 Go 2 Items in 1 page(s)

3. On the *Edit Public Abstract* page (Figure 159):
 - a. Click the **Instructions** link for help with writing your abstract.
 - b. Enter your text in the *Public Abstract* field.
4. Click the **View Proposal Abstract** link, at any time, to review and/or copy and paste from what you wrote when you submitted the proposal.

Figure 159. Edit Public Abstract Page

5. Click one of the following buttons before leaving this page:
- **Cancel** stops any changes you have made to the Public Abstract.
 - **Save** retains the public abstract in its current form; a *Success* message confirms that the abstract was saved.
 - **Submit** sends the public abstract for review; a *Success* message confirms submittal.



If the PM completes and submits the Public Abstract on behalf of the PI, this task will be removed from the PI's queue. An email will be sent to the PI that the task has been cancelled.

8.2 How Do I Complete a Revised Budget?

While making a decision on a proposal, the PM can ask the PI and SRO to complete and submit a Revised Budget for the proposal. At this time, the PI receives a task to *Complete the Revised Budget*. Once the PI has completed the task, the SRO receives a task to *Submit the Revised Budget* to DOE Office of Science.



In the event the PI and SRO on the proposal are the same individual, the PI on the proposal will receive the tasks to both Complete the Revised Budget and Submit the Revised Budget to DOE Office of Science.

While reviewing the Revised Budget, the SRO may decide to request a few more revisions to the Revised Budget completed by the PI. In this case, the PI receives the *Complete Revised Budget* task again.



A Revised Budget may be requested for Grants.Gov Proposals, Paper Proposals, or Interagency Proposals.

The *Complete Revised Budget* task is created for any user registered to the institution who also has the *Submit to DOE* privilege. You can check your privileges using the Manage Peer Access action described in Section 5.4.7, [I Want to Manage Peer Access for a Submission](#). You must have the *Submit to DOE* privilege for the proposal in order to receive a *Complete Revised Budget Task* in the *Pending Tasks* queue.

Note

If you are not registered to PAMS, you will receive an email asking you to first register to PAMS. You must follow the steps as described in Section 3.1.1, [How Do I Register to PAMS?](#), to register to PAMS and then you will be able to work on the Complete Revised Budget task.

8.2.1 Grants.gov and Paper Proposals

1. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 160). For information on what your Pending Tasks are and how you access them, refer to Section 2.7.
2. For the Complete Revised Budget task you choose, click the **Start Revised Budget** link in the *Options* column to go to the *Complete Revised Budget* page (Figure 161). If necessary, use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 160. Pending Tasks - List: Complete Revised Budget

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
8/31/2014 (363 Days)	Revised Budget	0000205674	Complete Revised Budget	N/A	Massachusetts Institute of Technology, Cambridge, MA	Start Revised Budget
9/8/2013 (6 Days)	Public Abstract	0000205674	Submit Public Abstract	N/A	Massachusetts Institute of Technology, Cambridge, MA	Submit Abstract

Figure 161. Complete Revised Budget Page

OMB Number: 1910-5178
Expiration: 03-31-2019

✓ Cover Page ✗ Budget ✓ Subawards (optional) ✓ Attachments

Solicitation Information

Solicitation Number	DE-FOA-0001414: FY 2016 Continuation of Solicitation for the Office of Science Financial Assistance Program
Institution	Board of Trustees of the Leland Stanford Junior University
Proposal ID	0000227102
Grants.Gov Tracking Number	GRANT12254114
Award Number	N/A

Institution Information

Address	Division : Office of Sponsored Projects 3160 Porter Drive Suite 100 Palo Alto, CA 94304-8445
---------	--

3. On the *Complete Revised Budget* page, three tabs are available: *Cover Page*, *Budget*, *Subawards* and *Attachments*. The *Cover Page* tab has a green checkmark ✓, which means the information there is complete. The *Budget* and *Attachments* tabs have green checkmarks with a slash ✗, which means that you have to complete those sections.
4. Click the **Budget** tab (Figure 162). Budgets are required for the entire project period. A budget form should be completed for each budget period of the award, and a cumulative budget form for the entire project period will be populated by PAMS. A detailed budget justification narrative

should be included after the budget pages. The justification should cover labor, domestic and foreign travel, equipment, materials and supplies, and anything else that will be covered with project funds.

- a. **Budget Period 1 – Budget Period 5 Tabs:** Tabs represent budget for each period.
 - b. **Budget Summary Tab:** Provides a cumulative amount of all budget periods and is calculated by PAMS.
 - c. **Add Budget Period:** Click on this button to add a new Budget Period tab. The button is hidden after Budget Period 5 tab has been added. The Delete Budget period option allows you to delete the last budget period.
 - d. **Copy from Previous Budget Period:** Click button to populate the budget fields in the current (currently-being-viewed) budget period tab with data from the previous budget period tab (Current Budget Period Number minus 1), overwriting any data that had been previously entered on the current budget period tab. Button is displayed on Budget Period 2 – Budget Period 5 tabs.
 - e. **Edit Icon:** Click on the Edit icon  to update each section.
5. Click the **Budget Tab Instructions** link to view a detailed description on how to enter information for each section in the Budget Tab.



You can copy information for a Budget Period from the Previous Budget Period. To do so simply click the Copy From Previous Period link (Figure 162) to bring over data from the previous period (this does not apply to Period 1). This eliminates duplicating budget information for every year; information only has to be edited after copying.

Figure 162. Budget Tab

Complete Revised Budget
Information on the Cover Page and in the Budget sections of the Revised Budget is, where available, initially populated from the Proposal. However, Budget information can be updated.

OMB Number: 1510-4173
 Expiration: 03-31-2019

Cover Page
 Budget
 Subawards (optional)
 Attachments

Budget Period	Start Date	End Date	Delete Period
1	4/25/2017	4/25/2017	

Period 1 Budget Summary

Budget Tab Instructions

Budget Period Information

- Budget Period Start Date: 4/25/2017
- Budget Period End Date: 4/25/2017

A. Senior/Key Person

#	Prefix	First Name	Middle Name	Last Name	Suffix	Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
1.						POPI					\$0.00	\$0.00	\$0.00
Total Funds requested for all Senior Key Persons in the attached file													Not Provided
												Total Senior/Key Person	\$0.00

B. Other Personnel

# of Personnel	Project Role	Cal. Months	Acad. Months	Sum. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
Total Other Personnel							Not Provided
Total Salary, Wages and Fringe Benefits (A+B)							\$0.00

C. Equipment Description

#	Equipment Item	Funds Requested (\$)
Total Funds requested for all equipment in the attached file		Not Provided
Total Equipment		Not Provided

D. Travel

#	Item	Funds Requested (\$)
1.	Domestic Travel Costs (incl. Canada, Mexico, and U.S. Possessions)	Not Provided
2.	Foreign Travel Costs	Not Provided
Total Travel		\$0.00

E. Participant/Trainee Support Costs

#	Item	Funds Requested (\$)
1.	Tuition/Fees/Health Insurance	Not Provided
2.	Stipends	Not Provided
3.	Travel	Not Provided
4.	Subsistence	Not Provided
5.	Other	Not Provided
Number of Participant/Trainees (Not Provided)		
Total Participant/Trainee Support Costs		\$0.00

F. Other Direct Costs

#	Item	Funds Requested (\$)
1.	Materials and Supplies	\$8,359.00
2.	Publication Costs	Not Provided
3.	Consultant Services	Not Provided
4.	ADP/Computer Services	Not Provided
5.	Subawards/Consortium/Contractual Costs	Not Provided
6.	Equipment or Facility Rental/User Fees	Not Provided
7.	Alterations and Renovations	Not Provided
8.	Other 1 (Services)	\$2,000.00
9.	Other 2 (Student Support)	\$5,350.00
10.	Other 3	Not Provided
Total Other Direct Costs		\$15,709.00

G. Direct Costs

#	Item	Funds Requested (\$)
1.	Total Direct Costs (A thru F)	\$15,709.00

H. Indirect Costs

#	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
Total Indirect Costs				Not Provided

Cognizant Federal Agency:
(Agency Name, POC Name and POC Phone Number)

I. Total Direct and Indirect Costs

#	Item	Funds Requested (\$)
1.	Total Direct and Indirect Costs (G+H)	\$15,709.00

J. Fee

#	Item	Funds Requested (\$)
1.	Fee	Not Provided

K. Cost of Project

#	Item	Funds Requested (\$)
1.	Total Cost of Project (I+J)	\$15,709.00

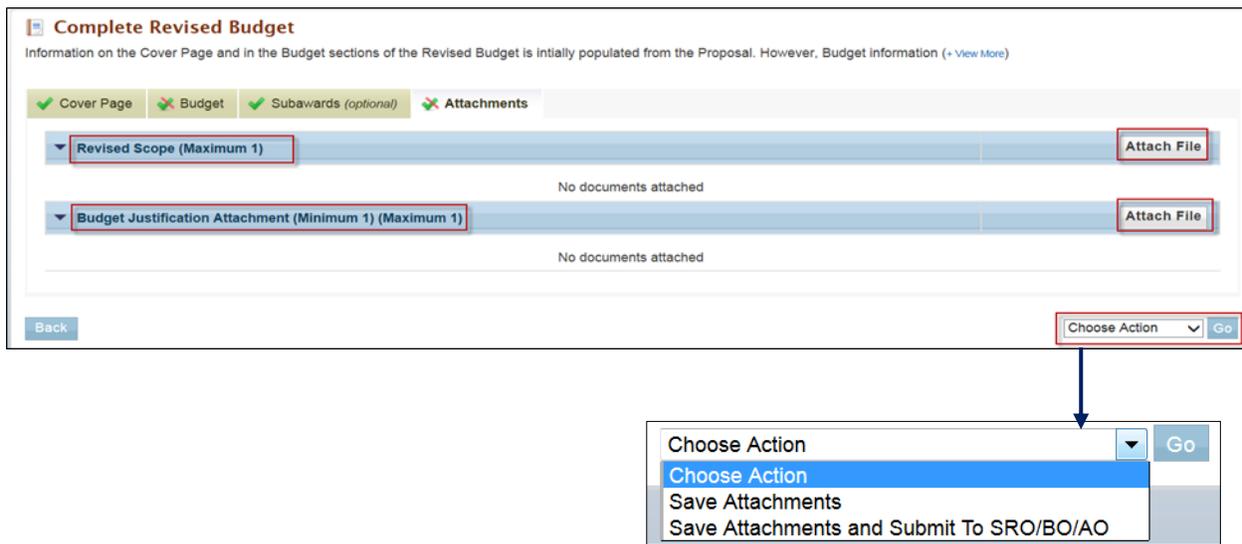
Budget Justification (Minimum 1) (Maximum 1)

Document Name	Date Attached	Description	Options
<input type="button" value="Max 1 Allowed"/>			

6. Update all budget sections, as required.

7. When done making all required updates, click the **Choose Action** drop-down arrow. Select appropriate option (Step a. or b. below) and click the **Go** button.
 - a. Selecting the *Save All Budget Periods* option saves the budget updates you just made , keeps you on this page, and provides a *Success* message informing you that the Revised Budget was saved successfully (Budget tab now has a ✓). You will still have to complete the Attachments tab, at some point, complete that section. When you return at a later time, start with Step 8.
 - b. Selecting the *Save All Budget Periods and Continue to Next Section* option saves the budget updates you just made (Budget tab now has a ✓) and takes you directly to the *Attachments* tab (Figure 163). Proceed to Step 8.

Figure 163. Attachments Tab



8. To attach supporting documents to the *Revised Scope* section or the *Subaward Budgets Attachments* section, click the **Attach File** button for the section. (If necessary, refer to Section 2.8, *How to Attach a File in PAMS*, for further instructions.)
9. When done with attachments, click the **Choose Action** drop-down arrow, select the appropriate option (Step a or b below), and click the **Go** button.
 - a. Selecting the **Save Attachments** option saves the attachments you just made and a *Success* message confirms that the Revised Budget was saved successfully (*Attachments* tab now has a ✓). You will still have to submit the completed revised budget to the SRO/BO/AO at some point. When you return at a later time, start with Step b below.



If you have the Submit to DOE privilege, you need not submit the revised budget to SRO/BO/AO. You can directly submit the Revised Budget to DOE Office of Science.

- b. Selecting the **Save Attachments and Submit To SRO/BO/AO** option saves the attachments you added (*Attachments* tab now has a ✓). In addition, you are taken to the *Request Review of Revised Budget* page (Figure 164) if no SRO is registered to the Institution, or if no one has the *Submit to DOE* privilege. If there is an Admin SRO who has the *Submit to DOE* privileges, the *Request Review of Revised Budget* page does not appear.

8.2.2 Request Review of the Revised Budget

After completing the Revised Budget, the SRO from the institution with *Edit Revised Budget* and *Submit* privileges will receive a task to review and submit the Revised Budget to the DOE Office of Science. If there is no SRO at the institution with these privileges, PAMS will provide you with an option to invite an SRO to register to PAMS. That SRO will then review and submit the Revised Budget to DOE Office of Science.

After completing and submitting the Revised Budget to the SRO, you will be navigated to the *Request Review of Revised Budget* page (Figure 164).

1. Fill in the mandatory SRO/BO/AO name and email address fields, which are marked by red stars (★).
2. Comments can be added in the *Comments* field, if desired.
3. When finished, click the **Send Email** button. You are returned to the *Complete Revised Budget - List* page where a *Success* message confirms that the revised budget was successfully submitted to the SRO/BO/AO.

Figure 164. Request Review of Revised Budget Page

You are here: [Home](#) » [Tasks](#) » [Browse](#) » Applicant/Grantee [] » [Complete Revised Budget](#)

Request Review of the Revised Budget

An authorized Sponsored Research Officer (SRO) or SBIR/STTR Business Officer (BO) or Administrative Officer (AO)—i.e., an Administrative SRO/BO/AO—must submit the revised ([View More](#))

Warning:
The revised budget must be submitted to DOE by an authorized representative. Please provide the information requested below. An email will be sent to that individual requesting review and submittal of the revised budget you have provided.

Email Institution's Authorized Representative

★ Name of SRO/BO/AO

★ Email Address of SRO/BO/AO

Comments
(Note: Comments will be appended to the system-generated email that will be sent to the individual specified above.)

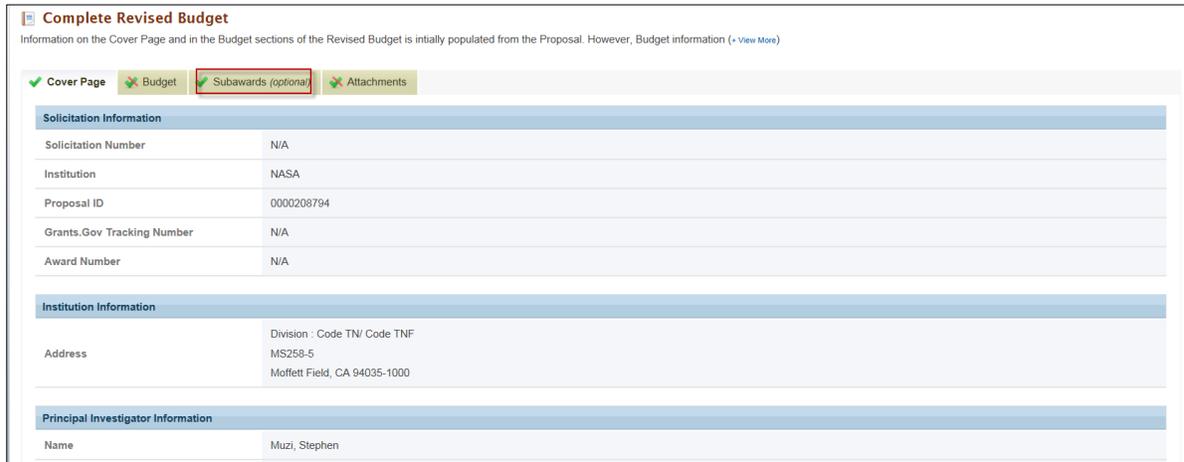
Approximately 1/4 page (Max 500 Characters): 500 Characters left.

8.2.3 Complete Revised Budget for Interagency Proposals

The Complete Revised Budget steps for interagency proposals are similar to the ones for Grant.gov and Paper proposals with the exception of an additional *Subawards* Tab in the *Complete Revised Budget* page and the sections in the attachments tab.

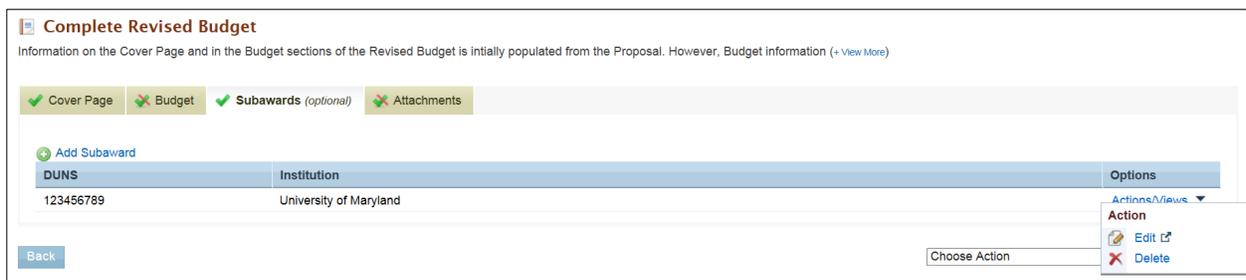
1. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 160). For information on what your Pending Tasks are and how you access them, refer to Section 2.7.
2. For the Complete Revised Budget task you choose, click the **Start Revised Budget** link in the *Options* column to go to the *Complete Revised Budget* page (Figure 165). If necessary, use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 165. Complete Revised Budget Page



- On the *Complete Revised Budget* page, four tabs are available: *Cover Page*, *Budget*, *Subawards*, and *Attachments*. The *Cover Page* and the *Subawards* tabs have a green checkmark ✓, which means the information there is complete. Although the *Subawards* tab (Figure 166) is optional and completed, you may want to add Subawards Budget information, if necessary. The *Budget* and *Attachments* tabs have green checkmarks with a slash ✕, which means that you have to complete those sections.

Figure 166. Subaward Tab



- Click the **Budget** tab (Figure 162). The *Budget* tab is similar to the one for Grants.gov and Paper proposals. Please refer to Section 8.2.1, *Grants.gov and Paper Proposals*, for further instructions on how to complete the *Budget* tab.
- To add Subaward, click the **Add Subaward** link to go to *Revised Budget Subawards* page (Figure 167)
- Complete the *Subaward Information* section.
- Complete all budget sections, as required. To access a section's information for updating, click the update icon next to the section name.

Figure 167. Revised Budget Subawards Page

Complete Revised Budget
 Information on the Cover Page and in the Budget sections of the Revised Budget is, where available, initially populated from the Proposal. However, Budget information can (1) view (1) view

OMB Number: 1910-0173
 Expiration: 03-31-2019

Cover Page
 Budget
 Subawards (optional)
 Attachments

Budget Period	Start Date	End Date	Delete Period
1	4/25/2017	4/25/2017	

Period 1 Budget Summary

[Budget Tab Instructions](#)

Budget Period Information

- Budget Period Start Date: 4/25/2017
- Budget Period End Date: 4/25/2017

A. Senior/Key Person

#	Prefix	First Name	Middle Name	Last Name	Suffix	Project Role	Base Salary (\$)	Cal. Months (0)	Acad. Months (0)	Sum. Months (0)	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
1.						POPI					\$0.00	\$0.00	\$0.00
Total Funds requested for all Senior Key Persons in the attached file													Not Provided
												Total Senior/Key Person	\$0.00

Additional Senior Key Persons (Maximum 1) [Attach File](#)

No documents attached

B. Other Personnel

# of Personnel	Project Role	Cal. Months (0)	Acad. Months (0)	Sum. Months (0)	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
Total Number Other Personnel (0)							Not Provided
						Total Other Personnel	Not Provided
						Total Salary, Wages and Fringe Benefits (A+B)	\$0.00

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

#	Equipment Item	Funds Requested (\$)
Total Funds requested for all equipment in the attached file		Not Provided
		Not Provided
Total Equipment		Not Provided

Additional Equipment (Maximum 1) [Attach File](#)

No documents attached

D. Travel

#	Item	Funds Requested (\$)
1.	Domestic Travel Costs (incl. Canada, Mexico, and U.S. Possessions)	Not Provided
2.	Foreign Travel Costs	Not Provided
Total Travel		\$0.00

E. Participant/Trainee Support Costs

#	Item	Funds Requested (\$)
1.	Tuition/Fees/Health Insurance	Not Provided
2.	Stipends	Not Provided
3.	Travel	Not Provided
4.	Subsistence	Not Provided
5.	Other	Not Provided
Number of Participant/Trainees (Not Provided)		
Total Participant/Trainee Support Costs		\$0.00

F. Other Direct Costs

#	Item	Funds Requested (\$)
1.	Materials and Supplies	\$5,359.00
2.	Publication Costs	Not Provided
3.	Consultant Services	Not Provided
4.	ADP/Computer Services	Not Provided
5.	Subawards/Consortium/Contractual Costs	Not Provided
6.	Equipment or Facility Rental/User Fees	Not Provided
7.	Alterations and Renovations	Not Provided
8.	Other 1 (Services)	\$2,000.00
9.	Other 2 (Student Support)	\$5,350.00
10.	Other 3	Not Provided
Total Other Direct Costs		\$15,709.00

G. Direct Costs

#	Item	Funds Requested (\$)
1.	Total Direct Costs (A thru F)	\$15,709.00

H. Indirect Costs

#	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
Total Indirect Costs				Not Provided

Cognizant Federal Agency:
 (Agency Name, POC Name and POC Phone Number)

I. Total Direct and Indirect Costs

#	Item	Funds Requested (\$)
1.	Total Direct and Indirect Costs (G+H)	\$15,709.00

J. Fees

#	Item	Funds Requested (\$)
1.	Fee	Not Provided

K. Cost of Project

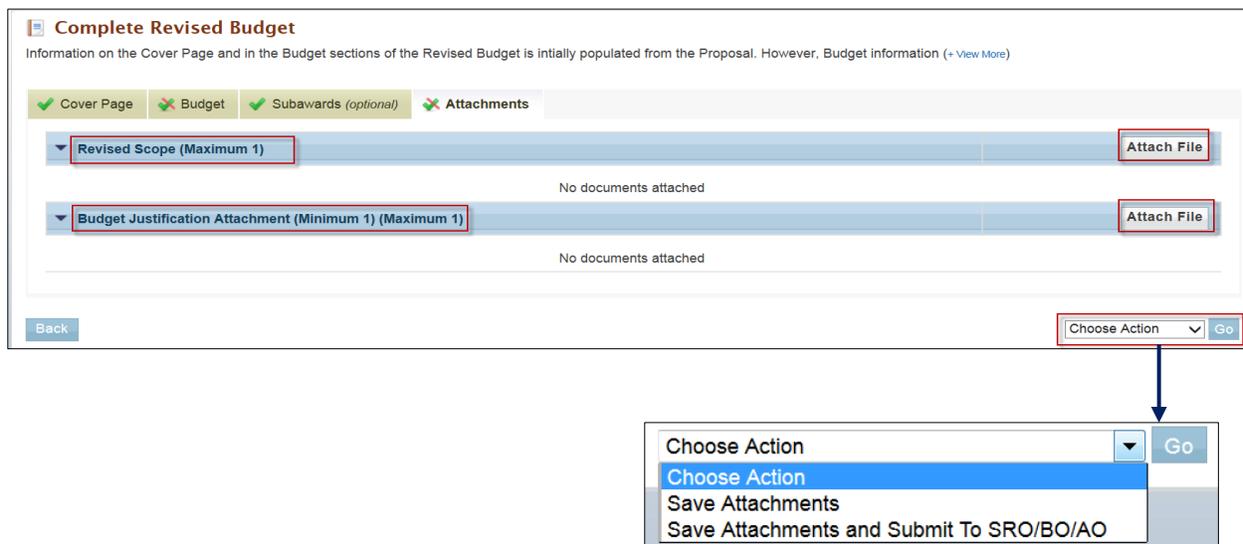
#	Item	Funds Requested (\$)
1.	Total Cost of Project (I+J)	\$15,709.00

Budget Justification (Minimum 1) (Maximum 1) [Max 1 Allowed](#)

Document Name	Size	Date Attached	Description	Options
---------------	------	---------------	-------------	---------

8. To include the Subaward Budget Justification, upload the file in the Subaward *Budget Justification Attachment* section of the Subaward Budget as shown in Figure 167.
9. When done making all required updates, click the **Choose Action** drop-down arrow. Select appropriate option (Step a. or b. below) and click the **Go** button.
 - a. Selecting the **Save All Subaward Budget Periods** option saves the budget updates you just made, keeps you on this page, and provides a *Success* message informing you that the Subawards section was saved successfully.
 - d. Selecting the **Save All Budget Periods and Close** options saves the Subawards updates you just made and takes you back to the Subawards tab (Figure 166). Proceed to Step 10.
 - e. Once you are back to the Subawards tab, you can either delete or update the subaward you just added.

Figure 168. Attachments Tab



10. To attach supporting documents to the *Revised Scope* section or the *Budget Justification* section, click the **Attach File** button for the section, as shown in Figure 168. (If necessary, refer to Section 2.8, *How to Attach a File in PAMS*, for further instructions.)
11. When done with attachments, click the **Choose Action** drop-down arrow, select the appropriate option (Step a or b below), and click the **Go** button.
 - a. Selecting the **Save Attachments** option saves the attachments you just made and a *Success* message confirms that the Revised Budget was saved successfully (*Attachments* tab now has a green check mark ✓). You will still have to submit the completed revised budget to the SRO/BO/AO at some point. When you return at a later time, start with Step b below.
 - b. Selecting the **Save Attachments and Submit To SRO/BO/AO** option saves the attachments you added (*Attachments* tab now has a ✓). In addition, you are taken to the *Request Review of Revised Budget* page (Figure 164) if no SRO is registered to the Institution, or if no one has the *Submit to DOE* privilege. If there is an Admin SRO who has the *Submit to DOE* privileges, the *Request Review of Revised Budget* page does not appear.



If you have the Submit to DOE privilege, you need not submit the revised budget to SRO/BO/AO. You can directly submit the Revised Budget to DOE Office of Science.

- Once the Revised Budget is complete, you can submit it to the SRO for review. In case the institution does not have an SRO with *Edit Revised Budget* and *Submit Revised Budget* privileges, follow the steps mentioned in Section 8.2.2 to invite an SRO.

8.2.4 How Do I Submit a Revised Budget

A PM recommends a proposal but requests a revised budget be submitted by the SRO. A PI originally completed the budget form but does not have the privilege to submit it to DOE. The Administrative SRO receives a task to submit the revised budget to DOE.



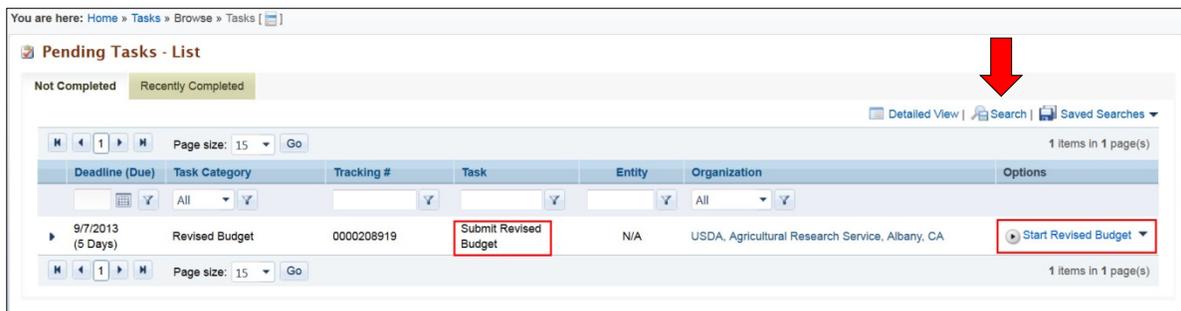
A Submit Revised Budget task is for the SRO role only.

The Submit Revised Budget task can be for Grant.gov proposals, paper proposals, and interagency proposals.

8.2.4.1 Submitting a Revised Budget for Grants.gov and Paper Proposals

- From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 169). For information on what your Pending Tasks are and how you access them, refer to Section 2.7.
- Find the Submit Revised Budget task you want to work on and click the **Start Revised Budget** link in the *Options* column. You can use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 169. Pending Tasks List - Page: Submit Revised Budget



- On the *Submit Revised Budget* page (Figure 170), three tabs are available: *Cover Page*, *Budget*, and *Attachments*.



A green checkmark ✓ next to a tab means the information there is complete. A green checkmark with a slash ✘ next to a tab, means the information there is incomplete.

- Click the **Budget** tab. Budgets are required for the entire project period. A budget form should be completed for each budget period of the award, and a cumulative budget form for the entire project period will be populated by PAMS. A detailed budget justification narrative should be included after the budget pages. The justification should cover labor, domestic and foreign

travel, equipment, materials and supplies, and anything else that will be covered with project funds.

- a. **Budget Period 1 – Budget Period 5 Tabs:** Tabs represent budget for each period.
 - b. **Budget Summary Tab:** Provides a cumulative amount of all budget periods and is calculated by PAMS.
 - c. **Add Budget Period:** Click on this button to add a new Budget Period tab. The button is hidden after Budget Period 5 tab has been added. The Delete Budget period option allows you to delete the last budget period.
 - d. **Copy from Previous Budget Period:** Click button to populate the budget fields in the current (currently-being-viewed) budget period tab with data from the previous budget period tab (Current Budget Period Number minus 1), overwriting any data that had been previously entered on the current budget period tab. Button is displayed on Budget Period 2 – Budget Period 5 tabs.
 - e. **Edit Icon:** Click on the Edit icon  to update each section.
5. Click the **Budget Tab Instructions** link to view a detailed description on how to enter information for each section in the *Budget* tab.



When entering budget information for multiple budget periods, simply click the Copy From Previous Period link to copy data over from the previous period. This will eliminate you having to duplicate budget information for every year; you will merely have to edit the information after copying it over.

Figure 170. Submit Revised Budget Page

Submit Revised Budget OMB Number: 1810-0178
Expiration: 03-31-2019

Information on the Cover Page and in the Budget sections of the Revised Budget is, where available, initially populated from the Proposal. However, Budget information can be updated.

Cover Page
 Budget
 Subawards (optional)
 Attachments

Period 1 Budget Summary Budget Tab Instructions

Budget Period Information

- Budget Period Start Date: 5/30/2017
- Budget Period End Date: 9/30/2017

A. Senior/Key Person

#	Prefix	First Name	Middle Name	Last Name	Suffix	Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
1.						POPI	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00
Total Funds requested for all Senior Key Persons in the attached file													Not Provided
												Total Senior/Key Person	\$0.00

B. Other Personnel

# of Personnel	Project Role	Cal. Months	Acad. Months	Sum. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	
0	Other Role: Other Professionals	0	0	0	\$0.00	\$0.00	\$0.00	
0	Graduate Students	0	0	0	\$0.00	\$0.00	\$0.00	
0	Undergraduate Students	0	0	0	\$0.00	\$0.00	\$0.00	
0	Secretarial/Clerical	0	0	0	\$0.00	\$0.00	\$0.00	
0	Post Doctoral Associates	0	0	0	\$0.00	\$0.00	\$0.00	
0	Other Role: Allocated Admin Support	0	0	0	\$1,215.52	\$303.88	\$1,519.40	
0	Other Role: Other	0	0	0	\$0.00	\$0.00	\$0.00	
Total Number Other Personnel (0)							Total Other Personnel	\$1,519.40
							Total Salary, Wages and Fringe Benefits (A+B)	\$1,519.40

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

#	Equipment Item	Funds Requested (\$)
Total Funds requested for all equipment in the attached file		Not Provided
Total Equipment		\$0.00

D. Travel

#	Item	Funds Requested (\$)
1.	Domestic Travel Costs (incl. Canada, Mexico, and U.S. Possessions)	\$0.00
2.	Foreign Travel Costs	\$0.00
Total Travel		\$0.00

E. Participant/Trainee Support Costs

#	Item	Funds Requested (\$)
1.	Tuition/Fees/Health Insurance	\$0.00
2.	Stipends	\$0.00
3.	Travel	\$0.00
4.	Subsistence	\$0.00
5.	Other (Other)	\$0.00
Number of Participants/Trainees (0)		Total Participant/Trainee Support Costs
		\$0.00

F. Other Direct Costs

#	Item	Funds Requested (\$)
1.	Materials and Supplies	\$12,277.93
2.	Publication Costs	\$0.00
3.	Consultant Services	\$0.00
4.	ADP/Computer Services	\$0.00
5.	Subawards/Consortium/Contractual Costs	\$0.00
6.	Equipment or Facility Rental/User Fees	\$0.00
7.	Alterations and Renovations	\$0.00
8.	Other 1 (Other)	\$135.06
9.	Other 2	Not Provided
10.	Other 3	Not Provided
Total Other Direct Costs		\$12,412.99

G. Direct Costs

#	Item	Funds Requested (\$)
1.	Total Direct Costs (A thru F)	\$13,932.39

H. Indirect Costs

#	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
1.	Fund with Transaction Fee (FUNSN)	0.00	\$12,277.93	\$0.00
Total Indirect Costs				\$0.00

I. Total Direct and Indirect Costs

#	Item	Funds Requested (\$)
1.	Total Direct and Indirect Costs (G+H)	\$13,932.39

J. Fee

#	Item	Funds Requested (\$)
1.	Fee	Not Provided

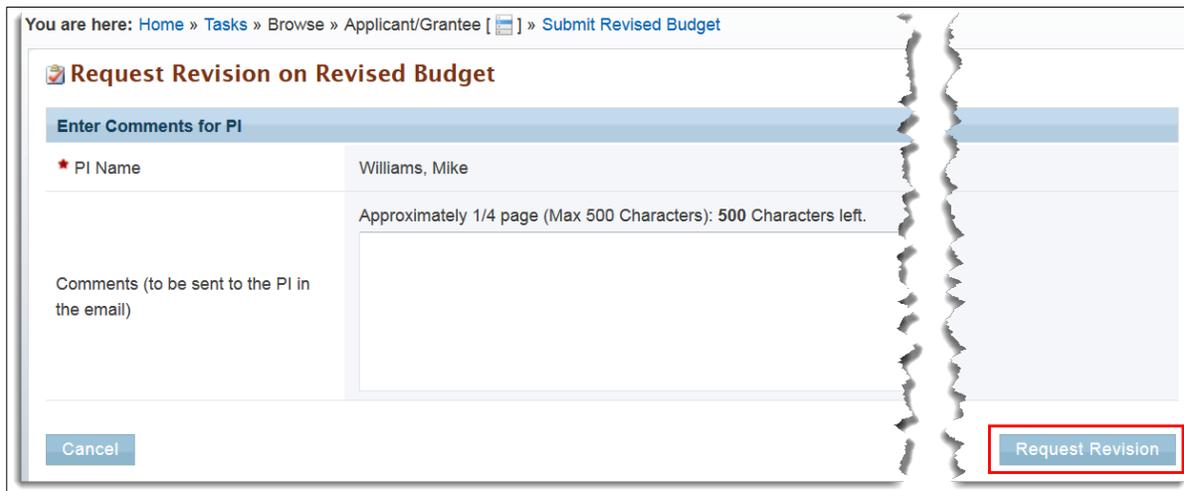
K. Cost of Project

#	Item	Funds Requested (\$)
1.	Total Cost of Project (I+J)	\$13,932.39

L. Budget Justification (Minimum 1) (Maximum 1) Max 1 Allowed

6. To access a section's information for updating, click the update icon  next to the section name and update all information, as needed.
7. When finished, click the **Choose Action** dropdown, select the appropriate action, and click the **Go** button. Proceed to Step 8.
 - a. Selecting **Save All Budget Periods** saves the work you have done to this point for later retrieval.
 - b. Selecting **Save All Budget Periods and Continue to Next Section** saves your work and takes you to the Attachments tab.
 - c. Selecting **Submit to DOE** sends the Revised Budget to DOE. A Success message confirms successful submission.
 - d. Selecting **Request Further Revision** takes you to the *Request Revision on Revised Budget* page (Figure 160). Enter the name of the PI who will perform further revisions on the budget. Enter **Comments**, if necessary, and click the **Request Revision** button.

Figure 171. Request Revision on Revised Budget Page



You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Applicant/Grantee \[\]](#) » [Submit Revised Budget](#)

Request Revision on Revised Budget

Enter Comments for PI

★ PI Name Williams, Mike

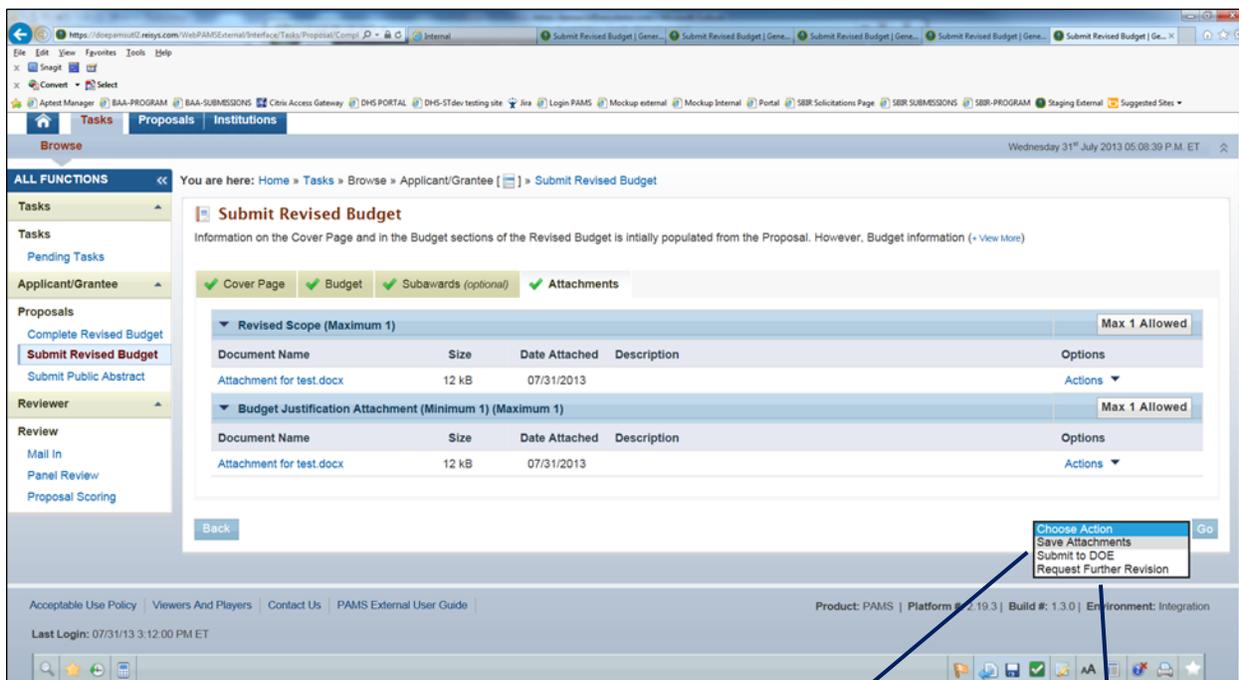
Approximately 1/4 page (Max 500 Characters): 500 Characters left.

Comments (to be sent to the PI in the email)

[Cancel](#) [Request Revision](#)

8. Click the **Attachments** tab (Figure 172) to bring up the attachments already uploaded to PAMS.

Figure 172. Attachments Tab



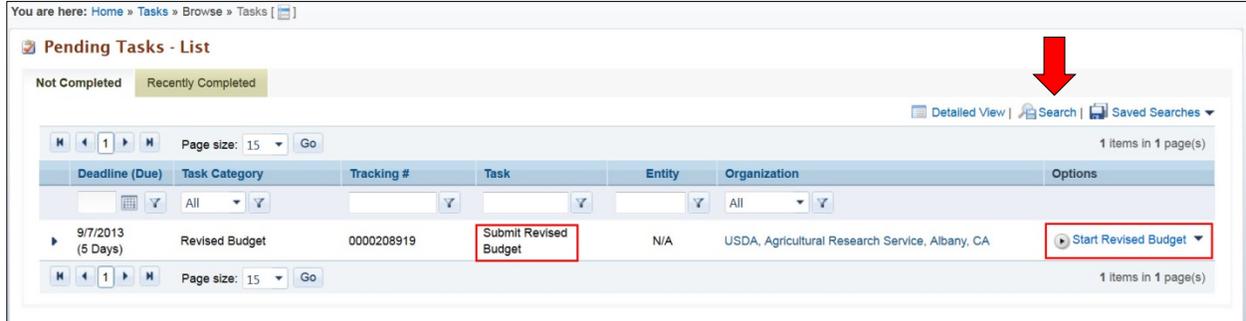
- a. To access an attachment's information, click the **Actions** link in the *Options* column.
 - b. Click either the **Update Description** or **Delete** link. **Update Description** enables you to change the attachment's description. **Delete** completely removes the attachment.
 - c. If you want to upload new attachments, click the **Attach File** button and select a file from your computer. (If necessary, refer to Section 2.8, *How to Attach a File in PAMS*, for complete instructions.)
9. When you are finished with all updates, click the **Choose Action** drop-down list arrow, select the appropriate save option, and click the **Go** button.
 - a. Selecting **Save Attachments** saves the work you have done to this point for later retrieval.
 - b. Selecting **Submit to DOE** sends the Revised Budget to DOE. A *Success* message confirms successful submission.
 - c. Selecting **Request Further Revision** takes you to the *Request Revision on Revised Budget* page (Figure 160). Enter the name of the PI who will perform further revisions on the budget. Enter **Comments**, if necessary, and click the **Request Revision** button.

8.2.4.2 Interagency Proposals

The Submit Revised Budget steps for interagency proposals are similar to the ones for Grant.gov and Paper Proposals, with the exception of an additional *Subawards* tab on the *Complete Revised Budget* page and the sections in the *Attachments* tab.

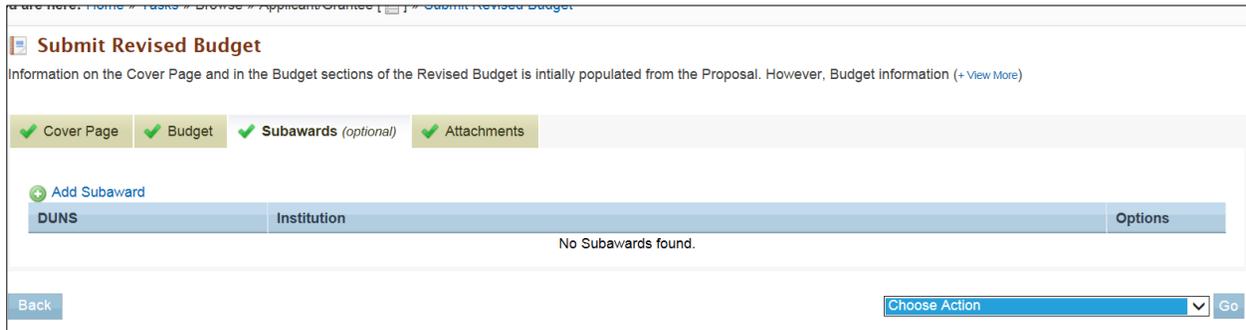
1. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 173). For information on what your Pending Tasks are and how you access them, refer to Section 2.7.

Figure 173. Pending Tasks List - Page: Submit Revised Budget



2. Find the Submit Revised Budget task you want to work on and click the **Start Revised Budget** link in the *Options* column. You can use the *Search* link at the top of the page to enter criteria and perform a search.
3. On the *Submit Revised Budget* page (Figure 174), four tabs are available: *Cover Page*, *Budget*, *Subawards* and *Attachments*.

Figure 174. Submit Revised Budget page



A green checkmark ✓ next to a tab means the information there is complete. A green checkmark with a slash ✗ next to a tab means the information there is incomplete.

4. Click the **Budget** tab and proceed as follows: The budget tab is similar to the one for Grant.gov and paper proposals. Please refer to Section 8.2.1, *Grants.gov and Paper Proposals*, for further instructions on how to complete the Budget tab.
5. To add Subaward from the *Subawards* tab (Figure 175), click the **Add Subaward** link to go to *Revised Budget Subawards* page (Figure 176).

Figure 175. Subawards Tab

Submit Revised Budget
 Information on the Cover Page and in the Budget sections of the Revised Budget is initially populated from the Proposal. However, Budget information (+ View More)

✓ Cover Page ✓ Budget ✓ Subawards (optional) ✓ Attachments

+ Add Subaward

DUNS	Institution	Options
No Subawards found.		

Back Choose Action Go

Figure 176. Revised Budget Subawards Page

Revised Budget Subawards
 Complete the form below to include budget information for a subaward.
 A complete subaward budget component (including the budget justification section) (+ View More)

Subaward Information

DUNS	Not Provided
* Institution Name	Not Provided

+ Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	Not Provided	Not Provided	

Period 1 Budget Summary

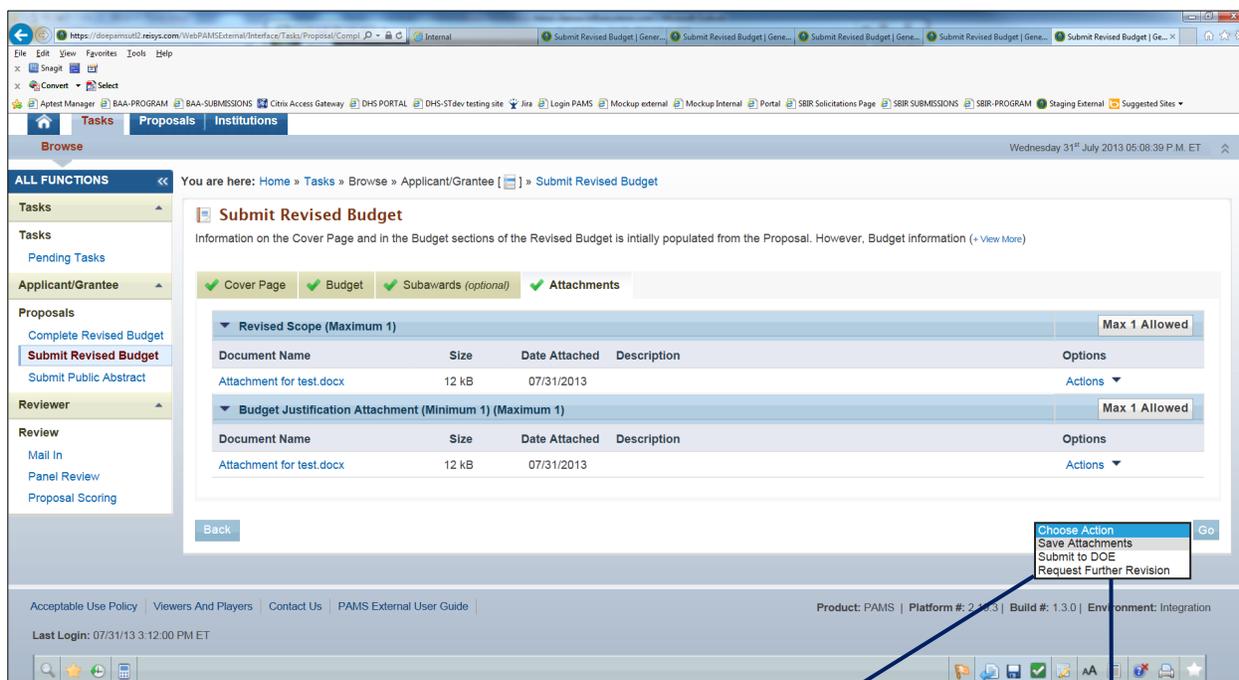
[Budget Tab Instructions](#)

Budget Period Information

* Budget Period Start Date	Not Provided
* Budget Period End Date	Not Provided

6. Complete the *Subaward Information* section.
7. Complete all Budgets sections, as required. To access a section’s information for updating, click the update icon  next to the section name.
8. Attach the Budget Justification file in the Subaward *Budget Justification Attachment* section.
9. When done making all required updates, click the **Choose Action** drop-down arrow. Select appropriate option (Step a. or b. below) and click the **Go** button.
 - a. Selecting the **Save All Subaward Budget Periods** option saves the budget updates you just made, keeps you on this page, and provides a Success message informing you that the Subawards Section was saved successfully.
 - b. Selecting the **Save All Budget Periods and Close** option saves the Subawards updates you just made and takes you back to the *Subawards* tab. Proceed to Step 10.
 - c. Once you are back to the *Subawards* tab, you can either delete or update the subaward that you just added.
10. Click the **Attachments** tab (Figure 177) to bring up the attachments already uploaded to PAMS.

Figure 177. Attachments Tab



- a. To access an attachment’s information, click the **Actions** link in the *Options* column.
 - b. Click either the **Update Description** link or **Delete** link. **Update Description** enables you to change the attachment’s description. **Delete** completely removes the attachment.
 - c. If you want to upload new attachments, click the **Attach File** button and select a file from your computer. (If necessary, refer to Section 2.8, *How to Attach a File in PAMS*, for complete instructions.)
11. When you are finished with all updates, click the **Choose Action** drop-down list arrow, select the appropriate save option, and click the **Go** button.
 - a. Selecting **Save Attachments** saves the work you have done to this point for later retrieval.
 - b. Selecting **Submit to DOE** sends the Revised Budget to DOE. A *Success* message confirms successful submission.
 - c. Selecting **Request Further Revision** takes you to the *Request Revision on Revised Budget* page (Figure 160). Enter the name of the PI who will perform further revisions on the budget. Enter **Comments**, if necessary, and click the **Request Revision** button.

Figure 178. Request Revision on Revised Budget

Request Revision on Revised Budget

Enter Comments for PI

* PI Name: Ackad, Edward

Comments (to be sent to the PI in the email):

Approximately 1/4 page (Max 500 Characters): 500 Characters left.

Buttons: Cancel, Request Revision

8.3 Proposal Reviews

Research funding from the DOE Office of Science is awarded through a merit-based selection process. Merit review means a thorough, consistent, and objective examination of Proposals, based on pre-established criteria by persons who are:

- Independent of those submitting the applications
- Knowledgeable in the field of endeavor for which support is requested.

PMs perform initial evaluations of all applications to ensure that the required information is provided, the proposed effort is technically sound and feasible, and that the effort is consistent with program-funding priorities.

For Proposals that pass the initial evaluation, program managers use peer review to evaluate them, based on criteria specified in 10 CFR 605. Common review criteria are:

- Scientific and/or technical merit of the project
- Appropriateness of the proposed method or approach
- Competency of applicant's personnel and adequacy of proposed resources
- Reasonableness and appropriateness of the proposed budget
- Other notable factors established and set forth in a notice of availability or in a specific Solicitation.

This section covers the Proposal review tasks assigned to reviewers within PAMS. Proposals assigned to reviewers for review show up as tasks in PAMS. To learn how to view and access your tasks, refer to Section 2.7, *Access Tasks*. This section provides detailed instructions to perform a Proposal review task in PAMS.

8.3.1 How Do I Perform Proposal Review?

When Proposals are assigned to you for review by DOE Staff, a review task will be assigned to you in PAMS. A review task can be of one of the following types:

- **Mail In Review:** Mail In reviews are performed one proposal at a time in PAMS. Each Proposal assigned to you for a mail-in review appears as a separate pending task in PAMS. You can view the Proposal details, enter your evaluation, and submit the Proposal review to the DOE Office of Science.
- **Panel Review:** For typical panel reviews, 10-15 reviewers convene in a conference room and submit reviews. Each reviewer provides his or her own input. Each panel appears as a single task in PAMS. All Proposals within the panel are available from the single task. You can view each

Proposal, enter your evaluation, and submit the Proposal review to the DOE Office of Science from within the Panel Review task.

- **Scoring Only:** As a follow-up to a panel, Proposals within the panel are scored or ranked. A single task is created in PAMS for a reviewer to score or rank multiple Proposals. You can enter a score or rank, provide comments for each Proposal in the task, and submit the same to the Office of Science.

The *Task* column on the *Pending Tasks – List* page (Figure 179) displays the review type of the task.

Figure 179. Pending Tasks – List Page

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
12/13/2013 (101 Days)	Review	tier09032013	Panels	N/A	REI Systems	Start Review
11/29/2013 (87 Days)	Review	Panel08282013	Panels	N/A	REI Systems	Start Review
11/28/2013 (86 Days)	Review	Tier12333	Panels	N/A	REI Systems	Start Review
9/7/2013 (4 Days)	Review	Panel Tier-1b - 2a	Panels	N/A	REI Systems	Start Review
9/7/2013 (4 Days)	Review	Panel Tier-1b - 2b	Panels	N/A	REI Systems	Start Review
9/7/2013 (4 Days)	Review	Panel for regression	Panels	N/A	REI Systems	Start Review

8.3.1.1 Conflict of Interest (COI) Certificate

As a reviewer, you are required to comply with COI rules. You have a COI if:

- Reviewing particular material would have a direct and predictable effect on any person, company, or organization with which you have a relationship—financial or otherwise.
- The interests of your spouse, minor child, general partner, or organization in which you serve as an officer, director, trustee, general partner, or employee—and any person or organization with whom you are negotiating employment—are attributed to the reviewer.

In other words, if you believe that performing a review you have been assigned will affect you, a family member, current or potential business partner or fellow business officer, or any current or potential employer, you have a COI.



If you have any questions about what constitutes a COI, contact the program manager.

You must agree to disclose any COIs discovered during the course of the review process. PAMS enables you to view the Solicitation and Proposal Abstract information. Based on this information, you can decide initially if you have a conflict in reviewing the Proposal. You can read the COI certificate (Figure 180) and choose from the following three options:

- ***I have no Conflict of Interest in reviewing this proposal:*** Select this option to declare that you do not have a COI with the Proposal and to view the Proposal and being the review process
- ***I have a Conflict of Interest in reviewing the proposal:*** Select this option to declare that you have a COI with the Proposal and do not wish to view or review the Proposal.

- **I have no Conflict of Interest but do not wish to review the proposal:** Select this option to decline the Proposal in spite of not having a COI with the Proposal.



If you declare a COI for a Proposal or decline to review the Proposal, the Proposal will no longer be available to you. You will need to contact the PM and request to reopen the Proposal review task.

Select the appropriate option and click the **Save and Continue** button on the COI Certificate page (Figure 180).

Figure 180. Proposal Review COI Certificate

The screenshot shows a web application interface for a 'Proposal Review - Conflict of Interest Certificate'. The page is divided into several sections:

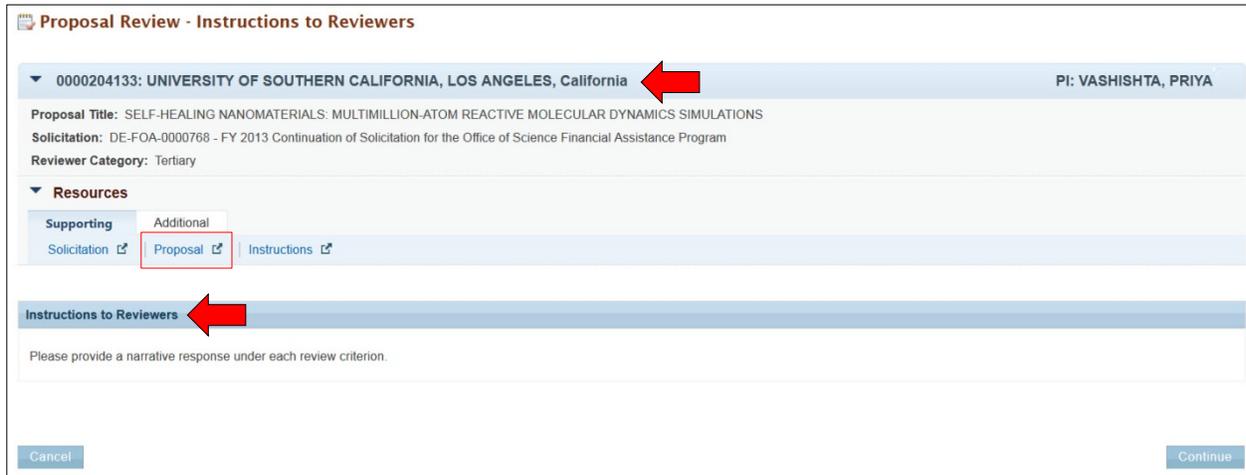
- Solicitation Details:** Title: High-Energy-Density Laboratory Plasma Science; Synopsis: The Fusion Energy Sciences (FES) program of the Office of Science (SC) and the Office of Stockpile Stewardship of the Defense Programs (DP) of the National Nuclear Security Administration (NNSA), both of the U.S. Department of Energy (DOE), jointly announce their interests in receiving grant applications for new awards for research in the SC-NNSA Joint Program in High-Energy-Density Laboratory Plasmas (HEDLP). Principal Investigators who currently have awards through the joint HEDLP program should not apply.
- Proposal Details:** Proposal ID: 0000205522; Title: Development of Methods for Compression of Ultra-High Power Laser Pulses; PI: Chykov, Vladimir; Institution: Regents of the University of Michigan, Ann Arbor, MI; Abstract: Proposal Abstract.
- Collaborative Proposals:** No Collaborative Proposals Found.
- Conflict Of Interest Certificate:** U.S. DEPARTMENT OF ENERGY OFFICE OF SCIENCE CONFLICT OF INTEREST AND CONFIDENTIALITY CERTIFICATE. Information on Conflict of Interest: The DOE Office of Science has a policy that individuals with a conflict of interest cannot participate in the merit review of a proposal for funding. You may not participate in the review of any proposal involving a particular contract that would have a direct and predictable effect on any person, company or organization with which you have a...
- Comments:** Approximately 1 page (Max 2000 Characters); 2000 Characters left. A text area is provided for comments.

At the bottom right of the form, there is a button labeled 'Save and Continue' which is circled in red. At the bottom left, there is a 'Cancel' button. The footer of the page includes 'Acceptable Use Policy', 'Viewers And Players', 'Contact Us', 'PAMS External User Guide', 'Product: PAMS | Platform #: 2.22.3 | Build #: 1.4.0 | Environment: Integration', and 'Last Login: 03/06/13 1:30:00 PM ET'.

8.3.1.2 View Proposal Information and Review Instructions - Proposal Header

After the COI Certificate is read and you agree that no COI exists with you reviewing the Proposal, PAMS takes you to the *Proposal Review – Instructions to Reviewers* page (Figure 181). This page displays a Proposal Header followed by instructions from the DOE Office of Science staff. A link to the Proposal can be found in the Proposal header under *Resources*.

Figure 181. Instructions to Reviewers



The *Proposal Header* component enables you to view the following details:

Table 5. Proposal Header

Section	Description
Proposal Header	The Proposal header, by itself, displays the Proposal ID, Institution, and the PI on the Proposal. Click the ▶ icon on the header to expand the header. The expanded section displays the <i>Proposal Title</i> , <i>Solicitation</i> number and title, and <i>Reviewer Category</i> assigned to you for reviewing the Proposal.
Resources Header	<p>The <i>Resources</i> header, by default, is always expanded and provides links to view the following documents in PAMS:</p> <p>Supporting tab</p> <ul style="list-style-type: none"> • <i>Solicitation</i>: Displays the Solicitation as a PDF document. • <i>Proposal TOC</i>: Displays different sections within the Proposal as a table of contents. Click on a topic to view more information on the topic. • <i>Proposal</i>: Displays the Proposal in pdf format. • <i>Instructions</i>: Displays the <i>Instructions to Reviewers</i> provided by DOE Office of Science staff. <p>Additional tab</p> <ul style="list-style-type: none"> • Conflict of Interest: Allows you to declare a COI at any time while reviewing the proposal • Points of Contact: Displays a list of all points of contact for reviewers from DOE Office of Science. • Each link opens in a separate window on your browser.



The Proposal Header will be displayed on all review pages to allow you to access Proposal and Solicitation information readily.

8.3.2 How Do I Perform a Mail In Review?



Both Mail In Review and Commercialization Review tasks will be created as Mail In Review tasks in PAMS. Commercialization Reviews are applicable to SBIR Proposals only.

1. Click the **Mail In Review** link on the left navigation menu (Figure 182) to view all the *Mail In Review* tasks.
2. Find the Mail In Review task you want to work on. If necessary, you can click the **Search** link at the top of the page to perform a search.
3. Click the **Actions** and **Start Review** links in the *Options* column to go to the *Proposal Review - Conflict of Interest Certificate* page (Figure 180).

Figure 182. Mail In Reviews List – Action Links

4. On the *Proposal Review - Conflict of Interest Certificate* page, scan the Solicitation and Proposal details, along with the abstract, to determine if you have a COI with the Proposal, Institution, or any of the applicants.
5. Read the COI certificate and then select the appropriate option (see Section 8.3.1.1).
6. If you selected *I have no Conflict of Interest in reviewing the Proposal*, click the **Save and Continue** button and proceed as follows:
 - a. On the *Proposal Review - Instructions to Reviewers* page (Figure 181), read the instructions and click the **Continue** button to go to the *Update Review* page (Figure 183).
 - b. You can update the review form and click the **Save and Submit** button to preview the comments entered.
 - c. You can choose to email a copy of the review to your primary email address by checking the **Email Myself a Copy** box (Figure 184).

- d. Submit the review to DOE by clicking the **Confirm** button (Figure 184). At that point, the task is removed from your queue.
- e. PAMS will send an email to the reviewer acknowledging submission of the review.

Figure 183. Update Review: Save and Submit

You are here: Home > Tasks > Browse > Reviewer [] > Mail In

Proposal Review - Update Review

Note(s):
Please save your work every 15 minutes to avoid any loss of work. Click on the Save button at the bottom of the page or click on the Save icon to save your work.

0000204133: UNIVERSITY OF SOUTHERN CALIFORNIA, LOS ANGELES, California PI: VASHISHTA, PRIYA

Resources

Supporting Additional
Solicitation Proposal Instructions

Criteria

1. Scientific and/or Technical Merit of the Project
What is the scientific innovation of proposed research? What is the likelihood of achieving valuable results? How might the results of the proposed research impact the direction, progress, and thinking in relevant scientific fields of research? How does the proposed research compare with other research in its field, both in terms of scientific and/or technical merit and originality?

More than a page (Max 20000 Characters): 20000 Characters left.

Cancel Save Save and Submit

Figure 184. Proposal Review: Email Myself a Copy

You are here: Home » Tasks » Browse » Reviewer [] » Mail In

Proposal Review - Review Summary

Warning:
Clicking on the "Confirm" button will submit the review to DOE Office of Science. You will no longer be able to access the proposal and the review information.

► 0000204133: UNIVERSITY OF SOUTHERN CALIFORNIA, LOS ANGELES, California PI: VASHISHTA, PRIYA

Resources

Supporting Additional
Solicitation Proposal Instructions

Criteria

1. Scientific and/or Technical Merit of the Project
What is the scientific innovation of proposed research? What is the likelihood of achieving valuable results? How might the results of the proposed research impact the direction, progress, and thinking in relevant scientific fields of research? How does the proposed research compare with other research in its field, both in terms of scientific and/or technical merit and originality?

2. Appropriateness of the Proposed Method or Approach
How logical and feasible are the research approaches? Does the proposed research employ innovative concepts or methods? Are the conceptual framework, methods, and analyses well justified, adequately developed, and likely to lead to scientifically valid conclusions? Does the applicant recognize significant potential problems and consider alternative strategies?

3. Competency of Applicant's Personnel and Adequacy of Proposed Resources
What are the past performance and potential of the Principal Investigator (PI)? How well qualified is the research team to carry out the proposed research? Are the research environment and facilities adequate for performing the research? Does the proposed work take advantage of unique facilities and capabilities?

4. Reasonableness and Appropriateness of the Proposed Budget
Are the proposed budget and staffing levels adequate to carry out the proposed research? Is the budget reasonable and appropriate for the scope?

Email Myself a Copy

Note

Once a review has been submitted to DOE, the task is closed. You no longer have access to the review or Proposal in PAMS. To request re-opening the review, contact the appropriate program office of the DOE Office of Science.

7. If you selected *I have a Conflict of Interest in reviewing the Proposal*, enter comments to be shared in an email with the program manager. Then click the **Save and Continue** button. The task is removed from your *Pending Tasks* queue.

Note

If you believe you declared a COI by mistake or would like to re-open the review, you should contact the appropriate program office of the DOE Office of Science.

8. If you selected *I have no Conflict of Interest but do not wish to review the Proposal*, enter comments to be shared in an email with the program manager. Then click the **Save and Continue** button. The task is removed from your *Pending Tasks* queue.

Note

If you selected this option by mistake or would like to re-open the review, you should contact the appropriate program office of the DOE Office of Science.

8.3.3 How Do I Perform a Panel Review?

If you are a panelist, you are a reviewer with one of the following reviewer categories for each Proposal that you are able to submit review:

- Primary: You are a primary reviewer for the Proposal.
- Secondary: You are a secondary reviewer for the Proposal.

- Tertiary: You are the tertiary reviewer for the Proposal.
 - Reviewer: Categories have not been configured for this panel and everyone is a *Reviewer*.
 - Additional: The Proposal is not assigned to you. It is an *Other* Proposal in the panel, and you are able to view the Proposal but not provide a written review of it.
1. Click the **Panels** link in the left navigation menu to go to the *Panel Reviews - List* page (Figure 185). Here, you can view all the Panel Review tasks.

Figure 185. Panel Reviews List – Action Link

The screenshot shows the PAMS interface with the following details:

- Header:** U.S. DEPARTMENT OF ENERGY Office of Science Portfolio Analysis And Management System. User: dmaibrams Logout. Date: Thursday 21st February 2013 12:39:37 P.M. ET.
- Navigation:** Home, Tasks, Proposals, Institutions. Current page: Browse.
- Left Menu:** ALL ENTITIES, Tasks (Pending Tasks), Reviewer, Review (Mail In Review), **Panels**, Proposal Scoring.
- Breadcrumb:** You are here: Home » Tasks » Browse » Reviewer []
- Page Title:** Panel Reviews - List
- Table:**

Due In	Panel Name	Panel Start Date	Panel End Date	Status	Options
38 Days	New Panel 1	2/9/2013 12:00:00 AM ET	3/31/2013 12:00:00 AM ET	In Progress	Actions
38 Days	New Panel 1	2/8/2013 12:00:00 AM ET	3/31/2013 12:00:00 AM ET	Not Started	Action Start Review
16 Days	Panel collaborative proposal for Radhika	2/11/2013 3:56:32 PM ET	3/9/2013 12:00:00 AM ET	In Progress	Actions
38 Days	New Panel 1 view al submit all	2/12/2013 9:51:43 AM ET	3/31/2013 12:00:00 AM ET	In Progress	Actions
38 Days	Panel ter 600	2/13/2013 12:00:00	3/31/2013 12:00:00	Not Started	Actions

2. Find the Panel Review task you want to work on. If necessary, you can click the **Search** link at the top of the page to perform a search. Click the **Start Review** link in the *Options* column to go to the *Panel Review* page (Figure 186).
3. On the *Panel Review* page, you can view the list of Proposals to which you have access. With Panel Reviews, a single task is created for all Proposals within the panel.
4. Proposals in the panel can be viewed in one of these three grids:
 - Proposal Assignments Waiting to be Accepted.
 - Proposal Assignments Accepted.
 - Other Proposals.

Figure 186. Panel Review Page

The screenshot displays three sections of the Panel Review Page, each with a table and search filters. Red arrows point to the section headers.

- Proposal Assignments Accepted:** Shows 0 items in 1 page(s). The table is empty.
- Proposal Assignments waiting to be Accepted:** Shows 3 items in 1 page(s). The table contains three rows:

Proposal ID	Institution	PI	Category	Options
0000202433	Tech-X Corporation	Shasharina, Svetlana	Additional	Actions
0000202439	University of Memphis	Wu, Qishi	Additional	Actions
0000202438	University of Memphis	Wu, Qishi	Additional	Actions
- Other Proposals:** Shows 1 item in 1 page(s). The table contains one row:

Proposal ID	Institution	PI	Category	Options
0000202446	Arizona Board of Regents for Arizona State University	Chen, Yi	Additional	Views

8.3.3.1 Proposal Assignments Waiting To Be Accepted

This is the second grid on the *Panel Review* page (Figure 186). This grid (Figure 187) displays the list of Proposals you can submit reviews for. The *Category* column displays whether the Proposal is assigned or unassigned (other) Proposal. The *Category* for unassigned Proposals is *Additional*.

1. Select a Proposal to review.
2. In the *Options* column, click the **Actions** link and then the **Accept/Reject Assignment** link. This will take you to the *Proposal Review - Conflict of Interest Certificate* page (Figure 180).

Figure 187. Proposal Assignments Waiting to be Accepted

Proposal ID	Institution	PI	Category	Options
0000202433	Tech-X Corporation	Shasharina, Svetlana	Additional	Action Accept/Reject Assignment
0000202439	University of Memphis	Wu, Qishi	Additional	
0000202438	University of Memphis	Wu, Qishi	Additional	

3. On the *Proposal Review - Conflict of Interest Certificate* page, view the Solicitation and Proposal details section to determine if you have a COI with the Proposal, Institution, or any of the applicants.
4. Read the COI certificate and then select the appropriate option (see Section 8.3.1.1). If you selected *I have no Conflict of Interest in reviewing the Proposal*, click the **Save and Continue** button and proceed as follows:
 - a. On the *Proposal Review - Instructions to Reviewers* page (Figure 181), read the instructions.
 - b. Click the **Continue** button to go to the *Update Review* page (Figure 183).
5. You can update the review form and click the **Save and Submit** button to preview the comments entered.
6. You can choose to email a copy of the review to your primary email address by checking the **Email Myself a Copy** box (Figure 184).
7. Submit the review to DOE by clicking the **Confirm** button.
8. PAMS will send an email to the reviewer acknowledging submission of the review.
9. You may reopen the review, edit it, and resubmit it, as many times as you like, until the program manager closes the panel.



Once a review has been submitted to DOE, the Proposal review will be available for re-opening and resubmitting on the Panel Review page. The Proposal review will available only until the panel review task is open in your pending tasks queue.

10. If you selected *I have a Conflict of Interest in reviewing the Proposal*, enter comments to be shared in an email with the program manager. Then, click the **Save and Continue** button. The proposal is removed from your panel task.



If you believe you declared a COI by mistake or would like to re-open the review, you should contact the appropriate program office of the DOE Office of Science. You can still view the Proposal review record on the Panel Review page. However, no actions can be performed on or information viewed for the Proposal review.

11. If you selected *I have no Conflict of Interest but do not wish to review the Proposal*, enter comments to be shared in an email with the program manager. Then, click the **Save and Continue** button. The proposal is removed from your panel task.

Note

If you selected this option by mistake or would like to re-open the review, you should contact the appropriate program office of the DOE Office of Science. You can still view the Proposal review record on the Panel Review page. However, no actions can be performed on or information viewed for the Proposal review.

12. Once you have taken an action on the Proposal, the Proposal is moved into either the *Proposal Assignments Accepted* grid or to the *Other Proposals in the Panel* grid, based on the reviewer category.

8.3.3.2 Proposal Assignments Accepted

This grid (Figure 188) displays the list of assigned Proposals that you have signed a COI Certificate for and accepted for review.

1. Select a Proposal review to update.
2. Click the **Actions/Views** and then click the **Update Review** link in the *Options* column to start entering review comments for the Proposal.

Figure 188. Proposal Assignments Accepted: Action/View



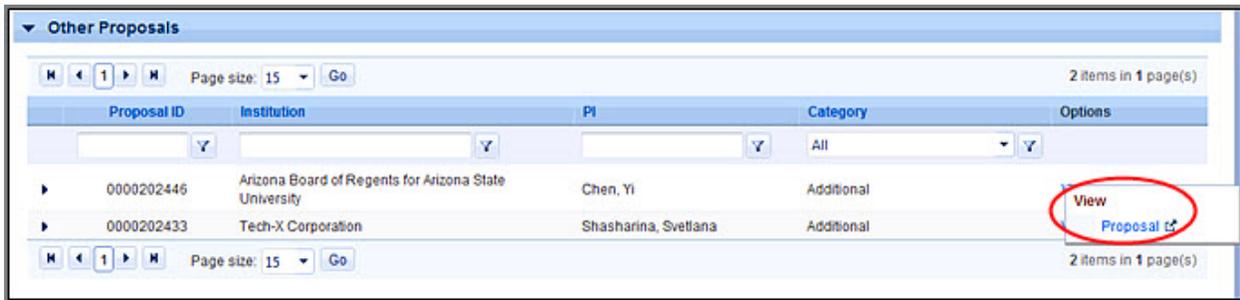
3. You can update the review form and click the **Save and Submit** button to preview the comments entered.
4. You can choose to email a copy of the review to your primary email address by checking the **Email Myself a Copy** box.
5. Submit the review to DOE by clicking the **Confirm** button. At this point, the task is removed from your queue.
6. If you wish to declare a COI for a review, then select the review and click the **Actions/Views** and **Declare Conflict of Interest** links. The review will still be available in the grid, but you will no longer be able to see the *Actions/Views* link in the *Options* column.

8.3.3.3 Other Proposals in the Panel

This grid (Figure 189) displays *Additional* Proposals you that you have signed a COI Certificate for and accepted for review.

1. Select a Proposal to update the review for. Click the **Actions/Views** and **Update Reviews** links in the *Options* column to start entering review comments for the Proposal.

Figure 189. Other Proposals



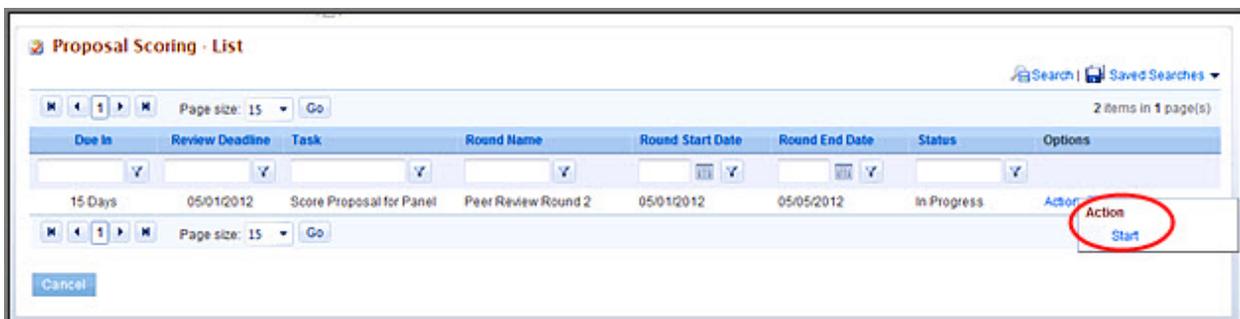
2. You can update the review form and click the **Save and Submit** button to preview the comments entered.
3. You can choose to email a copy of the review to your primary email address by checking the **Email a Copy to Myself** box (Figure 184).
4. Submit the review to DOE by clicking the **Confirm** button. The task will be removed from your queue at this point.
5. If you wish to declare a COI for a review, then select the review and click the **Actions/Views** link and the **Declare Conflict of Interest** link. The review will still be available in the grid, but you will no longer be able to see the *Actions/Views* link in the *Options* column.
6. In some cases, you will be able to see only the *Views* link under the *Options* column. This is intentional and has been set by the DOE Office of Science to enable you to only view the Proposal.
7. Viewing the Proposal also requires you to comply with and accept the COI statement.

8.3.4 How Do I Perform a Proposal Scoring Task?

Proposal Scoring tasks might be created to collect scores for Proposals that are part of a panel. These tasks are usually created in conjunction with panels but only after the panel reviews are complete. However, you could also be assigned a Proposal Scoring task either as a part of a panel or as an independent task.

1. Click on **Proposal Scoring** link available on the left-hand menu to go to the *Proposal Scoring - List* page (Figure 190) and view the Proposal Scoring tasks.

Figure 190. Proposal Scoring - List



2. Select the task you want to work on and click the **Action** and **Start** links to begin.
3. On the *Proposal Rating* page (Figure 191), choose the Proposal for which you want to enter a score or a rank.

- You may enter a numerical score within the allotted range, choose an adjectival score from the available drop-down, or enter comments about the score. One or more of these options are available, depending on the configuration set by DOE Office of Science for the task.

Figure 191. Proposal Rating

Proposal Rating

Note(s): Clicking on the Save button shall save information on this grid and rearrange the records, listing the records with a score first followed by records without a score.

▶ Peer Review Round 1

▶ Resources [↗](#)

Panel Scoring

Proposal ID	Title	Institution	PI	Rating
0000152954	Plant Study	Kansas State University, Manhattan, KS	Hansen, John	Range (0-10)
Comments: <input type="text"/> <small>Maximum paragraph(s) allowed approximately: 3 (3000 character(s) remaining)</small>				
0000453728	Infinite Energy Model Research	Kansas State University, Manhattan, KS	Davidson, Joe	Range (0-10)
Comments: <input type="text"/> <small>Maximum paragraph(s) allowed approximately: 3 (3000 character(s) remaining)</small>				
0000155285	Harnessing Nanotechnology for fusion	University of South Florida, Tampa, FL	Hayden, Russell	Range (0-10)
Comments: <input type="text"/> <small>Maximum paragraph(s) allowed approximately: 3 (3000 character(s) remaining)</small>				
0000109719	Geneva: An NLO event generator	Kansas State University, Manhattan, KS	Copeland, David	Range (0-10)
Comments: <input type="text"/> <small>Maximum paragraph(s) allowed approximately: 3 (3000 character(s) remaining)</small>				

Cancel Save **Save and Submit**

- When you finish the scoring task, click the **Save and Submit** button to close the task and submit the scores to DOE.
- PAMS will send an email to the reviewer acknowledging submission of the review.



Clicking the Save button saves the proposal scoring details on the screen. Proposals displayed in the grid are sorted in descending order, i.e., those with the highest scores are first, and those with no scores are last.

9.0 WHAT TASKS ARE COMPLETED POST AWARD?

• Quick Summary •

- **What tasks can be performed in PAMS post award?**
 - Update & submit **Progress Reports & Out of Cycle Reports**
 - Update & submit Renewable Proposal Products
 - Update & submit Commercialization Surveys
- **Progress Reports**
 - *Report Frequency:* Due at the *end of each budget period*, except the last budget period of each project period.
 - *Report Contents:* Progress Reports have the following sections and all of them must be completed:
 - Cover Page
 - Accomplishments
 - Products
 - Participants
 - Impact & Foreign Spending
 - Changes – Problems
 - Demographic Information
 - Attachments
- **Out of Cycle Reports**
 - *Report Frequency:* Due as determined by DOE Office of Science.
 - *Report Contents:* DOE Office of Science determines which Progress Report sections must be completed for an award's Out of Cycle Reports.

This section covers the reporting tasks that award recipients must perform during an award's lifecycle. The required reports provide justification for the DOE award by demonstrating that the awardee is meeting the terms and goals specified by the award.

9.1 Progress Reports & Out of Cycle Reports

Progress Reports and Out of Cycle Reports are similar, which is why they are being covered together. This section describes each of the reports and how users create, update, and submit them to DOE.

9.1.1 What Is a Progress Report?

For all award budget periods except the final one, awardees must submit a satisfactory Progress Report to DOE Office of Science to receive continuation-of-award funding for the next budget period. SBIR-STTR Phase II awardees have additional Progress Report requirements during the award lifecycle. The Progress Report format is a series of questions. The awardee's answers to those questions demonstrate to DOE Office of Science whether the awardee has met the defined project goals during the current budget period or not.

The basic Progress Report workflow is as follows:

- DOE Office of Science sets the due date for a non-SBIR-STTR or a SBIR-STTR Phase I Progress Report **90 days before the end date of the current budget period**.
- For SBIR-STTR Phase II, 1-year awards, the following Progress Reports are due:

- First Progress Report task is created 3 months from the Project Period Start Date
- Second Progress Report task is created 6 months after the first Progress Report task.
- For SBIR-STTR Phase II, 2-year awards, the following Progress Reports are due:
 - Year 1 – First Progress Report task is created 3 months from the Project Period Start Date
 - Year 1 – Standard DOE Progress Report task due 90 days prior to the end of the Budget Period
 - Year 2 – First Progress Report task is created 3 months from the Budget Period Start Date
 - Year 2 – Second Progress Report task is created 6 months after the First Progress Report task.
- For non-SBIR awards, a notification email is sent to the PI **30 days before the due date** that a Progress Report is coming due.
- For SBIR awards, a notification email is sent to the SRO/BO/AO **30 days before the due date** that a Progress Report is coming due. The PI is cc'd on the email.
- PI and SRO/BO/AO receive a *Submit Progress Report* task in their Pending Tasks queues. PI and SRO/BO/AO must be registered to both PAMS and their respective awards.
- Awardee completes all sections of the Progress Report and submits it to DOE Office of Science, via PAMS, by the due date. PI or SRO/BO/AO can complete and submit the report or assign the necessary privileges to other users.
- If the report has not been submitted by the due date, PAMS sends a second reminder email (**on the configurable due date itself**) and a third reminder email (**30 days after the second reminder email**). If no report is submitted, the PM determines what course of action to take.
- Upon receipt of the report by DOE Office of Science, PAMS sends notification emails to:
 - PI, report submitter (if different from PI), and cc's SRO/BO/AO for non-SBIR awards.
 - SRO/BO/AO, report submitter (if different from SRO/BO/AO), and cc's PI for SBIR awards.
- PM reviews the Progress Report and either:
 - Approves the report.
 - For non-SBIR awards, notification emails are sent to PI and report submitter (if different from PI). SRO/BO/AO), all Primary/Secondary PMs, and all Primary/Secondary PSS's are cc'd on the emails.
 - For SBIR awards, notification emails are sent to SRO/BO/AO and report submitter (if different from SRO/BO/AO). PI, all Primary/Secondary PMs, and all Primary/Secondary SBIR SS's are cc'd on the emails.
 - PM may require awardee to complete and submit a revised budget. If so, system will create a *Complete Revised Budget* task for the awardee. Refer to Section 8.2, [How Do I Complete a Revised Budget?](#)
 - Declines the report.
 - For non-SBIR awards, notification emails are sent to all Primary/Secondary PMs. All Primary/Secondary PSS's are cc'd on the emails.
 - For SBIR awards, notification emails are sent to all Primary/Secondary SBIR SS's. All Primary/Secondary PMs are cc'd on the emails.
 - Requests changes from PI.
 - For non-SBIR awards, notification emails are sent to PI and report submitter (if different from PI). SRO/BO/AO), all Primary/Secondary PMs, and all Primary/Secondary PSS's are cc'd on the emails.

- For SBIR awards, notification emails are sent to SRO/BO/AO and report submitter (if different from SRO/BO/AO). PI, all Primary/Secondary PMs, and all Primary/Secondary SBIR SS's are cc'd on the emails.

9.1.2 What Is an Out of Cycle Report?

While Progress Reports cover an entire budget period, Out of Cycle Reports cover time periods determined by DOE Office of Science. For example, the determination may be that monthly or quarterly reports are needed.

Out of Cycle Reports are specific to each award and, thus, *ad hoc* in nature. These reports cannot be configured for past due and expired awards. Awardees receive a *Submit Progress Report* task in their Pending Tasks queues when an Out of Cycle Report is due.



Awardees receive a “Submit Progress Report” task whether the report due is a standard Progress Report or an Out of Cycle Report. To differentiate between a standard Progress Report and an Out of Cycle Report, look at the report title. Progress Reports will always have “Progress Report” in the title. On the other hand, Out of Cycle Reports will have a specific title created by DOE Office of Science and never be titled “Progress Report.”

The basic Out of Cycle Report workflow is as follows:

- If Out of Cycle Reports are needed for an award, DOE Office of Science sets the configurable due dates.
 - For non-SBIR awards, a notification email is sent to the PI **on the task available date** asking the PI to submit a Progress Report.
 - For SBIR awards, a notification email is sent to the SRO/BO/AO **on the task available date** asking the SRO/BO/AO to submit a Progress Report. The PI is cc'd on the email.
- PI and SRO/BO/AO receive a *Submit Progress Report* task in their Pending Tasks queues. PI and SRO/BO/AO must be registered to both PAMS and their respective awards.
- Awardee completes only the report sections configured by DOE Office of Science and submits the completed report to DOE Office of Science, via PAMS, by the due date. PI or SRO/BO/AO can complete and submit the report or assign the necessary privileges to other users.
- Upon receipt of the report by DOE Office of Science, PAMS sends notification emails to:
 - PI, report submitter (if different from PI), and cc's SRO/BO/AO for non-SBIR awards.
 - SRO/BO/AO, report submitter (if different from SRO/BO/AO), and cc's PI for SBIR awards.
- PM reviews the Out of Cycle Report and either:
 - Approves the report.
 - For non-SBIR awards, notification emails are sent to PI and report submitter (if different from PI). SRO/BO/AO, all Primary/Secondary PMs, and all Primary/Secondary PSS's are cc'd on the emails.
 - For SBIR awards, notification emails are sent to SRO/BO/AO and report submitter (if different from SRO/BO/AO). PI, all Primary/Secondary PMs, and all Primary/Secondary SBIR SS's are cc'd on the emails.
 - Declines the report.
 - For non-SBIR awards, notification emails are sent to all Primary/Secondary PMs. All Primary/Secondary PSS's are cc'd on the emails.

- For SBIR awards, notification emails are sent to all Primary/Secondary SBIR SS's. All Primary/Secondary PMs are cc'd on the emails.
- Requests changes from PI.
 - For non-SBIR awards, notification emails are sent to PI and report submitter (if different from PI). SRO/BO/AO, all Primary/Secondary PMs, and all Primary/Secondary PSS's are cc'd on the emails.
 - For SBIR awards, notification emails are sent to SRO/BO/AO and report submitter (if different from SRO/BO/AO). PI, all Primary/Secondary PMs, and all Primary/Secondary SBIR SS's are cc'd on the emails.

9.1.3 How Do I Know When a Progress Report or Out of Cycle Report Is Due?

Note *A separate, PAMS-generated email is sent for each of the following scenarios:*

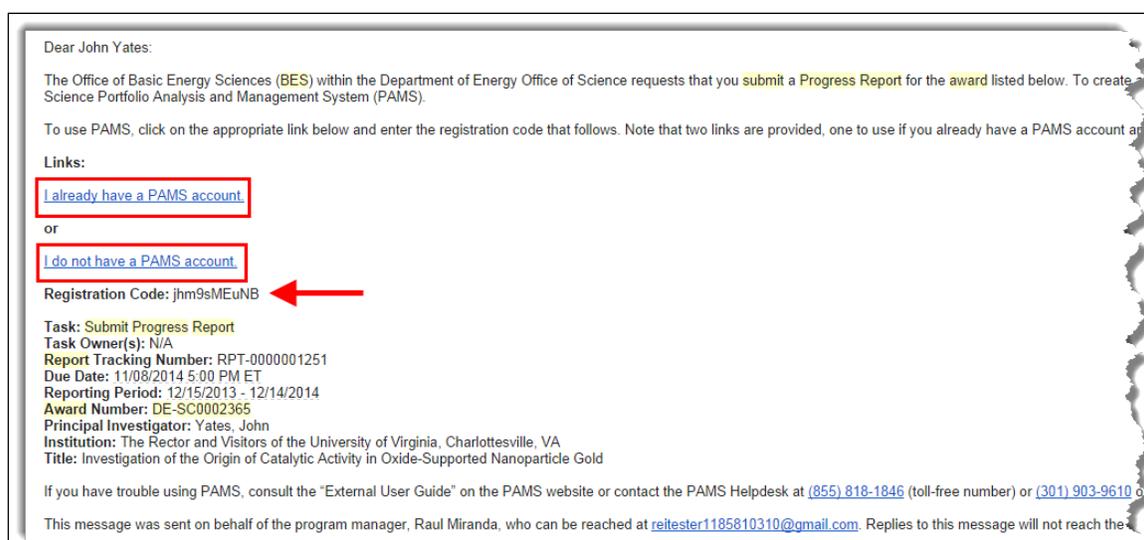
- ***PI is a registered PAMS user and associated to the award.***
- ***PI is not a registered PAMS user or is not registered to the award.***
- ***PI is a registered PAMS user but not associated to the award.***

The PI receives an email from PAMS requesting that a Progress Report be submitted (Figure 192). The email includes a *Registration Code* and two links: *I already have a PAMS account* or *I do not have a PAMS account*.

The PI selects the link that applies and uses the Registration Code to either register to PAMS or access the award requiring a Progress Report. The PI can also grant privileges to other institution users to access, work on, and submit the Progress Report.

All institution users with privileges to edit and submit Progress Reports receive a task to do so for each budget period of an active award. Awards in their last budget periods do not generate tasks to submit Progress Reports.

Figure 192. DOE Email: Submit Progress Report (Sample)



9.1.4 How Do I Update a Progress Report or Out of Cycle Report?

Use the sections and steps below to update and submit a Progress Report or Out of Cycle Report. Since each report uses the same sections of the same form (i.e., a Progress Report addresses all sections; an Out of Cycle Report covers only those sections determined by DOE Office of Science), the information will only be covered once for the purposes of this *User Guide*.

Note

If this is a first-time Progress Report, all fields, except for the Cover Page, will be blank. If this is not a first-time Progress Report, you could be editing prepopulated information from the last submitted Progress Report, Out of Cycle Report, or Renewal Proposal Products.

1. On the *Guide Me* page (Figure 193), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 194).

OR

From any PAMS page, click the **Progress Report** link in the left navigation menu to go to the *Progress Report – List* page (Figure 195).

2. From either *List* page, find the Progress Report task you want and click the **Start Progress Report** link. If necessary, click the **Search** link at right above the grid to find a specific Progress Report task.

Figure 193. Guide Me Page – Tasks Tab

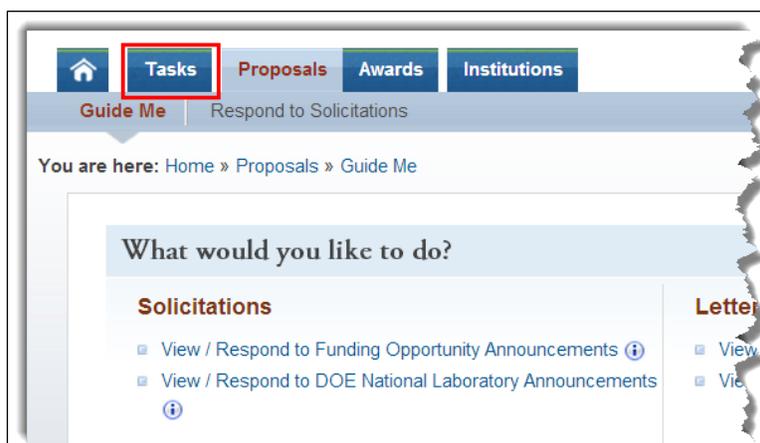


Figure 194. Pending Tasks – List Page

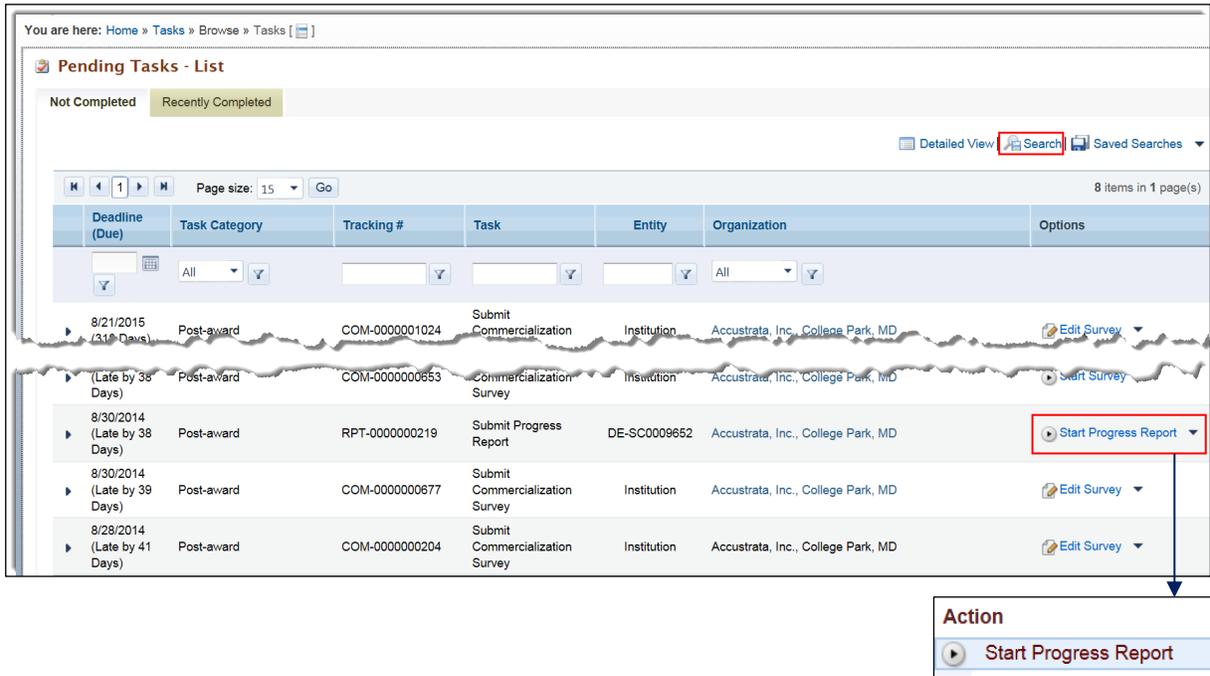
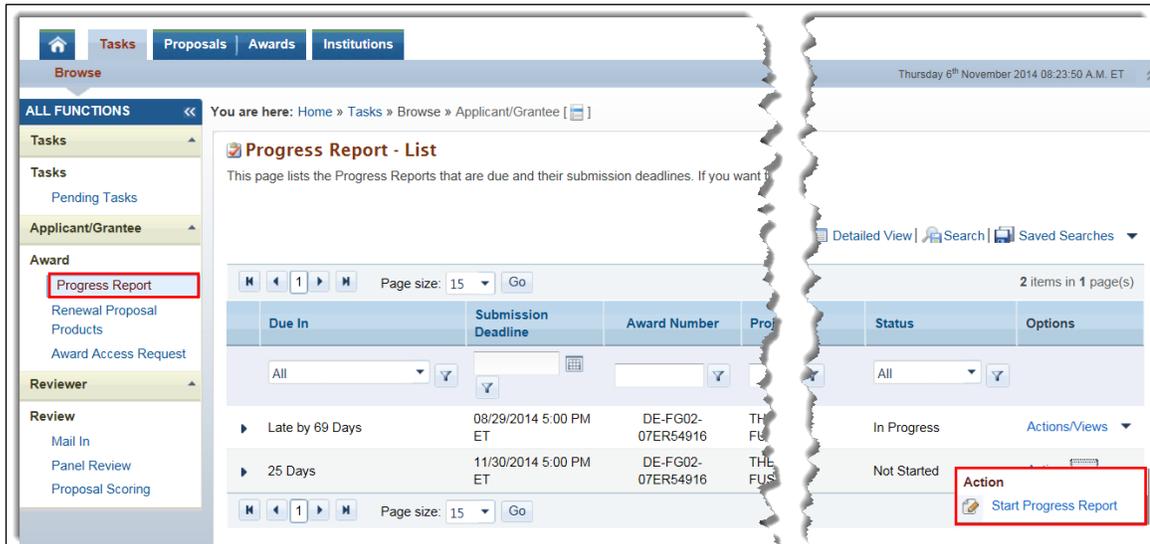


Figure 195. Left Navigation Menu & Progress Report – List Page



- The *Progress Report – Status* page (Figure 196) displays the status of each section of the report in both the left navigation menu and in the *Progress Report Status* section of the page itself.



A green check mark (✓) means a section is complete, while a green check mark with a red slash through it (✗) means a section is not complete. At any time prior to report submittal, a section can be edited by clicking the Update link in the Options column (Figure 196).

Figure 196. Progress Report – Status Page

Progress Report - Status

This page shows the status of each of a report's sections. The sections are listed in both the left-side navigation menu and in the Progress Report Status section. ([View More](#))

DE-SC0009652: MONITORING AND CONTROL OF CHEMICAL COMPOSITION OF InGaN LAYERS DURING MOCVD

Institution: In 1606 or 1607, Descartes entered the newly founded Jesuit College of La Flèche, where he remained until 1614 or 1615., College Park MD, College Park, MD

Tracking Number: RPT-000000219 Submission Deadline: 08/30/2014 5:00 PM ET Created On: 07/31/2014

PM: Sofos, Marina PM Email: reitester1025698085@gmail.com PI: Atanasoff, George

Budget Period: 04/15/2014 - 04/14/2015 Project Period: 04/15/2014 - 04/14/2016 SRO/BO/AO: Atanasoff, George

Last Updated By: PAMS on 07/31/2014 11:41 AM ET Report Title: Progress Report Reporting Period: 04/15/2014 - 04/14/2015

Frequency: Once per Budget Period

Resources

View

Award Access

Progress Report Privileges

Progress Report Status

Section	Status	Options
Cover Page	Complete ✓	Update
Accomplishments	Not Started ✗	Update
Products	Not Started ✗	Update
Participants and Other Collaborating Organizations	Not Started ✗	Update
Impact	Not Started ✗	Update
Changes-Problems	Not Started ✗	Update
Demographic Information for Significant Contributors	Not Started ✗	Update
Attachments	Not Started ✗	Update

4. In the *Options* column, click the **Update** link next to the section you wish to work on.

9.1.4.1 Cover Page

Note *The Cover Page of the Progress Report (Figure 197) is always “Status: Complete” because its fields are prepopulated. Institutions can use the Recipient Award Identification Number field on this page to track the Progress Report internally. Click the Save and Continue button when finished to go to the next Progress Report section.*

Figure 197. Progress Report – Cover Page

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report](#)

Progress Report - Cover Page

The fields on this page are prepopulated with the exception of the Recipient Award Identification Number field. Under the Choose Action dropdown, select the Save option (+ View More)

▶ DE-SC0009652: MONITORING AND CONTROL OF CHEMICAL COMPOSITION OF InGaN LAYERS DURING MOCVD

▶ Resources [↗](#)

Status: Complete

Award Information

Recipient Award Identification Number ?	<input type="text"/>
---	----------------------

Institution Information

Name	UNIVERSITY OF MARYLAND SYSTEM COLLEGE PARK
Address	5000 College Avenue College Park, MD 20740-3809
DUNS	826528809

Principal Investigator Information

Name	Atanasoff, George
Position/Title of PI	President
Phone Number	(301) 332-6167
Email Address	reitester823122213@gmail.com
Address	5000 College Avenue, 2119 2119 College Park, MD 20740-3809 Congressional District: 005

[Go to Previous Section](#) [Save](#) [Save and Continue](#)

9.1.4.2 Accomplishments Section

1. On the *Progress Report – Accomplishments* page (Figure 198), you must enter all mandatory information.
2. For some questions, you might have the option to select **Nothing to Report** or **No Change**.
3. Under the *Choose Action* dropdown:
 - a. Select the **Save** option and click the **Go** button to retain the work you have completed so far and stay on this page.
 - b. Alternatively, select the **Save and Continue** option and click the **Go** button to save your work and navigate to the next page.
 - c. If you are finished, select the **Mark as Complete** option and click the **Go** button to change the status of this section to *Complete*.

Figure 198. Progress Report – Accomplishments

Progress Report - Accomplishments
Fill out the required fields marked by red stars. Checkboxes that can be selected if you have nothing to report appear to the right of the last three fields. Under the (+ View More)

▶ DE-SC0001819: Transport and Imaging of Mesoscopic Phenomena in Novel Low-Dimensional Materials

▶ Resources

Status: Not Started

Fields with * are required

*** 1. What are the major goals of the project?**

Approximately 4 pages (Max 8000 Characters without spaces): 8000 Characters left.

*** 5. What do you plan to do during the next reporting period to accomplish the goals?**

Approximately 4 pages (Max 8000 Characters without spaces): 8000 Characters left.

Nothing to Report

No Change

▼ Accomplishments Attachment (Maximum 1) Attach File

Go to Previous Section

Choose Action [Go]

- Choose Action
- Options -
- Save
- Save and Continue
- Mark as Complete

Notable Page Elements

Element	Description
<i>What are the major goals of the project?</i> Field	Fill in with required information. May be prepopulated from previous submission.
<i>What was accomplished under these goals?</i> Field	Fill in with required information.
<i>What opportunities for training and professional development has the project provided?</i> Field	Fill in with required information. Select the <i>Nothing to Report</i> checkbox to save the section without entering data in the text box.
<i>How have the results been disseminated to communities of interest?</i> Field	Fill in with required information. Select the <i>Nothing to Report</i> checkbox to save the section without entering data in the text box.
<i>What do you plan to do during the next reporting period to accomplish the goals?</i> Field	Fill in with required information. Select the <i>No Change</i> checkbox to save the section without entering data in the text box.
<i>Attach file</i> Button	Select a document to upload. A maximum of one document may be attached. The allowable formats are doc, docx, and pdf.
<i>Go to Previous Section</i> Button	Click to go to the <i>Cover Page</i> . Any data entered is not saved.
<i>Choose Action</i> Dropdown and <i>Go</i> Button	<ul style="list-style-type: none"> • Click Save and click the Go button to save the data entered and remain on this page. • Click Save and Continue and click the Go button to save the data entered and go to the next section of the report. • Click Mark as Complete and click the Go button to save the data, mark this section's status as <i>Complete</i>, and go to the next section of the report.

9.1.4.3 Products Section

This page lists all products created during the course of your project. Product categories are *Publications, Intellectual Property, Technologies or Techniques, and Other Products*.

1. Under each product section (Figure 199), any entries from the prior Progress Report can be edited or deleted.
 - a. To edit/delete a product, click **Actions/Views** link in the *Options* column to reveal the context menu (Figure 200).
 - b. Click the **Update** or **Delete** link, as required.

Figure 199. Progress Report – Products Page

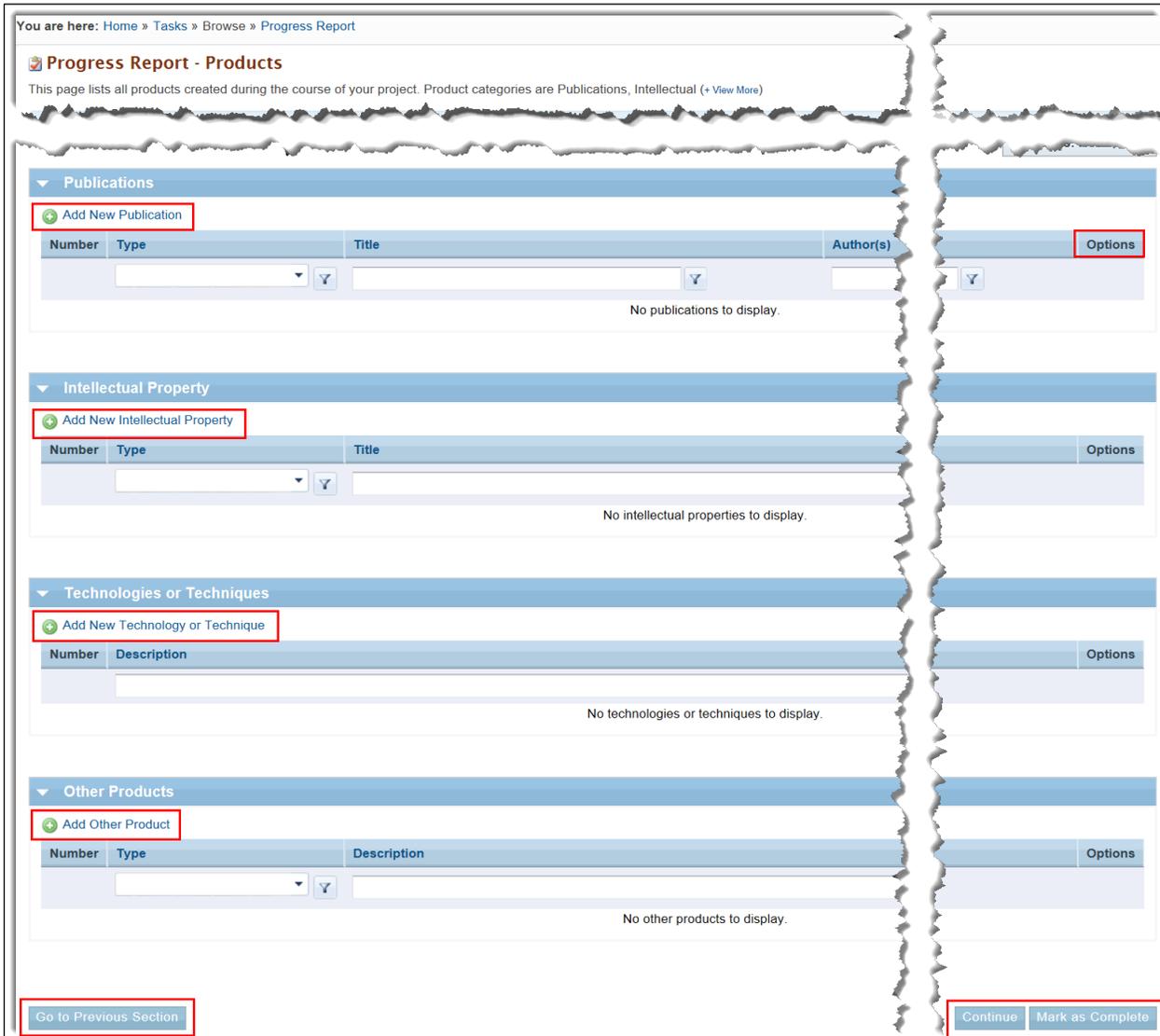
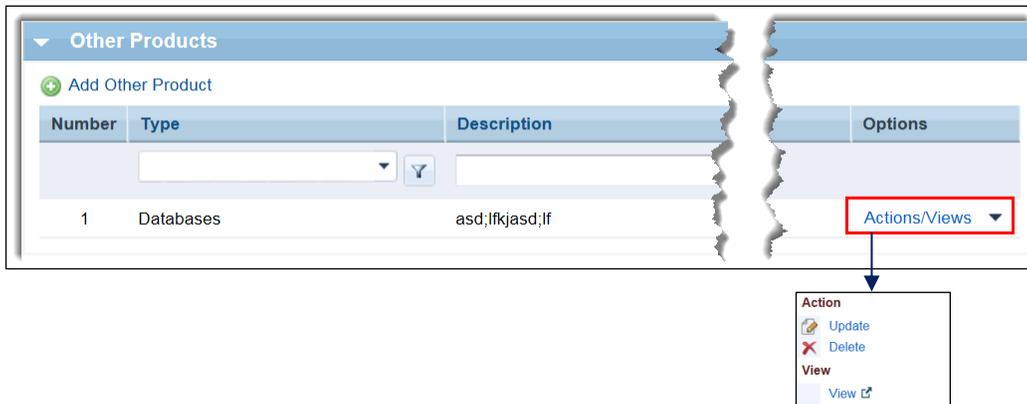


Figure 200. Products Section – Actions/Views Dropdown



2. To add a new product under a section, click the appropriate **Add** product link above the section's grid.
 - a. Click the **Add New Publication** link to go to the *Progress Report – Add New Publication* page (Figure 201).

Figure 201. Progress Report – Add New Publication Page

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Progress Report](#) » [Products](#)

Progress Report - Add New Publication

You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication

DE-SC0009652: MONITORING AND CONTROL OF CHEMICAL COMPOSITION OF InGaN LA DURING MOCVD

[Resources](#)

Fields with * are required

Publication

* Type [?](#) Select One Populate Form

Cancel Save and Continue

- Journal Article
- Book
- Book Chapter
- Thesis/Dissertation
- Conference Paper/Presentation
- Website
- Other Publication

- i. In the *Publication* section's *Type* field, click the **Select One** dropdown arrow and choose the kind of publication you are adding.
- ii. Click the **Populate Form** button.
- iii. Based on your choice of *Publication Type* from the dropdown, fill in the mandatory fields on the respective page that appears. Figure 202 through Figure 208 show all *Publication Type* pages.
- iv. When finished, click the **Save and Continue** button to go to the *Progress Report – Products* page. A *Success* message informs you that the publication was added successfully.

Figure 202. Add New Publication – Journal Article

The screenshot shows a web form titled "Progress Report - Add New Publication". The breadcrumb trail is "Home > Tasks > Browse > Progress Report > Products". The form is for a "Journal Article" and includes the following fields:

- Article Title:** A text input field with a red asterisk indicating it is required.
- Author(s):** A text input field with a red asterisk indicating it is required.
- Journal:** A text input field with a red asterisk indicating it is required.
- Journal Peer Reviewed?:** Radio buttons for "Yes" and "No".
- Publication Status:** A dropdown menu with "Select One" as the current selection.
- Volume:** A text input field.
- Issue:** A text input field.
- Acknowledgement of DOE Support?:** Radio buttons for "Yes" and "No".

At the bottom of the form, there are two buttons: "Cancel" and "Save and Continue". The "Save and Continue" button is highlighted with a red border.

Journal Article – Mandatory Fields

Element	Description
<i>Article Title</i> Field	Fill in with required information.
<i>Author</i> Field	Fill in with required information.
<i>Journal</i> Field	Fill in with required information.
<i>Journal Peer Reviewed?</i>	Select the Yes or No radio button
<i>Publication Status</i>	Select a status from the dropdown.
<i>Acknowledgement of DOE Support?</i>	Select the Yes or No radio button
<i>Save and Continue</i> Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the article was successfully added.

Figure 203. Add New Publication – Book

Book – Mandatory Fields

Element	Description
<i>Book Title</i> Field	Fill in with required information.
<i>Author(s)</i> Field	Fill in with required information.
<i>Publication Status</i> Field	Select a status from the dropdown. If the status is <i>Other</i> , please specify in the field provided.
<i>Book Publisher</i> Field	Fill in with required information.
<i>Book Peer Reviewed?</i>	Select the Yes or No radio button
<i>Acknowledgement of DOE Support?</i>	Select the Yes or No radio button
<i>Save and Continue</i> Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the book was successfully added.

Figure 204. Add New Publication – Book Chapter

You are here: Home » Tasks » Browse » Progress Report » Products

Progress Report - Add New Publication
 You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication on this page. Select the (- View More)

DE-SC0009652: MONITORING AND CONTROL OF CHEMICAL COMPOSITION OF InGaN LAYERS DURING MOCVD

Resources

Fields with * are required

Publication

* Type (i) Book Chapter

Book Chapter

* Chapter Title (i)

* Author(s) (i)

First Page Number or eLocation ID (i)

* Book Title (i)

Book Edition (i)

(Required if the Publication Status is Published)

* Acknowledgement of DOE Support? (i) Yes No

Book Chapter – Mandatory Fields

Element	Description
Chapter Title Field	Fill in with required information.
Author(s) Field	Fill in with required information.
Book Title Field	Fill in with required information.
Publication Status Field	Select a status from the dropdown.
Book Publisher Field	Fill in with required information.
Chapter Peer Reviewed?	Select the Yes or No radio button
Acknowledgement of DOE Support?	Select the Yes or No radio button
Save and Continue Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the book chapter was successfully added.

Figure 205. Add New Publication – Thesis/Dissertation

You are here: Home » Tasks » Browse » Progress Report » Products

Progress Report - Add New Publication
 You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication on this page. Select the (- View More)

DE-SC0009652: MONITORING AND CONTROL OF CHEMICAL COMPOSITION OF InGaN LAYERS DURING MOCVD

Resources

Fields with * are required

Publication

* Type (i) Thesis/Dissertation

Thesis/ Dissertation

* Title (i)

* Author(s) (i)

* Institution (i)

Completion Date (i)

* Acknowledgement of DOE Support? (i) Yes No

Thesis/Dissertation – Mandatory Fields

Element	Description
Title Field	Fill in with required information.
Author(s) Field	Fill in with required information.
Institution Field	Fill in with required information.
Acknowledgement of DOE Support?	Select the Yes or No radio button
Save and Continue Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the thesis/dissertation was successfully added.

Figure 206. Add New Publication – Conference Paper/Presentation

You are here: Home » Tasks » Browse » Progress Report » Products

Progress Report - Add New Publication
 You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication on this page. Select the (- View More)

▶ DE-SC0009652: MONITORING AND CONTROL OF CHEMICAL COMPOSITION OF InGaN LAYERS DURING MOCVD

▶ Resources ↗

Fields with * are required

Publication

* Type (i)

Conference Paper/Presentation

* Paper Title (i)

* Author(s) (i)

* Conference Name (i)

* Conference Location (i)

* Conference Date (i)

* Publication Status (i) If 'Other', Please specify:

* Acknowledgement of DOE Support? (i) Yes No

Conference Paper/Presentation – Mandatory Fields

Element	Description
Paper Title Field	Fill in with required information.
Author(s) Field	Fill in with required information.
Book Title Field	Fill in with required information.
Conference Name Field	Fill in with required information.
Conference Location Field	Fill in with required information.
Conference Date Field	Fill in with required information.
Publication Status Field	Select a status from the dropdown. If the status is <i>Other</i> , please specify in the field provided.
Acknowledgement of DOE Support?	Select the Yes or No radio button
Save and Continue Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the conference paper/presentation was successfully added.

Figure 207. Add New Publication – Website

The screenshot shows a web form titled "Progress Report - Add New Publication". The breadcrumb trail is "Home > Tasks > Browse > Progress Report > Products". The page title is "Progress Report - Add New Publication". Below the title, there is a link to "Resources". The form is for a "Website" type publication. The fields include:

- Type:** A dropdown menu set to "Website" with a "Populate Form" button next to it.
- Title:** A text input field.
- URL:** A text input field.
- Description:** A large text area with a character count: "Approximately 4 pages (Max 8000 Characters without spaces): 8000 Characters left".

 At the bottom, there are "Cancel" and "Save and Continue" buttons. The "Save and Continue" button is highlighted with a red border.

Website – Mandatory Fields

Element	Description
Title Field	Fill in with required information.
URL Field	Fill in the Web address.
Save and Continue Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the Website was successfully added.

Figure 208. Add New Publication – Other Publication

The screenshot shows a web form titled "Progress Report - Add New Publication". The breadcrumb trail is "Home > Tasks > Browse > Progress Report > Products". The page title is "Progress Report - Add New Publication". Below the title, there is a link to "Resources". The form is for an "Other Publication" type. The fields include:

- Type:** A dropdown menu set to "Other Publication" with a "Populate Form" button next to it.
- Title:** A text input field.
- Author(s):** A text input field.
- Description:** A large text area with a character count: "Approximately 1 page (Max 2000 Characters without spaces): 2000 Characters left".
- Publication Date:** A date picker field.
- Publication Status:** A dropdown menu set to "Select One" with a text input field for "If 'Other', Please specify:".
- Acknowledgement of DOE Support?:** Radio buttons for "Yes" and "No".

 At the bottom, there are "Cancel" and "Save and Continue" buttons. The "Save and Continue" button is highlighted with a red border.

Other Publication – Mandatory Fields

Element	Description
<i>Title</i> Field	Fill in with required information.
<i>Author(s)</i> Field	Fill in with required information.
<i>Description</i> Field	Explain the nature of this publication.
<i>Publication Status</i> Field	Select a status from the dropdown. If the status is <i>Other</i> , please specify in the field provided.
<i>Acknowledgement of DOE Support?</i>	Select the Yes or No radio button.
<i>Save and Continue</i> Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the publication was successfully added.

- b. Click the **Add New Intellectual Property** link to go to the *Progress Report – Add New Intellectual Property* page (Figure 209).
 - i. In the *Intellectual Property* section’s *Type* field, click the **Select One** dropdown arrow and choose the kind of intellectual property you are adding.
 - ii. Click the **Populate Form** button.
 - iii. Based on your choice of *Intellectual Property Type* from the dropdown, fill in the mandatory fields on the respective page that appears. (Refer to Figure 210 - Figure 212 for *Intellectual Property Type* pages.)
 - iv. When finished, click the **Save and Continue** button to go to the *Progress Report – Products* page. A *Success* message informs you that the intellectual property was added successfully.

Figure 209. Progress Report - Add New Intellectual Property Page

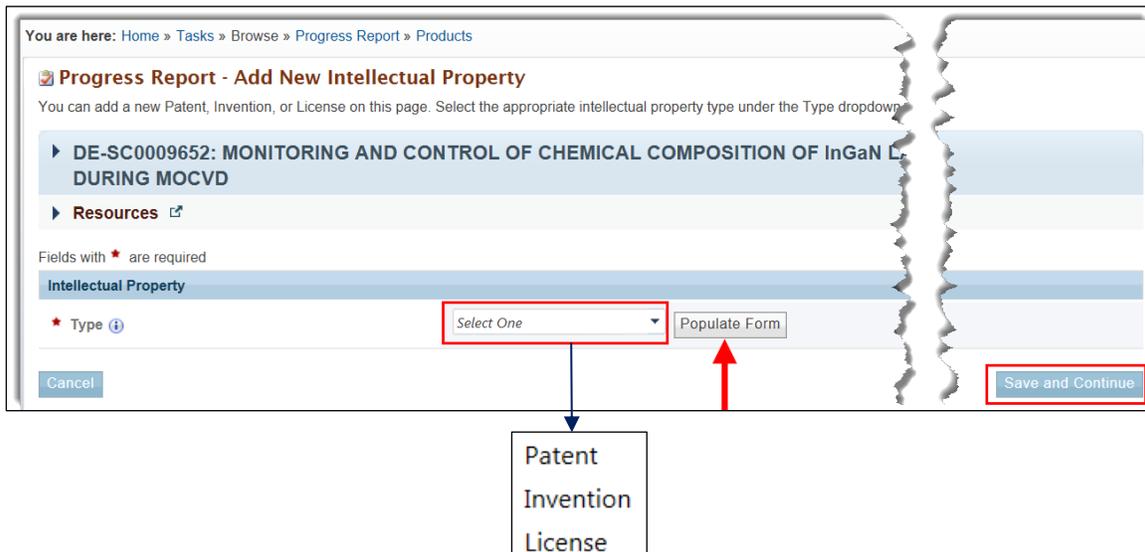


Figure 210. Add New Intellectual Property – Patent

You are here: Home » Tasks » Browse » Progress Report » Products

Progress Report - Add New Intellectual Property
 You can add a new Patent, Invention, or License on this page. Select the appropriate intellectual property type under the Type dropdown and click the Populate Form (- View More)

DE-SC0009652: MONITORING AND CONTROL OF CHEMICAL COMPOSITION OF InGaN LAYERS DURING MOCVD

Resources

Fields with * are required

Intellectual Property

* Type (i) Patent

Patent

* Patent Title (i)

* Patent Abstract (i) Approximately 1 page (i) (Max 2000 Characters without spaces) 2000 Characters left.

Patent Application Date (i) (e.g. 03/31/2014)

* Application Status (i) Select One

Date Issued (i) (Required if the Status is Granted) (e.g. 03/31/2014)

Patent – Mandatory Fields

Element	Description
Patent Title Field	Fill in with required information.
Patent Abstract Field	Provide a description of the patent.
Patent Number Field	Fill in with required information.
Country Field	Click the Select One dropdown and choose the country where the patent resides.
Application Status Field	Click the dropdown and choose the current status of the patent: <i>Submitted, Pending, or Granted.</i>
Save and Continue Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the patent was successfully added.

Figure 211. Add New Intellectual Property – Invention

You are here: Home » Tasks » Browse » Progress Report » Products

Progress Report - Add New Intellectual Property
 You can add a new Patent, Invention, or License on this page. Select the appropriate intellectual property type under the Type dropdown and click the Populate Form (- View More)

DE-SC0009652: MONITORING AND CONTROL OF CHEMICAL COMPOSITION OF InGaN LAYERS DURING MOCVD

Resources

Fields with * are required

Intellectual Property

* Type (i) Invention

Invention

* Invention Title (i)

* Inventors (i)

* Invention Description (i) Approximately 1 page (i) (Max 2000 Characters without spaces) 2000 Characters left.

Invention – Mandatory Fields

Element	Description
<i>Invention Title</i> Field	Fill in with required information.
<i>Inventors</i> Field	Fill in with required information.
<i>Invention Description</i> Field	Explain the nature of the invention.
<i>Save and Continue</i> Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the patent was successfully added.

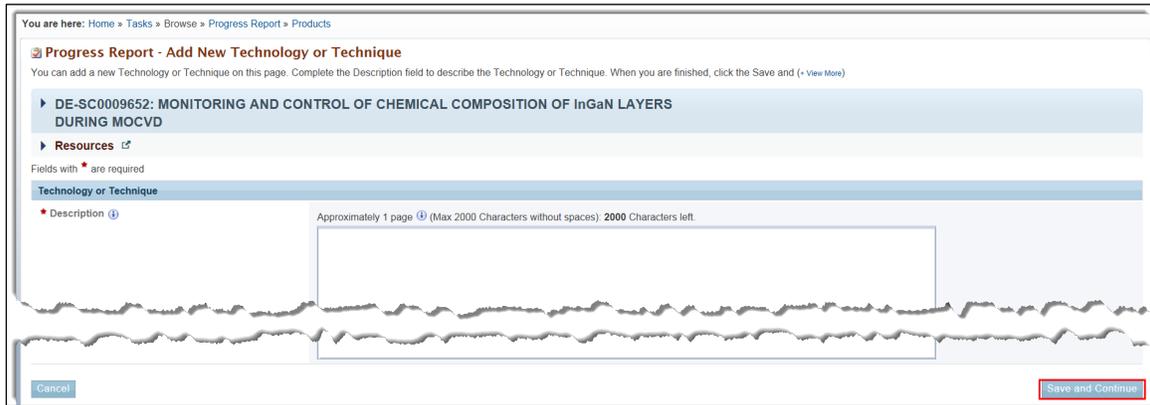
Figure 212. Add New Intellectual Property – License

License – Mandatory Fields

Element	Description
<i>License Title</i> Field	Fill in with required information.
<i>License Status</i> Field	Click the dropdown and choose the current status of the license: <i>None, Pending, or Licensed</i> .
<i>Save and Continue</i> Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the license was successfully added.

- c. Click the **Add New Technology or Technique** link to go to the *Progress Report – Add New Add New Technology or Technique* page (Figure 213).
 - i. Describe the new technology or technique in the *Technology or Technique* section's *Description* field.
 - ii. When finished, click the **Save and Continue** button to go to the *Progress Report – Products* page. A *Success* message informs you that the technology or technique was added successfully.

Figure 213. Progress Report – Add New Technology or Technique Page

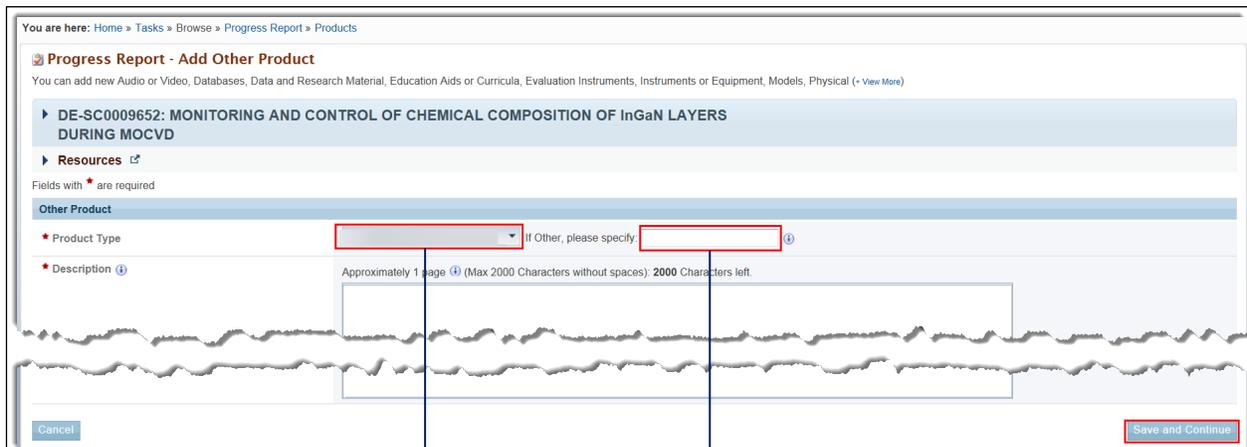


Add New Technology or Technique – Mandatory Fields

Element	Description
Description Field	Explain the nature of the technology or technique.
Save and Continue Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the technology or technique was successfully added.

- d. Click the **Add Other Products** link to go to the *Progress Report – Add Other Product* page (Figure 214).
 - i. In the *Other Product* section’s *Product Type* field, click the dropdown arrow and choose the kind of product you are adding.
 - ii. If you select *Other* for the *Product Type*, provide a specific, brief identification of the product in the field provided.
 - iii. Fill in the mandatory **Description** field.
 - iv. When finished, click the **Save and Continue** button to go to the *Progress Report – Products* page. A *Success* message informs you that the product was added successfully.

Figure 214. Progress Report - Add Other Product Page



- Audio or Video
- Databases
- Data and Research Material
- Education Aids or Curricula
- Evaluation Instruments
- Instruments or Equipment
- Models
- Physical Collections
- Protocols
- Software or NetWare
- Survey Instruments
- Other

Add Other Product – Mandatory Fields

Element	Description
<i>Product Type</i> Field	Click the dropdown and choose a type for this product. If you select <i>Other</i> , provide a specific, brief identification of the product in the field provided.
<i>Description</i> Field	Explain the nature of the product.
<i>Save and Continue</i> Button	Click this button to return to the <i>Progress Reports – Products</i> page where a <i>Success</i> message informs you that the product was successfully added.

9.1.4.4 Participants and Other Collaborating Organizations Section

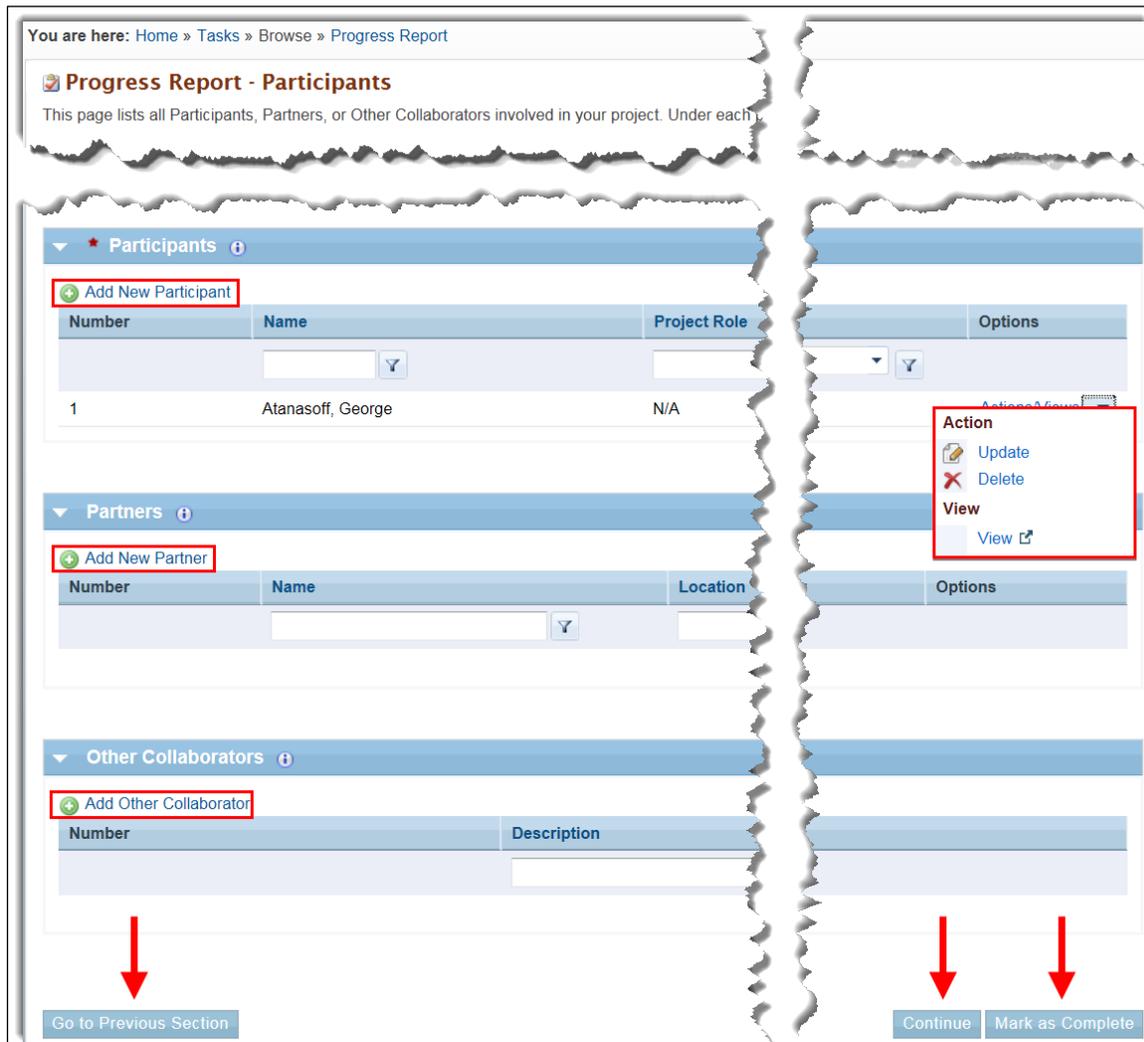
On the *Progress Report – Participants* page (Figure 215), users can see a list of persons and other entities that have been involved in the project. User can add participants, edit existing participants from prior Progress Report submittals, or delete them from the list.

In addition, for the first budget period, the PI on the award, along with data from the *Key Personnel* section of the proposal’s approved budget, are prepopulated in the *Participants* section of Figure 215.

A participant is grouped as one of the following types:

- Participant
- Partner
- Other Collaborator.

Figure 215. Progress Report - Participants Page



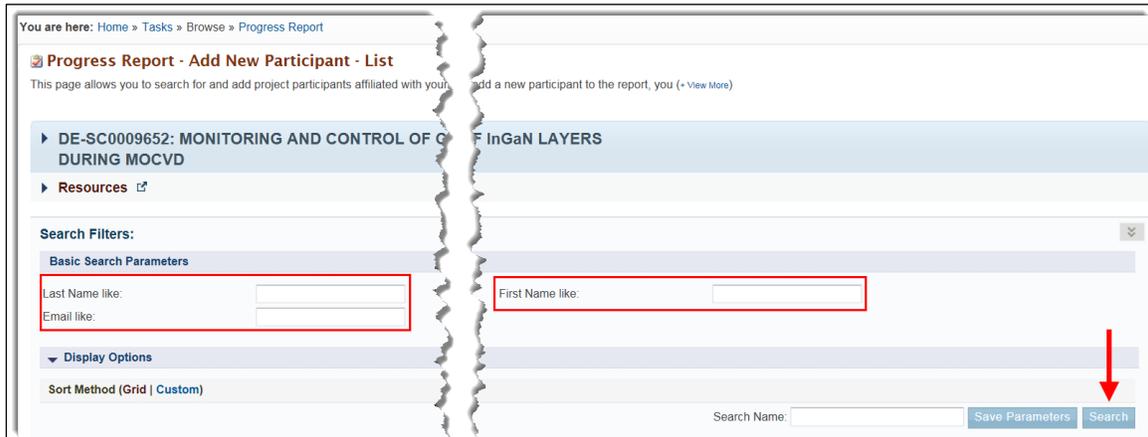
9.1.4.4.1 Add New Participant

This action enables you to search for and add project participants affiliated with your institution to the report. Before you can add a new participant, however, you must Search for the person in the PAMS database.

To add a new participant:

1. On the *Progress Report – Participants* page (Figure 215), click the **Add New Participant** link.
2. On the *Progress Report – Add New Participant – List* page (Figure 217), enter data in one or more parameter fields to search for the new participant in the PAMS database.
3. Click the **Search** button to go to the *Add New Participant Search Results* page (Figure 217).

Figure 216. Progress Report – Add New Participant – List Page



4. If the search returns the person you want, click the **Add Participant** link in the *Options* column. If you cannot find the person you want, click the **Add New Participant** link above the grid. Whichever link you click, you are taken to the *Progress Report – Add New Participant* page (Figure 218).

Figure 217. Add New Participant Search Results Page



If the participant you are adding was found in the PAMS database, the Name fields on the Progress Report – Add New Participant page (Figure 218) will be prepopulated. If the participant you are adding is new to PAMS, those same Name fields will be blank.

5. Fill in the mandatory fields. When finished, click the **Choose Action** dropdown, select an option, and click the **Go** button. A *Success* message informs you that the participant was successfully added.

Figure 218. Progress Report – Add New Participant Page

You are here: Home > Tasks > Browse > Progress Report

Progress Report - Add New Participant
 This page enables you to add a new project participant. The Prefix, First Name, Middle Name, Last Name, and Suffix fields are pre-populated and not editable if you (-View More)

▶ DE-SC0009652: MONITORING AND CONTROL OF CHEMICAL COMPOSITION OF InGaN LAYERS DURING MOCVD

▶ Resources

Fields with * are required.

Participant

Prefix (i) [dropdown]

* First Name (i) [text input]

Middle Name (i) [text input]

* Last Name (i) [text input]

Suffix (i)
 (Example: Jr., Sr., III) [text input]

* Project Role (i) [dropdown: Select Project Role] If Other, please specify: [text input]

* Person Months Worked (i) [text input]

* Contribution to the Project (i) [text area: Approximately 1 page (Max 2000 Characters without spaces) 2000 Characters left]

* International Collaboration? (i) [radio: Yes No]

➕ Add New Country

Country	Number	Country of International Collaborator (i)	Options
No countries have been added.			

* International Travel? (i) [radio: Yes No]

➕ Add New Country

Country	Number	Country of Travel (i)	Duration of Stay (i)	Options
No countries have been added.				

Cancel [button] Choose Action [dropdown]

- Choose Action
- Options -
 - Save
 - Save and Continue
 - Mark as Complete

Add New Participant – Mandatory Fields

Element	Description
<i>First Name</i> Field	Fill in with required information. (This field is prepopulated if the new participant was found in the PAMS database.)
<i>Last Name</i> Field	Fill in with required information. (This field is prepopulated if the new participant was found in the PAMS database.)
<i>Project Role</i> Field	Click the Select Project Role dropdown and make a selection. If you select <i>Other</i> , provide a specific, brief identification of the project role in the field provided.
<i>Contribution to the Project</i> Field	Explain how the participant has contributed to the project.
<i>International Collaboration?</i>	Select the Yes or No radio button.

Element	Description
Add New Country Link	When this link is clicked, a dropdown list of countries appears under the <i>Country of International Collaborator</i> column. Select one.
International Travel?	Select the Yes or No radio button.
Add New Country Link	When this link is clicked, a dropdown list of countries appears under the <i>Country of Travel</i> column. Select one.
Choose Action Dropdown and Go Button	<ul style="list-style-type: none"> Click Save and click the Go button to save the data entered and remain on this page. Click Save and Continue and click the Go button to save the data entered and go to the next section of the report. Click Mark as Complete and click the Go button to save the data, mark this section's status as <i>Complete</i>, and go to the next section of the report.

9.1.4.4.2 Update Participant

To update a participant:

1. On the *Progress Report – Participants* page (Figure 215), find the participant, partner, or other collaborator you want to update and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Update** link.
3. On the *Progress Report – Update Participant* page (Figure 219), fill in the mandatory fields.
4. When finished, click the **Choose Action** dropdown, select an option, and click the **Go** button. A *Success* message informs you that the participant was successfully updated.

Figure 219. Progress Report – Update Participant Page

You are here: Home » Tasks » Browse » Progress Report

Progress Report - Update Participant

You can update the information for an existing project participant on this page. Under the Choose Action dropdown, select the Save option to retain the work you have (-View More)

► DE-SC0009652: MONITORING AND CONTROL OF CHEMICAL COMPOSITION OF InGaN LAYERS DURING MOCVD

► Resources

Fields with * are required.

Participant

Prefix (i) Dr. (v)

* First Name (i) George

Middle Name (i)

* Last Name (i) Atanasoff

Suffix (i)
(Example: Jr., Sr., III)

* Project Role (i) Select Project Role (v) If Other, please specify: (i)

* Person Months Worked (i)

* Contribution to the Project (i) Approximately 1 page (i) (Max 2000 Characters without spaces) 2000 Characters left.

* International Collaboration? (i) Yes No

Add New Country

Country	Options
Number Country of International Collaborator (i)	

No countries have been added.

* International Travel? (i) Yes No

Add New Country

Country	Options
Number Country of Travel (i) Duration of Stay (i)	

No countries have been added.

Cancel

Choose Action (v) Go

- Choose Action**
- Options -
 - Save
 - Save and Continue
 - Mark as Complete

Update Participant – Mandatory Fields

Element	Description
<i>First Name</i> Field	Fill in with required information.
<i>Last Name</i> Field	Fill in with required information.
<i>Project Role</i> Field	Click the Select Project Role dropdown and make a selection. If you select <i>Other</i> , provide a specific, brief identification of the project role in the field provided.
<i>Contribution to the Project</i> Field	Explain how the participant has contributed to the project.
<i>International Collaboration?</i>	Select the Yes or No radio button.
<i>Add New Country</i> Link	When this link is clicked, a dropdown list of countries appears under the <i>Country of International Collaborator</i> column. Select one.
<i>International Travel?</i>	Select the Yes or No radio button.

Element	Description
Add New Country Link	When this link is clicked, a dropdown list of countries appears under the <i>Country of Travel</i> column. Select one.
Choose Action Dropdown and Go Button	<ul style="list-style-type: none"> Click Save and click the Go button to save the data entered and remain on this page. Click Save and Continue and click the Go button to save the data entered and go to the next section of the report. Click Mark as Complete and click the Go button to save the data, mark this section's status as <i>Complete</i>, and go to the next section of the report.

9.1.4.4.3 Delete Participant

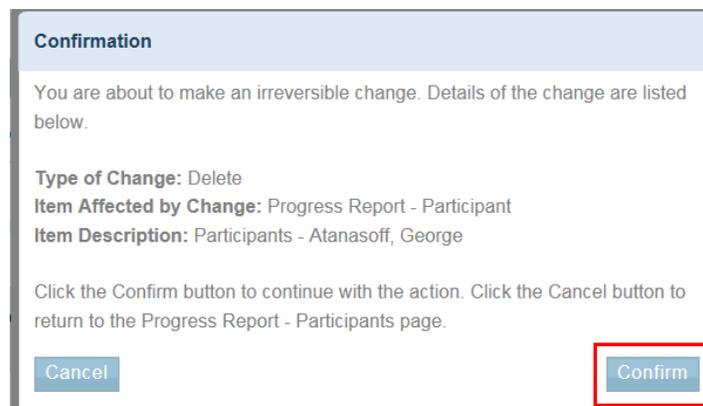
To delete a participant:

1. On the *Progress Report – Participants* page (Figure 215), find the participant you want to delete and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Delete** link.
3. A *Confirmation* box appears (Figure 220). Click the **Confirm** button to remove the participant. A *Success* message confirms participant deletion.

OR

Click the **Cancel** button to leave the participant as is.

Figure 220. Delete Participant Confirmation Box



9.1.4.4.4 Add New Partner

This action enables you to add a new partner to the project. To add a new partner:

1. On the *Progress Report – Participants* page (Figure 215), click the **Add New Partner** link.
2. On the *Progress Report – Add New Partner* page (Figure 221), fill in the mandatory fields.
3. When finished, click the **Save and Continue** button. A *Success* message informs you that the new partner was successfully added.

Figure 221. Progress Report – Add New Partner Page

Add New Partner – Mandatory Fields

Element	Description
<i>Partner Organization Name</i> Field	Fill in with required information.
<i>Country</i> Field	Click the Select One dropdown and choose the country where the partner resides.
<i>City</i> Field	Fill in with required information.
<i>State</i> Field (required if <i>Country</i> selected above is <i>United States of America</i>)	Click the Select One dropdown and choose the state where the partner resides.
<i>Partner Contribution</i> Checkboxes	Select the appropriate checkboxes.
<i>Description of the Contribution</i> Field	Explain the nature of the partner’s contribution to the project.
<i>Save and Continue</i> Button	Click Save and Continue button when finished. A <i>Success</i> message informs you that the new partner was successfully added.

9.1.4.4.5 Update Partner

To update a partner:

1. On the *Progress Report – Participants* page (Figure 215), find the partner you want to update and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Update** link.
3. On the *Progress Report – Update Partner* page (Figure 222), update the fields, as required.
4. When finished, click the **Save and Continue** button. A *Success* message informs you that the partner was successfully updated.

Figure 222. Progress Report – Update Partner Page

9.1.4.4.6 Delete Partner

To delete a partner:

1. On the *Progress Report – Participants* page (Figure 215), find the partner you want to delete and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Delete** link.
3. A *Confirmation* box appears (Figure 223). Click the **Confirm** button to remove the partner. A *Success* message confirms partner deletion.

OR

Click the **Cancel** button to leave the partner as part of the project.

Figure 223. Delete Partner Confirmation Box

9.1.4.4.7 Add Other Collaborator

This action enables you to add a new, other collaborator to the project. To add a new collaborator:

1. On the *Progress Report – Participants* page (Figure 215), click the **Add Other Collaborator** link.
2. On the *Progress Report – Add Other Collaborator* page (Figure 224), fill in the mandatory **Description of the Contribution** field.
3. When finished, click the **Save and Continue** button. A *Success* message informs you that the other collaborator was successfully added.

Figure 224. Progress Report – Add Other Collaborator Page

9.1.4.4.8 Update Other Collaborator

To update other collaborator:

1. On the *Progress Report – Participants* page (Figure 215), find the other collaborator you want to update and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Update** link.
3. On the *Progress Report – Update Other Collaborator* page (Figure 225), update the *Description* field, as required.
4. When finished, click the **Save and Continue** button. A *Success* message informs you that the other collaborator was successfully updated.

Figure 225. Progress Report – Update Other Collaborator Page

9.1.4.4.9 Delete Other Collaborator

To delete other collaborator:

1. On the *Progress Report – Participants* page (Figure 215), find the other collaborator you want to delete and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Delete** link.
3. A *Confirmation* box appears (Figure 226). Click the **Confirm** button to remove the other collaborator. A *Success* message confirms other collaborator deletion.

OR

Click the **Cancel** button to leave the other collaborator as part of the project.

Figure 226. Delete Other Collaborator Confirmation Box



9.1.4.5 Impact Section

On the *Progress Report – Impact* page (Figure 227), users record how the project has affected other disciplines and areas for the reporting period. The *Impact* section comprises seven subsections:

- Development of the principal disciplines of the project?
- Other disciplines?
- Development of human resources?
- Physical, institutional, and information resources that form infrastructure?
- Technology transfer?
- Society beyond science and technology?
- Foreign Spending.

No mandatory fields exist for this Progress Report section. Fields left blank will be recorded as *Nothing to Report*.

The *Foreign Spending* section (field 7 of the *Progress Report – Impact* page) describes how much of an award’s budget was spent in foreign countries during the reporting period. To report new foreign spending:

1. Click the **Add New Foreign Spending** link, just above field 7 at the bottom of the *Progress Report – Impact* page (Figure 227).
2. Once the link is clicked, a *Select One* dropdown appears in the *Country* column and a \$ field appears in the *Amount* column. Each time you click the **Add New Foreign Spending** link, a new set of fields appears.
3. Click the **Select One** dropdown arrow to choose the foreign country about which you are reporting.
4. In the \$ field, fill in the amount that was spent in that country.
5. Click the red **X** in the *Options* column to remove the country and dollar amount entered.
6. When finished, click the *Choose Action* dropdown:
 - Click **Save** and click the **Go** button to save the data entered and remain on this page.
 - Click **Save and Continue** and click the **Go** button to save the data entered and go to the next section of the report.
 - Click **Mark as Complete** and click the **Go** button to save the data, mark this section’s status as *Complete*, and go to the next section of the report.
 - A *Success* message informs you that *Impact* was successfully saved.

Figure 227. Progress Report – Impact Page

You are here: Home » Tasks » Browse » Progress Report

Progress Report - Impact
 This page enables you to describe impacts of the project and to report foreign country spending. Under the Choose Action dropdown, select the Save option to retain the (+ View More)

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▶ Resources

Status: Not Started

Note(s): If you leave any of the answers below blank, then they will be marked as 'Nothing to Report'.

1. What is the impact on the development of the principal discipline(s) of the project?

Approximately 4 pages (Max 8000 Characters without spaces): 8000 Characters left.

6. What is the impact on society beyond science and technology?

Approximately 4 pages (Max 8000 Characters without spaces): 8000 Characters left.

Add New Foreign Spending

7. Foreign Spending

Number	Country	Amount	Options
No countries have been added.			

Go to Previous Section

Choose Action

- Choose Action
- Options -
 - Save
 - Save and Continue
 - Mark as Complete

9.1.4.6 Changes-Problems Section

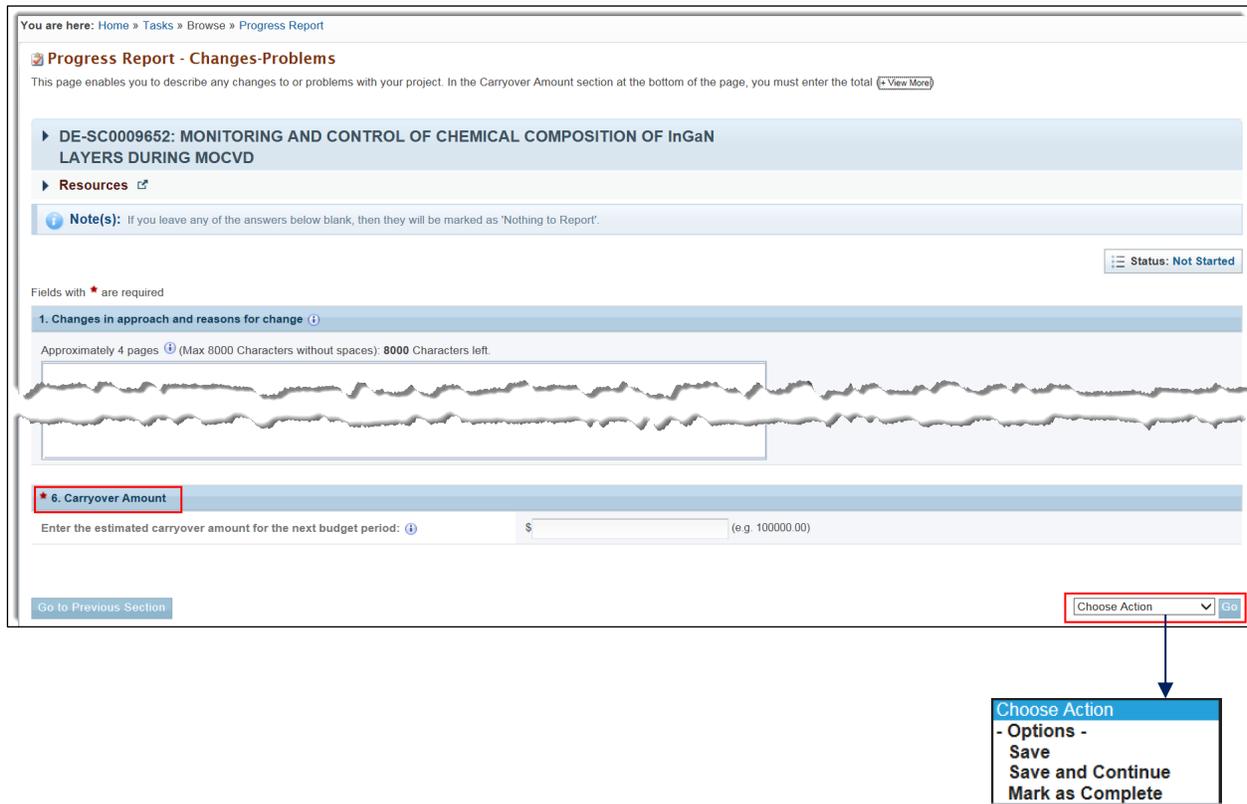
On the *Progress Report – Changes-Problems* page (Figure 228), users can record any problems with, or changes to, the project during the reporting period. The *Changes-Problems* section comprises six subsections:

- Changes in approach and reasons for change.
- Actual or anticipated problems or delays and actions or plans to resolve them.
- Changes that have a significant impact on expenditures.
- Significant changes in use or care of human subjects, vertebrate animals, and/or biohazards. This question is required if the 'Are Human Subjects Involved?' question is Yes for the last proposal submitted for the award (New or Renewal). If the answer to the question is No, then this question is optional.
- Change of primary performance site location from that originally proposed.

- Carryover Amount: This is the only mandatory field.

Fields left blank will be recorded as *Nothing to Report*.

Figure 228. Progress Report – Changes-Problems Page



Changes-Problems – Mandatory Field

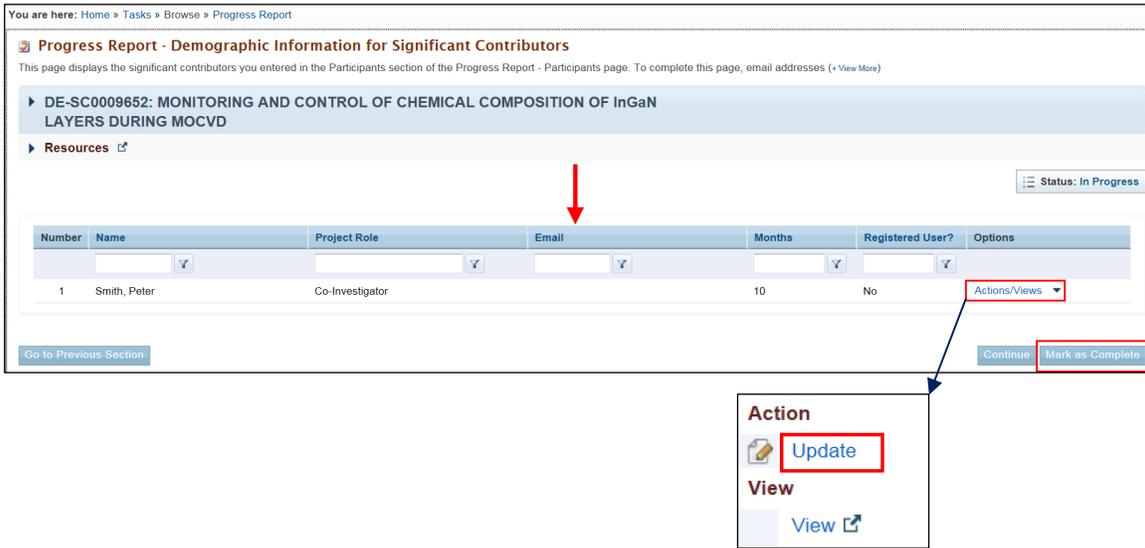
Element	Description
<i>Carryover Amount</i> \$ Field	In this field, you must enter the total funding amount that is being carried over to the next budget period.
<i>Choose Action</i> Dropdown and <i>Go</i> Button	<ul style="list-style-type: none"> • Click Save and click the Go button to save the data entered and remain on this page. • Click Save and Continue and click the Go button to save the data entered and go to the next section of the report. • Click Mark as Complete and click the Go button to save the data, mark this section's status as <i>Complete</i>, and go to the next section of the report.

9.1.4.7 Demographic Information for Significant Contributors Section

The *Progress Report – Demographic Information for Significant Contributors* page (Figure 229) displays the users that were entered on the *Progress Report – Participants* page (Figure 215). To complete this page, email addresses must be provided for all contributors.

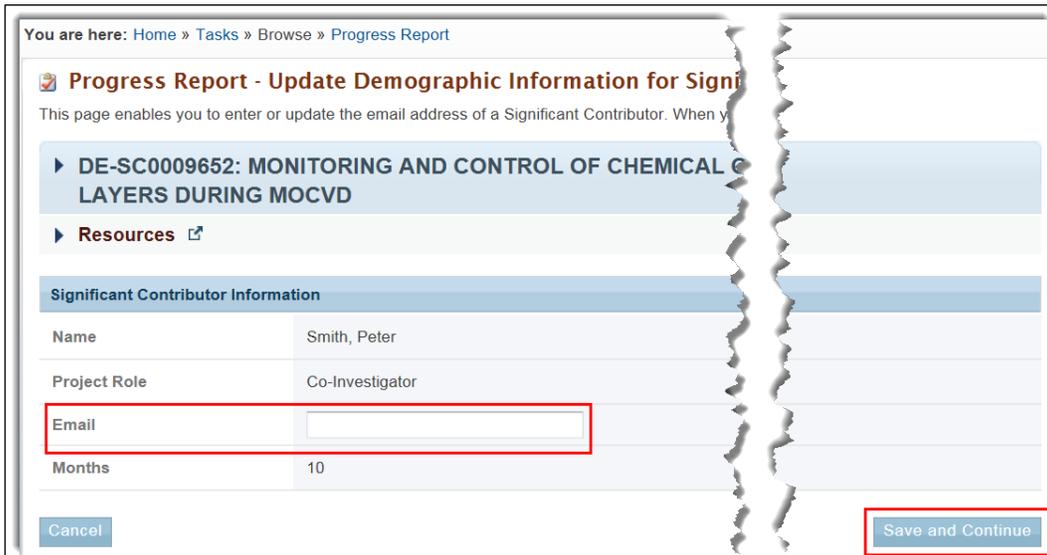
1. For the contributor you want to update, click the **Actions/Views** link and the **Update** link in the *Options* column.

Figure 229. Progress Report – Demographic Information for Significant Contributors



2. On the *Progress Report – Update Demographic Information for Significant Contributors* page (Figure 230), enter the contributor’s email address. The email address cannot be updated if the contributor is already registered in PAMS.

Figure 230. Progress Report – Update Demographic Information for Significant Contributors



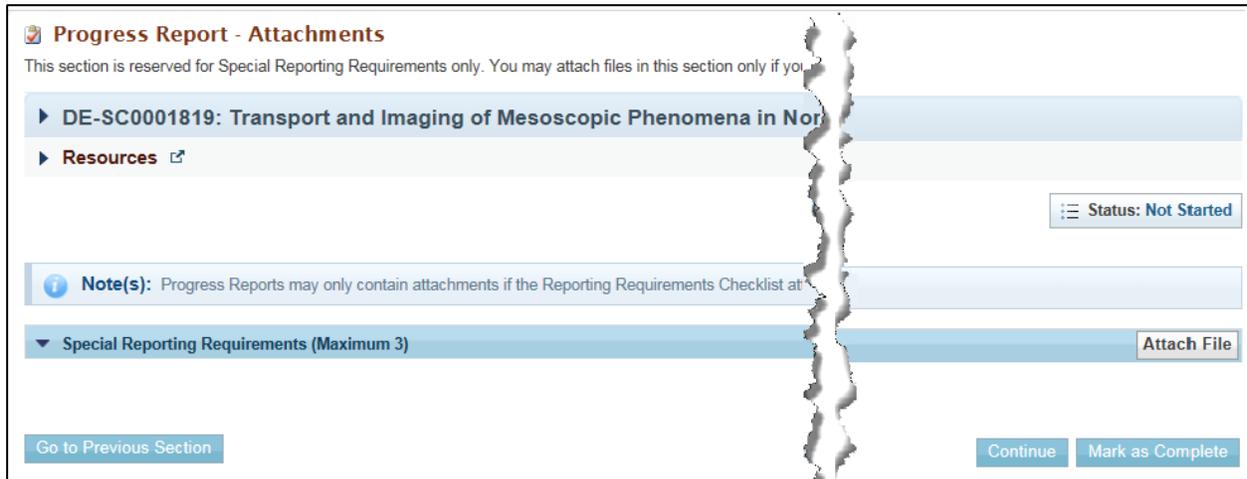
3. When the email address has been entered, click the **Save and Continue** button to return to the *Progress Report – Demographic Information for Significant Contributors* page. A *Success* message informs you that the email information was successfully saved.
4. Click the **Mark as Complete** button to change the status of this section to *Complete*.

9.1.4.8 Attachments

On the *Progress Report – Attachments* page (Figure 231), you can upload and attach a file to the report. A maximum of three files may be attached. Please note that you may only attach documents if the Reporting Requirements Checklist attached to your award document requires the use of attachment.

Any attachments that are not required will be discarded. Allowable document formats are doc, docx, xls, xlsx, and pdf.

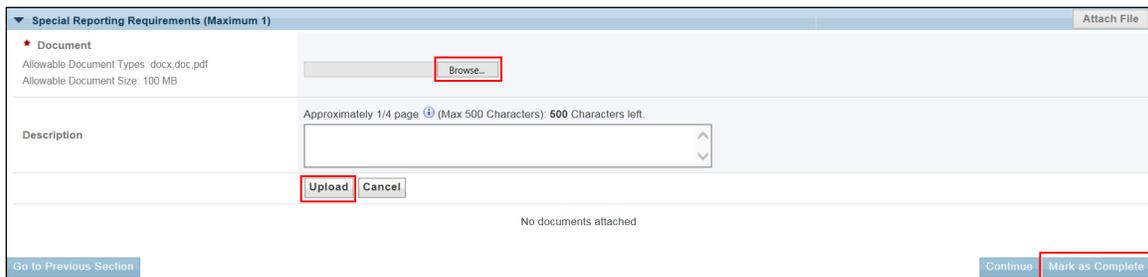
Figure 231. Progress Report – Attachments Page



To upload an attachment:

1. Click the **Attach File** button, and the *Special Reporting Requirements* section expands (Figure 232).

Figure 232. Progress Report – Expanded Attachments Page



2. Click the **Browse** button to select a file from your computer or network. To complete the process, refer to Section 2.8, How to [Attach a File in PAMS](#).
3. When you are finished attaching the file, click the **Mark as Complete** button to change the status of this section to *Complete*.

9.1.5 How Do I Review and Submit a Progress Report or Out of Cycle Report?

When all the report's sections have a status of *Complete*, the report is ready to review and submit.

1. From the left navigation menu (Figure 233), click the **Review** link, to go to the *Progress Report – Review* page (Figure 234).

Figure 233. Progress Report Left Navigation Menu

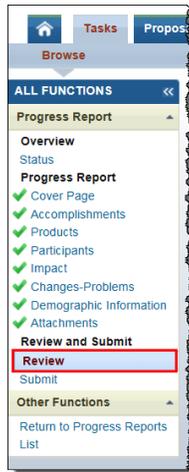
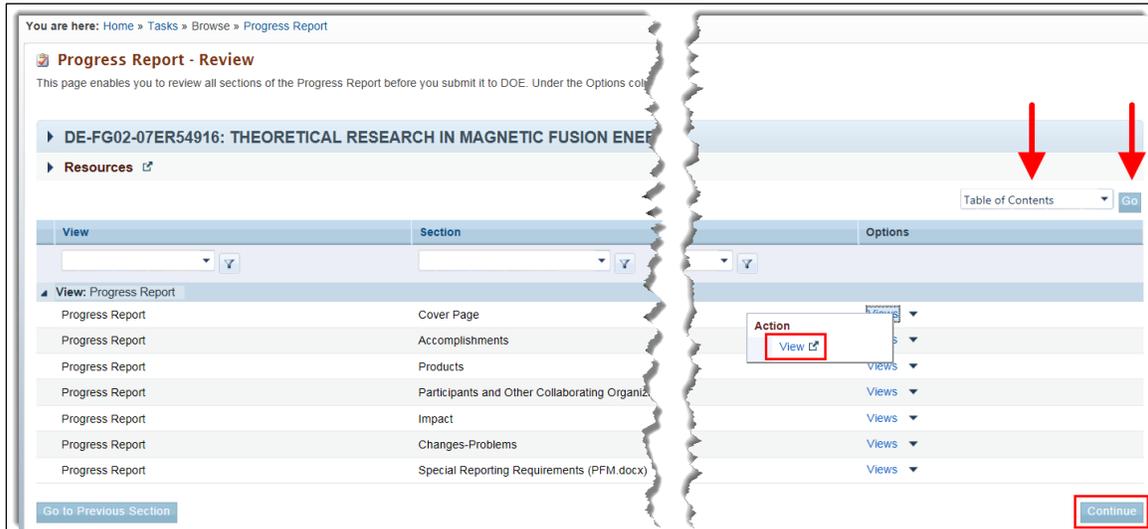
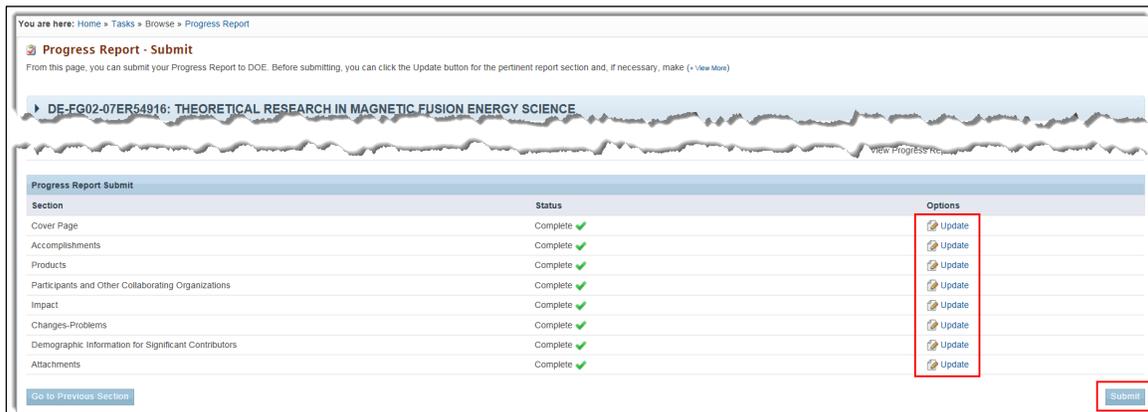


Figure 234. Progress Report – Review Page



2. Click the **Views** link in the *Options* column and the **View** link in the context menu to bring up a read-only copy of the Progress Report section of your choice. Alternatively, you can click the **Table of Contents** dropdown above the grid, highlight the section you want, and click the **Go** button.
3. If editing of a section is required, click the section link in the left navigation menu (Figure 233).
4. When your review is complete, click the **Continue** button to go to the *Progress Report - Submit* page (Figure 235).

Figure 235. Progress Report – Submit Page



5. You can still edit a report section by clicking its **Update** link.
6. Ensure that each section has a status of *Complete*.
7. When finished, click the **Submit** button. A *Success* message informs you that the Progress Report was submitted successfully.

9.1.6 How Do I Resubmit a Progress Report or Out of Cycle Report?

After the Progress Report or Out of Cycle Report has been submitted to DOE Office of Science, it is reviewed by the PM. If the PM requests changes to the reviewed default/additional Progress Report, the PI (for non-SBIR awards) or SRO/BO/AO (for SBIR awards):

- Receives an email requesting changes (Figure 236).
- Finds a *Start Progress Report* task in the Pending Tasks queue.

Figure 236. DOE Email: Request Progress Report Revision (Sample)

To:	SRO/BO, Submitter (if different from SRO/BO)
CC:	PI, All Primary and Secondary SBIR SS
From:	PAMS
Subject:	DOE Request for a Revision to the Progress Report for <Award Program Office Acronym> Award <Award Number>
Message:	<p>Dear <SRO First Name Last Name>:</p> <p>The Small Business Innovation Research/Small Business Technology Transfer Programs (SBIR/STTR) within the Department of Energy Office of Science requests a revised Progress Report for the award listed below. To edit and submit the Progress Report, please use the DOE Office of Science <Portfolio Analysis and Management System (PAMS)>.</p> <p>Comments Provided by the Program Manager: <Comments></p> <p>If you have trouble using PAMS, consult the "External User Guide" on the PAMS website or contact the PAMS Helpdesk at (855) 818-1846 (toll-free number) or (301) 903-9610 or sc.pams-helpdesk@science.doe.gov.</p> <p>This message was sent on behalf of the program manager, < PM Requesting the Change Firstname Lastname>, who can be reached at < PM Requesting the Change Email Address>. The SBIR/STTR Programs Office can also be reached at 301-903-5707, sbir-sttr@science.doe.gov. Replies to this message will not reach the intended recipient.</p>

Use the steps that follow to makes changes to and resubmit a default/additional Progress Report.

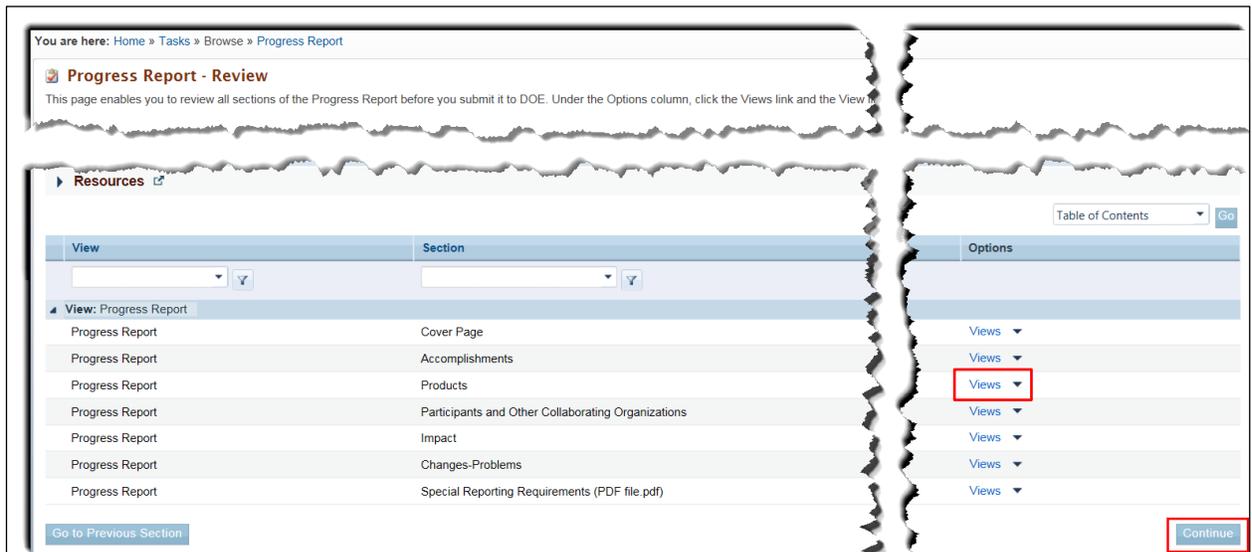
1. On the *Guide Me* page (Figure 193), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 194).
OR
From any PAMS page, click the **Progress Report** link in the left navigation menu to go to the *Progress Report – List* page (Figure 195).
2. From either *List* page, find the Progress Report task you want and click the **Start Progress Report** link. If necessary, click the **Search** link at right above the grid to find a specific Progress Report task.
3. On the *Progress Report – Status* page (Figure 237), find the section of the report that requires changes and, under *Options*, click the **Update** link for that section.

Figure 237. Progress Report – Status Page



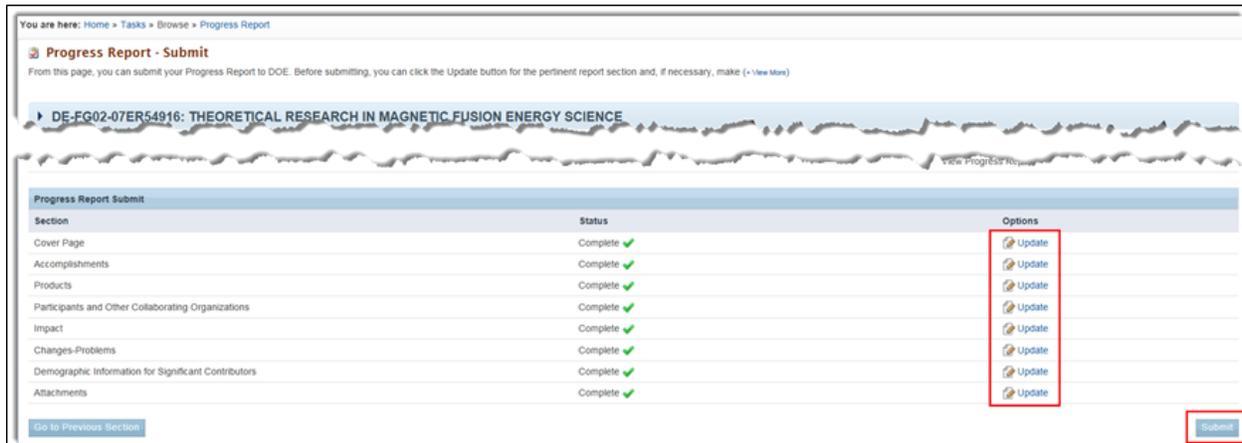
4. Make the changes required to the section and click (or select from **Choose Action** dropdown) **Mark as Complete**.
5. PAMS then takes you through the remaining sections of the Progress Report. Make any further changes required. Click (or select from dropdown) **Mark as Complete** for each section.
6. When the final section is marked as complete, you are taken to the *Progress Report – Review* page (Figure 238). If necessary, click the **Views** link under *Options* for any section requiring further review.

Figure 238. Progress Report – Review Page



7. When finished, click the **Continue** button.
8. On the *Progress Report – Submit* page (Figure 239), editing can still be done by clicking a section's **Update** link.

Figure 239. Progress Report – Submit Page



9. Ensure that each section has a status of "Complete." Click the **Submit** button. A *Success* message informs you that the Progress Report was submitted successfully.

9.2 Renewal Proposal Products

• Quick Summary •

- **What tasks can be performed in PAMS post award?**
 - Update & submit Progress Reports and Out of Cycle Reports
 - Update & submit **Renewal Proposal Products**
 - Update & submit Commercialization Surveys
- **Renewal Proposal Products submission applies only to non-SBIR and non-National Lab awards.**
- **Renewal Proposal Products Contents:**
 - Cover Page
 - Products Section
- **Renewal Proposal Products Frequency:**
 - Due at the end of the *last budget period* of each project period when the renewal proposal itself is submitted.

9.2.1 What Is a Renewal Proposal Products Submission?

Renewal Proposal Products are all products created during a project period and could include inventions, patents, databases, books, articles, and so on. A *Submit Renewal Proposal Products* task is created when a Renewal Proposal is submitted and assigned to a PM in PAMS. The Renewal Proposal Products submission is an addendum to the renewal proposal itself.

On the Renewal Proposal Products submission, the *Products* section is prepopulated from the last Progress Report, Out of Cycle Report, or Renewal Proposal Products that was submitted for the award. Renewal Proposal Products are not submitted for DOE Office of Science review; i.e., the submission cannot be returned for revision. These submissions are informational only and once submitted, the task is complete.

For non-SBIR awards, only the PI of the award, by default, is given access to the *Submit Renewal Proposal Products* task. The PI, however, can provide other PAMS users with access privileges. The awardee accesses the task, completes it, and submits the task to DOE for the **last budget period of every project period**.

The basic Renewal Proposal Products workflow is as follows:

- A *Submit Renewal Proposal Products* task is created for the PI from the institution when a renewal proposal is submitted and assigned to a PM in PAMS.
- A notification email is sent to PI when the task is available. PI must be registered to both PAMS and their respective awards.
- For the last **budget** period of every **project** period, the award recipient accesses the task and completes and submits Renewal Proposal Products to DOE.
- Only the PI of the award, by default, can access the task. A default user can provide other users with access privileges to the task, if required.
- A reminder email is sent to the PI 5 days after the task was created, if the submission has not been received by DOE. This email is cc'd to the Primary PM of the award.
- Upon submittal of Renewal Proposal Products, notification emails are sent to the PI, SRO/BO/AO, Primary/Secondary PMs, Primary/Secondary PSS's of the award.

9.2.2 How Do I Know When a Renewal Proposal Products Submission Is Due?



A separate, PAMS-generated email is sent for each of the following scenarios:

- **PI is a registered PAMS user and associated to the award.**
- **PI is not a registered PAMS user or is a registered PAMS user but not registered to the award.**

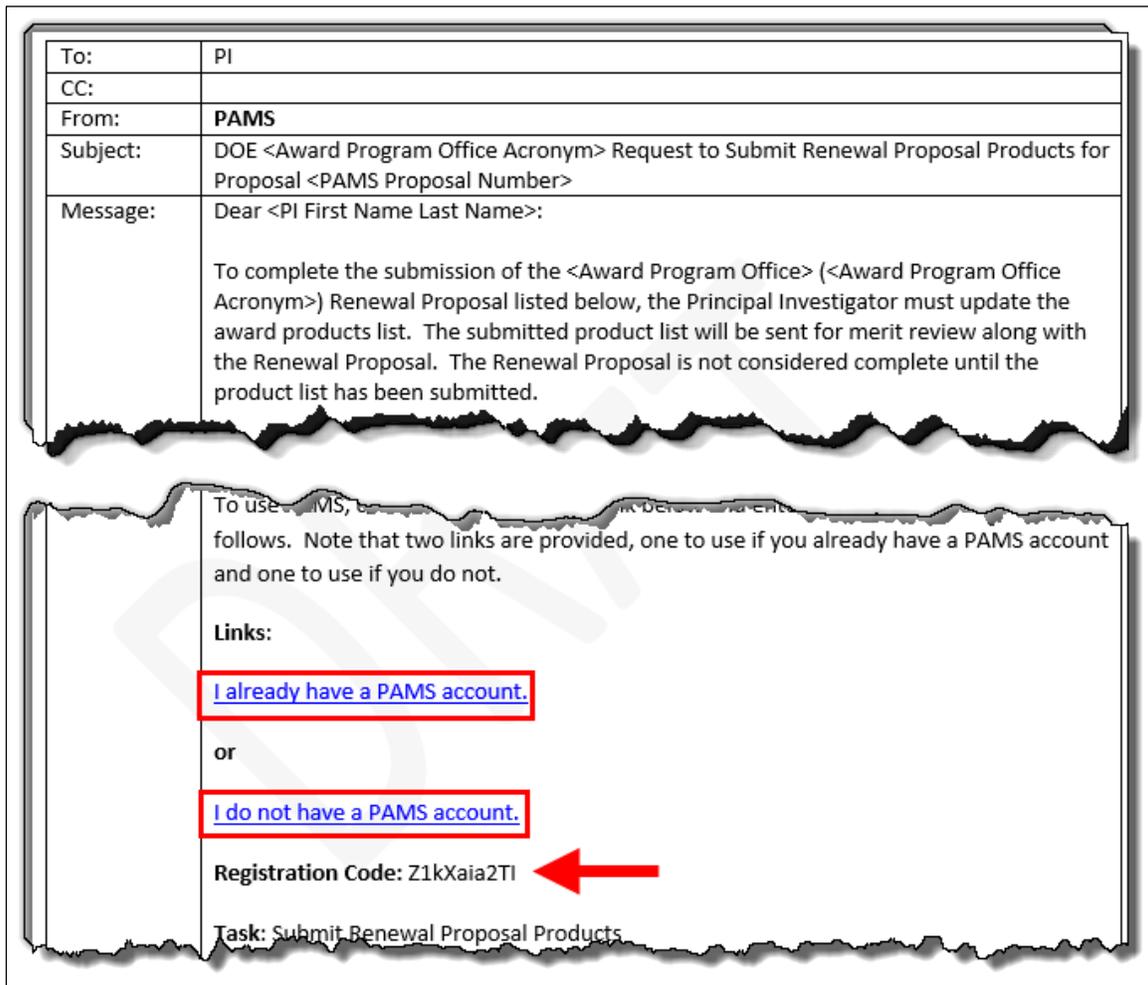
The PI receives an email from PAMS requesting that Renewal Proposal Products be submitted for the Renewal Proposal identified in the email. If the PI has a PAMS account and is registered to the award, the email shown in Figure 240 is sent.

If, however, the PI has a PAMS account but is not registered to the award or does not have a PAMS account, the email shown in Figure 241 is sent. This email includes a *Registration Code* and two links: *I already have a PAMS account* or *I do not have a PAMS account*. The PI selects the link that applies and uses the Registration Code to either register to PAMS or access the award requiring Renewal Proposal Products.

Figure 240. DOE Email: Submit Renewal Proposal Products (Sample 1)

To:	PI
CC:	
From:	PAMS
Subject:	DOE <Award Program Office Acronym> Request to Submit Renewal Proposal Products for Proposal <PAMS Proposal Number>
Message:	<p>Dear <PI First Name Last Name>:</p> <p>To complete the submission of the <Award Program Office> (<Award Program Office Acronym>) Renewal Proposal listed below, the Principal Investigator must update the award products list. The submitted product list will be sent for merit review along with the Renewal Proposal. The Renewal Proposal is not considered complete until the</p> <p>Return to PAMS</p> <p>Task: Submit Renewal Proposal Products <Link> Renewal Proposal Products Tracking Number: < Tracking Number> Due Date: <Task Due Date MM/DD/YYYY HH:MM PM ET> Award Number: <Award Number> Renewal Proposal Number: <PAMS Proposal Number> Proposal Submitted On: <Proposal G.g Submit Date MM/DD/YYYY, HH:MM AM/PM ET> Proposal Submitted By: <Proposal G.g Submitter Lastname, Firstname> Proposal Principal Investigator: <Proposal PI Lastname, Firstname> Proposal Institution: <Proposal Institution Name>, <City>, <StateCode> Proposal Title: <Proposal Title></p> <p>Our records indicate you already have a PAMS account. You can access the Renewal Proposal Products submission by logging in to PAMS and clicking on the Tasks tab. If you have trouble using PAMS, consult the "External User Guide" on the PAMS website or</p>

Figure 241. DOE Email: Submit Renewal Proposal Products (Sample 2)



9.2.3 How Do I Update a Renewal Proposal Products Submission?

Use the sections and steps below to update and submit Renewal Proposal Products.

1. On the *Guide Me* page (Figure 193), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 242).
- OR**
- From any PAMS page, click the **Renewal Proposal Products** link in the left navigation menu (Figure 243) to go to the *Renewal Proposal Products – List* page (Figure 244).
2. From either *List* page, find the *Submit Renewal Proposal Products* task you want and click the **Start Renewal Products** link. If necessary, click the **Search** link at right above the grid to find a specific Renewal Proposal Products task.

Figure 242. Pending Tasks – List Page

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Tasks](#) []

Pending Tasks - List

Not Completed **Recently Completed**

 Search |  Saved Searches ▼

3 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Options
11/30/2014 (26 Days)	Post-award	RPT-0000001273	Submit Progress Report	a, CA  Start Progress Report ▼
10/27/2014 (Late by 9 Days)	Post-award	RPT-0000001277	Submit Renewal Proposal Products	a, CA  Start Renewal Products ▼
8/29/2014 (Late by 68 Days)	Post-award	RPT-0000000117	Submit Progress Report	a, CA  Edit Progress Report ▼

Figure 243. Left Navigation Menu

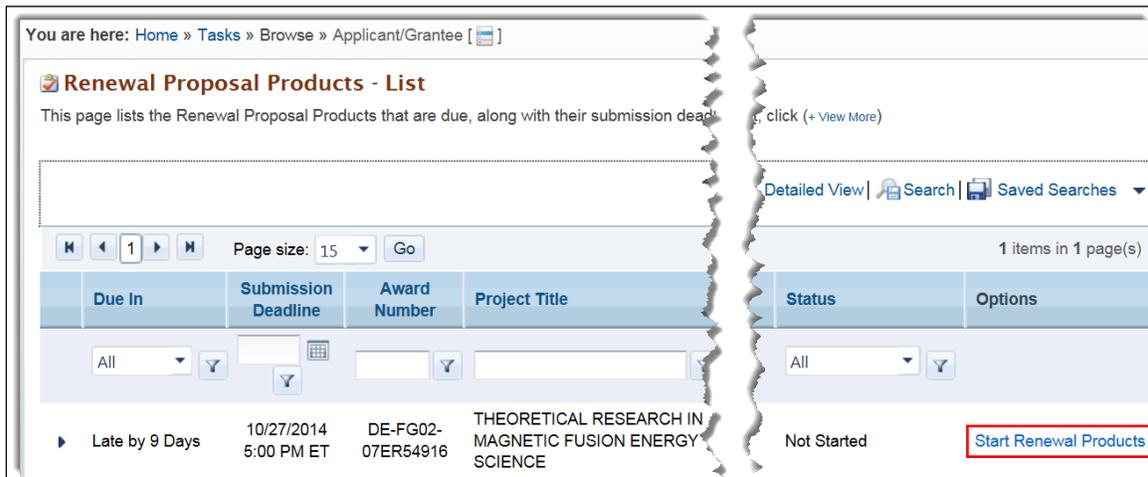
[Home](#) [Tasks](#) [Proposals](#) [Awards](#)

[Browse](#)

ALL ENTITIES << You are here

- Tasks
 - Pending Tasks
- Applicant/Grantee
- Award
 - Progress Report
 - Renewal Proposal Products
 - Award Access Request
- Reviewer
- Review
 - Mail In
 - Panel Review
 - Proposal Scoring

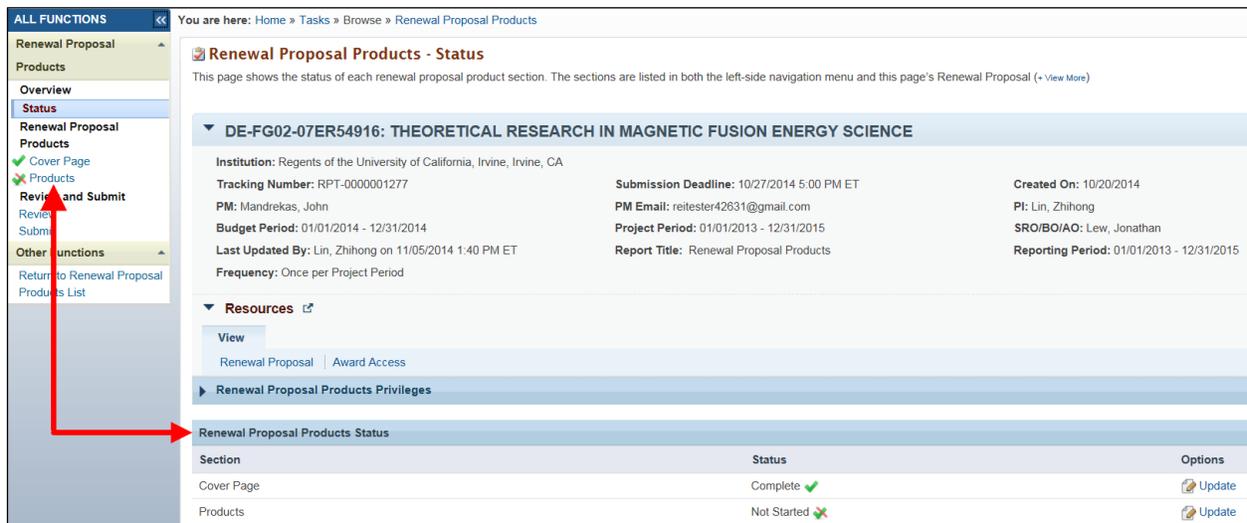
Figure 244. Renewal Proposal Products – List Page



3. The *Renewal Proposal Products – Status* page (Figure 245) displays the status of each section of the submission in both the left navigation menu and in the *Renewal Proposal Products Status* section of the page itself.

Note A green check mark (✓) means a section is complete, while a green check mark with a red slash through it (✗) means a section is not complete.

Figure 245. Renewal Proposal Products – Status Page



4. In the *Options* column, click the **Update** link for the section you wish to work on.

9.2.3.1 Cover Page



The Cover Page of Renewal Proposal Products (Figure 231) is always “Status: Complete” because its fields are prepopulated, except for Recipient Award Identification Number. Institution users can use this ID number for internal tracking purposes.

Figure 246. Renewal Proposal Products – Cover Page

You are here: [Home](#) » [Tasks](#) » [Browse](#) » [Renewal Proposal Products](#)

Renewal Proposal Products - Cover Page

The fields on this page are pre-populated, with the exception of the Recipient Award Identification Number field. Under the Choose Action dropdown, select the

▶ DE-FG02-07ER54916: THEORETICAL RESEARCH IN MAGNETIC FUSION ENERGY SCIENCE

▶ Resources [↗](#)

Status: Complete

Award Information

Recipient Award Identification Number [?](#)

Institution Information

Name	Regents of the University of California, Irvine
Address	MallStop Code: 7600 5171 California Avenue, 150 150 Irvine, CA 92697-7600
DUNS	046705849

Principal Investigator Information

Name	Lin, Zhihong
Position/Title of PI	Not Provided
Phone Number	(949) 824-2717
Email Address	reilester44181@gmail.com
Address	4176 Frederick Reines Hall Irvine, CA 92697-4575 Congressional District: 046

[Go to Previous Section](#) [Save](#) [Save and Continue](#)

9.2.3.2 Products Section



The Products section is prepopulated from the most recent Progress Report, Out of Cycle Report, or Renewal Proposal Products list submitted for the award.

Refer to Section 9.1.4.3, [Products Section](#), for information required to complete this section.

9.2.4 How Do I Review and Submit Renewal Proposal Products?

When Renewal Proposal Products’ two sections have a status of *Complete*, it is ready for review and submittal.

1. From the left navigation menu (Figure 247), click the **Review** link, to go to the *Renewal Proposal Products – Review page* (Figure 248).

Figure 247. Renewal Proposal Products Left Navigation Menu

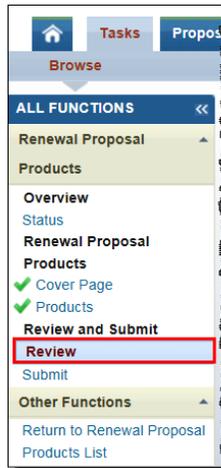
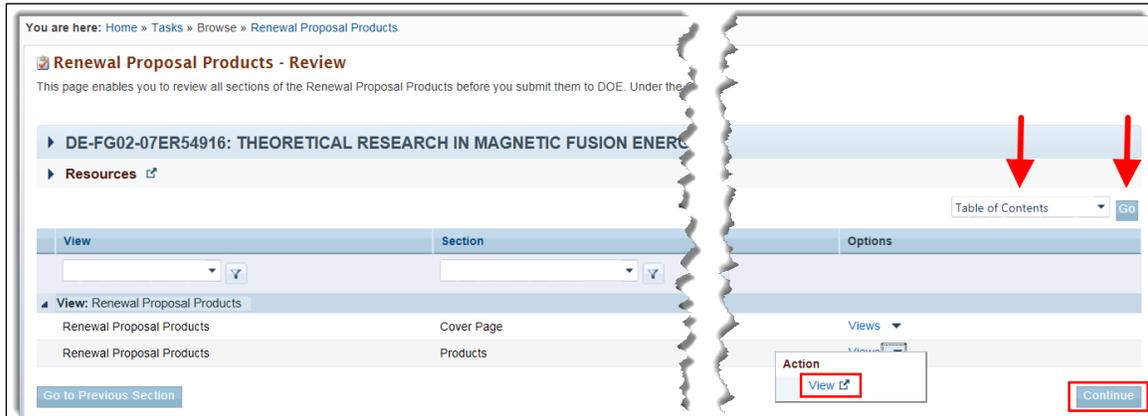


Figure 248. Renewal Proposal Products – Review Page



2. Click the **Views** link in the *Options* column and the **View** link in the context menu to bring up a read-only copy of the section of your choice. Alternatively, you can click the **Table of Contents** dropdown above the grid, highlight the section you want, and click the **Go** button.
3. If editing of a section is required, click the section link in the left navigation menu (Figure 247).
4. When your review is complete, click the **Continue** button to go to the *Renewal Proposal Products – Submit* page (Figure 249).

Figure 249. Renewal Proposal Products – Submit Page

Renewal Proposal Products - Submit
 From this page, you can submit your Renewal Proposal Products to DOE. Before submitting, you can click the Update button for the pertinent report section and, if (- View More)

Warning:
 Clicking on the "Submit" button will submit the renewal proposal products to DOE Office of Science. You will no longer be able to edit the renewal proposal products.

▶ DE-SC0007117: NEAR-FIELD ELECTRODYNAMICS OF CARBON NANOSTRUCTURES

▶ Resources ↗

▼ Renewal Proposal Products Privileges

Name	Email	Award Role	Privileges (4)
1		PI	Administer Progress Report Edit Progress Report Submit Progress Report View Progress Report
1		SRO/BO/AO	View Progress Report

Renewal Proposal Products Submit

Section	Status	Options
Cover Page	Complete ✓	Update
Products	Not Started ✗	Update

Go to Previous Section Preview Renewal Proposal Product PDF Submit

5. You can still edit a report section by clicking its **Update** link.
6. Ensure that each section has a status of *Complete*.
7. You can, at any time after opening the RPP task, preview the submission from the Submit page by clicking *Preview Renewal Proposal Products PDF*. This will open a new window.
 Note: You are encouraged to preview the Renewal Proposal Products PDF prior to submission as it will be appended to your renewal proposal and sent for merit review.
8. When finished, click the **Submit** button. A *Success* message informs you that Renewal Proposal Products was submitted successfully.

9.3 Commercialization Surveys

• Quick Summary •

- **What tasks can be performed in PAMS post award?**
 - Update & submit Progress Reports and Out of Cycle Reports
 - Update & submit Renewal Proposal Products
 - Update & submit **Commercialization Surveys**
- **Commercialization Survey submission applies only to SBIR awards.**
- **Commercialization Survey Contents:**
 - General Information Section
 - Awards Section

9.3.1 What Is a Commercialization Survey?

Submit Commercialization Survey tasks are created for SBIR/STTR institutions. These tasks are made available to Admin SRO/BO/AO users (i.e., SRO/BO/AO users with *Manage Users*, *Manage Institution Profile*, and *Submit to DOE* privileges for the institution), as well as SRO/BO/AO users who have been granted those privileges by the SBIR SS/SBIR PM.

The basic Commercialization Survey workflow is as follows:

- An email is sent to the institution's SRO/BO/AOs once a *Submit Commercialization Survey* task is created.
- Awardee completes the survey's two sections—*General Information* and *Awards*—and marks each section as **Complete**.
- Awardee reviews the completed survey.
- Awardee submits the survey to DOE, and the task is closed.

9.3.2 How Do I Know When a Commercialization Survey Is Due?



A separate, PAMS-generated email is sent for each of the following scenarios:

- ***SRO/BO/AO is a registered PAMS user and associated to the institution.***
- ***SRO/BO/AO is not a registered PAMS user or is a registered PAMS user but not registered to the institution.***
- ***The SRO/BO/AO who agrees to be the Admin SRO receives Manage Users, Manage Institution Profile, and Submit to DOE privileges for the institution, in addition to access to the Commercialization Survey task.***

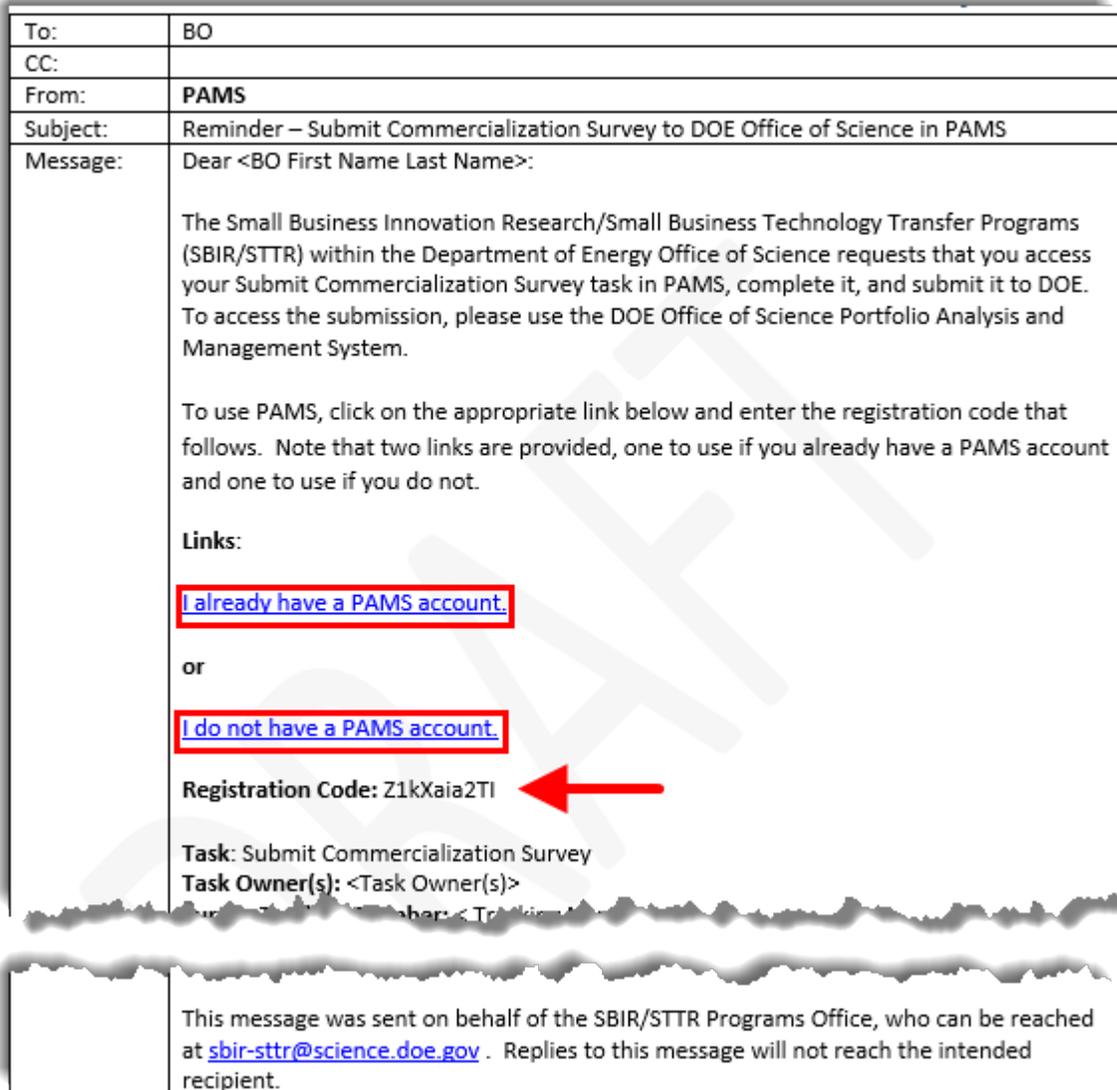
The SRO/BO/AO receives an email from PAMS requesting that a Commercialization Survey be submitted to DOE. If the SRO/BO/AO has a PAMS account and is registered to the institution, the email shown in Figure 250 is sent.

If, however, the SRO/BO/AO has a PAMS account but is not registered to the institution or does not have a PAMS account, the email shown in Figure 251 is sent. This email includes a *Registration Code* and two links: *I already have a PAMS account* or *I do not have a PAMS account*. The SRO/BO/AO selects the link that applies and uses the Registration Code to either register to PAMS or access the institution's Commercialization Survey.

Figure 250. DOE Email: Submit Commercialization Survey (Sample 1)

To:	BO
CC:	
From:	PAMS
Subject:	Reminder - Submit Commercialization Survey to DOE Office of Science in PAMS
Message:	<p>Dear <SRO First Name Last Name>:</p> <p>The Small Business Innovation Research/Small Business Technology Transfer Programs (SBIR/STTR) within the Department of Energy Office of Science requests that you access your Submit Commercialization Survey task in PAMS, complete it, and submit it to DOE. To access the submission, please use the DOE Office of Science <Portfolio Analysis and Management System (PAMS)>.</p> <p>Task: Submit Commercialization Survey <Link> Survey Tracking Number: < Tracking Number> Due Date: <Task Due Date MM/DD/YYYY, HH:MM AM/PM ET> Institution: <Institution Name>, <City>, <StateCode> DUNS: <DUNS></p> <p>You can access the Commercialization Survey by logging in to PAMS and clicking on the Tasks tab. If you have trouble using PAMS, consult the "External User Guide" on the PAMS website or contact the PAMS Helpdesk at (855) 818-1846 (toll-free number) or (301) 903-9610 or sc.pams-helpdesk@science.doe.gov.</p> <p>This message was sent on behalf of the SBIR/STTR Programs Office, who can be reached at sbir-sttr@science.doe.gov . Replies to this message will not reach the intended recipient.</p>

Figure 251. DOE Email: Submit Commercialization Survey (Sample 2)



9.3.3 How Do I Complete and Submit a Commercialization Survey?

Use the sections and steps below to complete a Commercialization Survey.

1. On the *Guide Me* page (Figure 193), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 252).

OR

From any PAMS page, click the **Commercialization Survey** link in the left navigation menu (Figure 252) to go to the *Commercialization Survey – List* page (Figure 253).

2. From either *List* page, find the *Submit Commercialization Survey* task you want and click the **Start Survey** link. If necessary, click the **Search** link at right above the grid to find a specific Commercialization Survey task to work on.

Figure 252. Pending Tasks – List Page

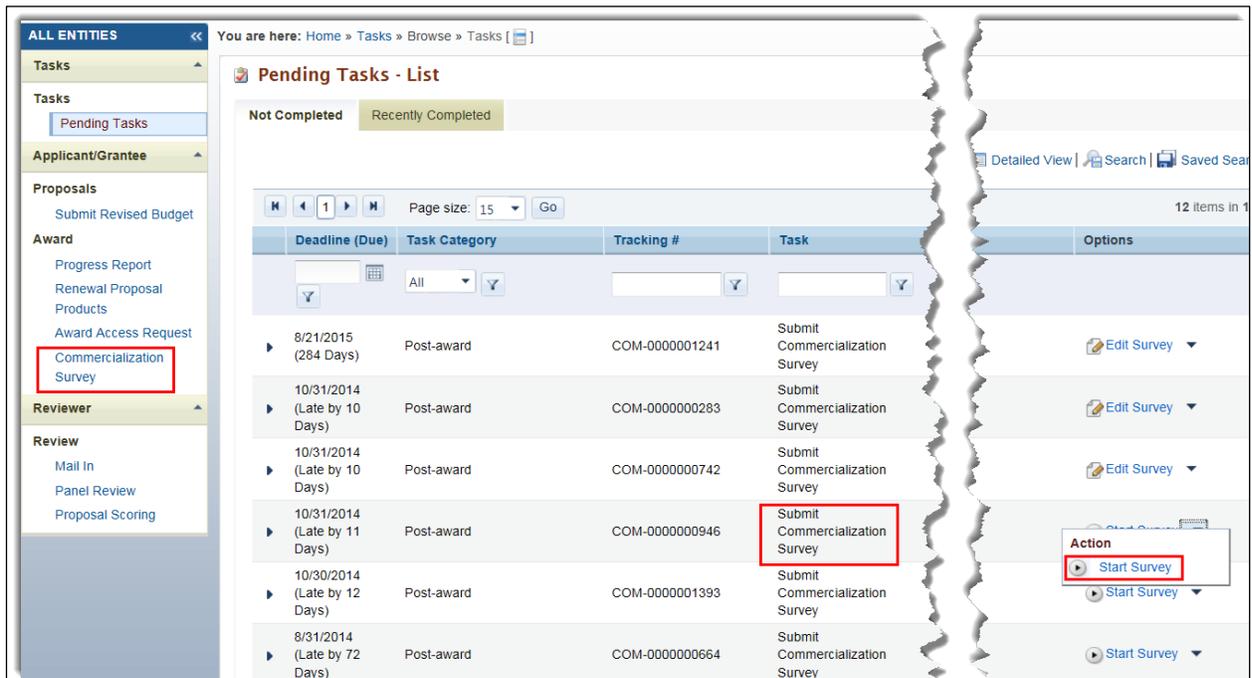
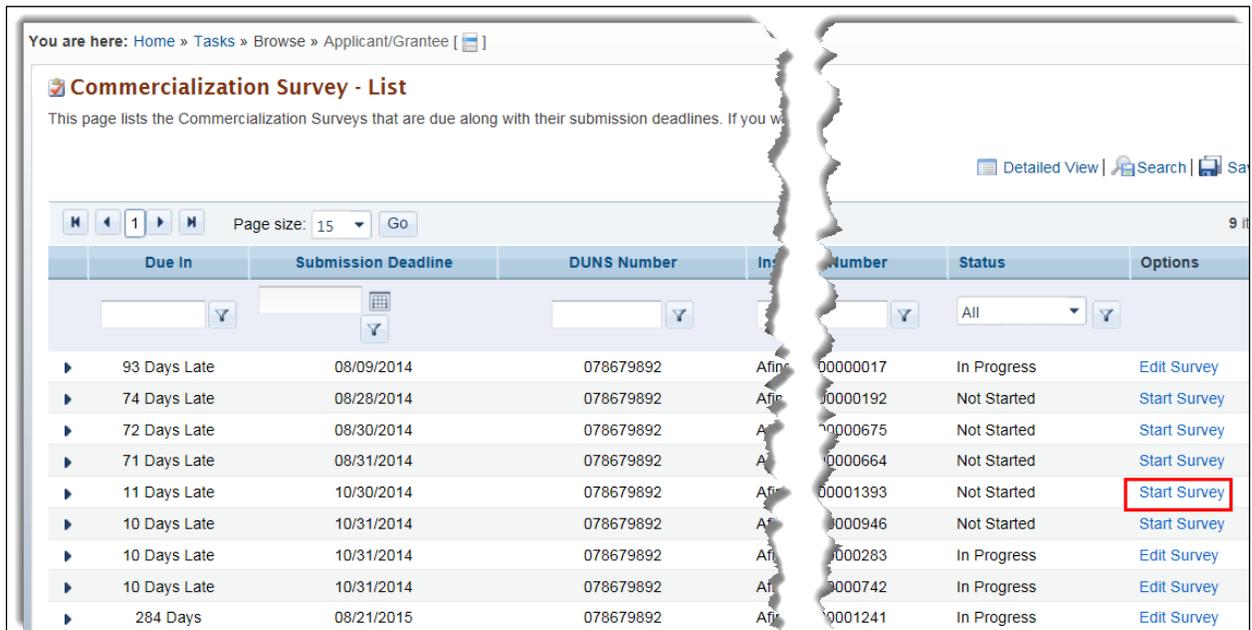


Figure 253. Commercialization Survey – List Page



- The *Commercialization Survey – Status page* (Figure 254) displays the status of the General Information and Awards sections in both the left navigation menu and in the *Commercialization Survey Status* section of the page itself.



A green check mark (✓) means a section is complete, while a green check mark with a red slash through it (✗) means a section is not complete. Both survey sections must be marked as Complete before the survey can be submitted to DOE.

Figure 254. Commercialization Survey – Status Page

Commercialization Survey - Status

This page shows the status of a Commercialization Survey's sections. The sections are listed in both the left-side navigation menu and in this page's Commercialization (+ View More)

Afigen, Inc., San Mateo, CA

DUNS Number: 078679892 Submission Deadline: 8/31/2014 12:00 AM ET Created On: 8/4/2014
 DOE Contact: ennaciri, bahia DOE Contact Email: bennaciri@gmail.com DOE Contact Phone: 703-123-4659
 Last Updated By: Shelander, William on 11/11/2014

Resources

View
 Instructions

Commercialization Survey Status

Section	Status	Options
General Information	Not Started ✗	Update
Awards	Not Started ✗	Update

4. In the *Options* column, click the **Update** link for the section you wish to work on.

9.3.3.1 General Information Section

Clicking the *General Information Update* link on the *Commercialization Survey – Status* page (Figure 254) takes you to the *Commercialization Page – General Information* page (Figure 255). Use the steps below to complete this section of the survey.



The first three fields under Small Business Concern (SBC) Information are prepopulated from the Institution Profile in PAMS.

1. On the *Commercialization Page – General Information* page, fill in the mandatory fields.
2. When finished, click the **Choose Action** dropdown and select either **Save**, **Save and Continue**, or **Mark as Complete**. Click the **Go to Previous Page** button to return to the *Commercialization Survey – Status* page and lose any data you entered.
3. When you have made your selection, click the **Go** button to be taken to the *Commercialization Survey - Awards* page (Figure 256).

Element	Description
Since receiving SBIR/STTR funding has your SBC completed an Initial Public Offering (IPO) that resulted, in part, of technology your SBC developed under the DOE SBIR/STTR Programs?	Select the Yes or No radio button. If Yes applies, enter the IPO year and estimated value.
Has your SBC been acquired as a result of work conducted under DOE SBIR/STTR funding?	Select the Yes or No radio button. If Yes applies, enter the year the SBC was acquired and the dollar value of the acquisition.
Has your SBC produced any spin-off companies?	Select the Yes or No radio button. If Yes applies, enter the year the spin-off and its name.
SBC Total Federal SBIR/STTR Related Sales	Enter appropriate dollar amount.
SBC Total Federal SBIR/STTR Investment	Enter appropriate dollar amount.
Choose Action Dropdown and Go Button	<ul style="list-style-type: none"> Click Save and click the Go button to save the data entered and remain on this page. Click Save and Continue and click the Go button to save the data entered and go to the next section of the report. Click Mark as Complete and click the Go button to save the data, mark this section's status as <i>Complete</i>, and go to the <i>Commercialization Survey - Awards</i> page.

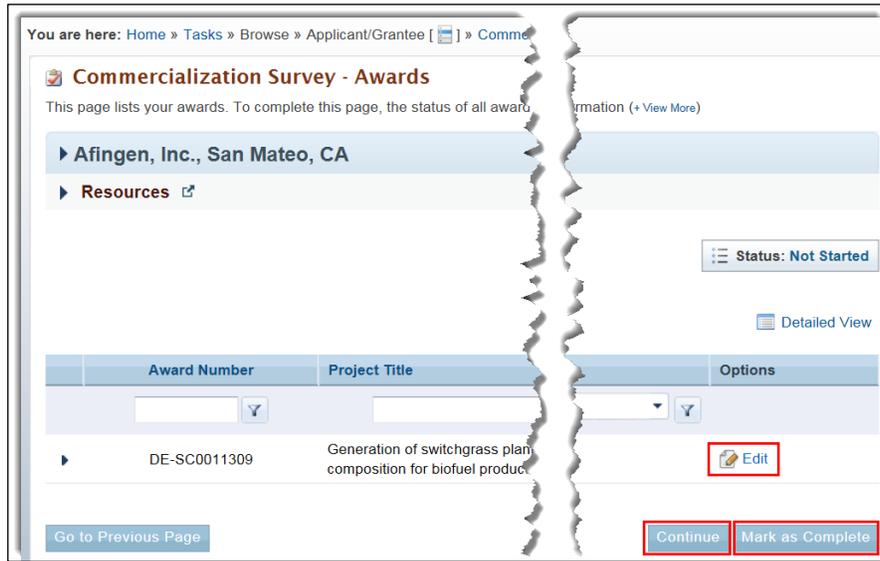
9.3.3.2 Awards Section

Clicking the **Awards Update** link on the *Commercialization Survey – Status page* (Figure 254) takes you to the *Commercialization Page – Awards* page (Figure 255), which lists all your awards. Use the steps below to complete this section of the survey.



The Awards section can only be marked 'Complete' if the status of each award is 'Complete'.

Figure 256. Awards Page



1. Under the *Options* column, click the **Edit** link to go to the *Commercialization Survey – Edit Award* page (Figure 257).

Figure 257. Commercialization Survey – Edit Award Page

You are here: Home » Tasks » Browse » Applicant/Grantee [] » Commercialization Survey

Commercialization Survey - Edit Award

Fill in the fields as necessary. Under the Choose Action dropdown, select the Save option to

Afingen, Inc., San Mateo, CA

Fields with * are required

Project Related Information

* Award/Project Short Description/Abstract (i) Liquid fuel produced competitively. The cost of corn stover is nearly cost of soybeans to produce biofuel technology could be used for forage crops.

Number of patents related to award (if any) (i) []

Sales and Revenue

* Sales to Private Industry (SPI) (i) \$ []

* Sales to Federal Entity or Prime Contractor (SF) (i) \$ []

* Sales to Other (SO) (i) \$ []

* Licensing Revenue (i) \$ []

Total Project/Award Sales and Revenue (i) \$ 0.00 [Calculate]

* Describe how this technology was commercialized and its effects on SBC (i) Approximately 1 p []

* Has a product with this technology been launched? Yes No

Investment

* SBC Self-Investment (IS) (i) \$ []

* Investment from Non-SBIR Federal Entity or Prime Contractor (IF) (i) \$ []

* Angel Investment (AI) (i) \$ []

* Venture Capital Investment (VC) (i) \$ []

* Other Investment (OI) (i) \$ []

If Other Investment is provided, please specify other source of investment (i) []

Total Project/Award Investment (i) \$ 0.00 [Calculate]

Cancel [Choose Action] [Go]

- Choose Action
- Options -
 - Save
 - Save and Continue
 - Mark as Complete

2. Update the award information, as required.
3. When you are finished, click the **Choose Action** dropdown.
4. Select the **Mark as Complete** option.
5. Click the **Go** button. A *Success* message informs you that the *Edit Award* page was successfully marked as complete.
6. Repeat Steps 1–6 for any other of your awards that do not have a status of *Complete*.
7. Once all the awards are marked as complete, on the *Commercialization Survey – Awards* page (Figure 256), click the **Mark as Complete** button to submit the Commercialization Survey to DOE.

Mandatory Fields

Element	Description
<i>Award/Project Short Description/Abstract</i>	Project description
<i>Sales to Private Industry (ISP)</i>	This figure includes all small business sales to non-federal, state, and local government entities, resulting in part or in full from the commercialization of the DOE SBIR/STTR-funded technology.
<i>Sales to Federal Entity or Prime Contractor (SF)</i>	This figure includes all small business sales of the DOE SBIR/STTR-funded project technology to federal entities, including its prime contractors and national laboratories.
<i>Sales to Other (SO)</i>	This figure includes all small-business sales of the DOE SBIR/STTR-funded project technology to non-federal entities, such as foreign, state, and/or local governments.
<i>Licensing Revenue</i>	This figure includes all income earned by your small business for allowing its copyrighted or patented material developed in part or in full due to DOE SBIR/STTR funding to be used by another company or entity.
<i>Describe how this technology was commercialized and its effect on SBC</i>	Describe the impact on your small business from the successful commercialization of the DOE SBIR/STTR funded technology.
<i>Has a product with this technology been launched</i>	Select the Yes or No radio button.
<i>SBC Self-Investment</i>	This figure includes funds owned by the small business or one or more small business owners and invested back into the company.
<i>Investment from Non-SBIR Federal Entity or Prime Contractor (IF)</i>	This figure includes funds provided by a federal program or entity primarily funded by the federal government with or without an interest in your company.
<i>Angel Investment</i>	This figure includes funding from an individual, group, or network like-minded individuals providing capital to your small business. This support may be in exchange for ownership equity for your small business.
<i>Venture Capital Investment (VC)</i>	This figure includes funding from an investment group providing capital to your small business, usually in exchange for ownership equity or control in your company.
<i>Other Investment (OI)</i>	This figure includes funds provided by none of the preceding investors that may or may not have a controlling interest in your small business, e.g., gifts or loans from family and friends.

Element	Description
<i>Choose Action</i> Dropdown and <i>Go</i> Button	<ul style="list-style-type: none"> • Click Save and click the Go button to save the data entered and remain on this page. • Click Save and Continue and click the Go button to save the data entered and go to the next section of the report. • Click Mark as Complete and click the Go button to save the data, mark this section's status as <i>Complete</i>, and go back to the <i>Commercialization Survey - Awards</i> page.

9.4 SBIR Phase II – Commercialization Plan

Commercialization Plans are only submitted for SBIR/STTR Phase II awards.

9.4.1 *What Is a Commercialization Plan?*

A Commercialization Plan is a federal reporting requirement for SBIR-STTR awards that have reached the end of the award period.

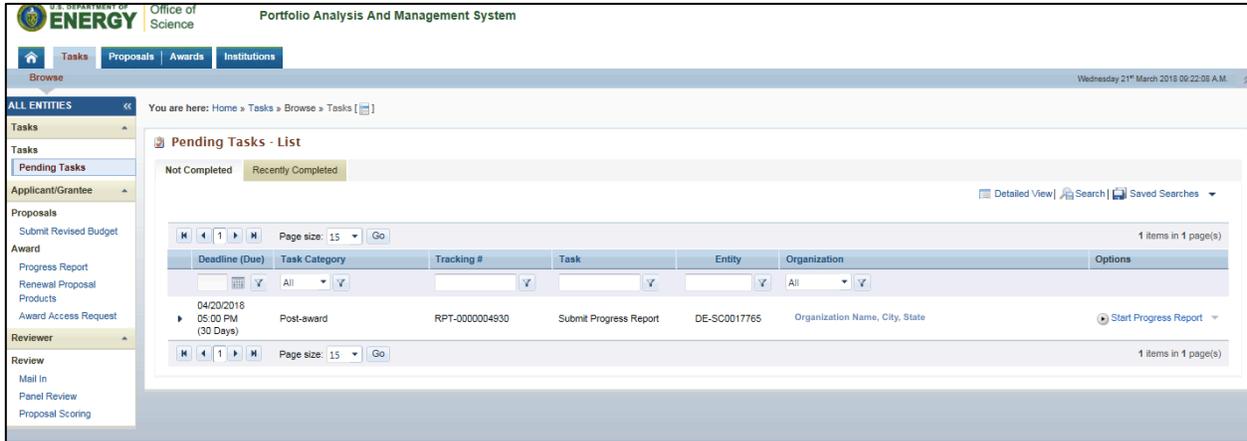
9.4.2 *How do I know when a Commercialization Plan is due?*

The award SRO will receive an email notification called “Out of Cycle Progress Report Requested for SBIR/STTR Award...” when the Commercialization Plan task is created. The Commercialization Plan is a type of Progress Report so the email and the task will reference that name. The task will be created on the Project Period End Date with a due date of 30 days after task creation.

9.4.3 *How do I complete and submit a Commercialization Plan?*

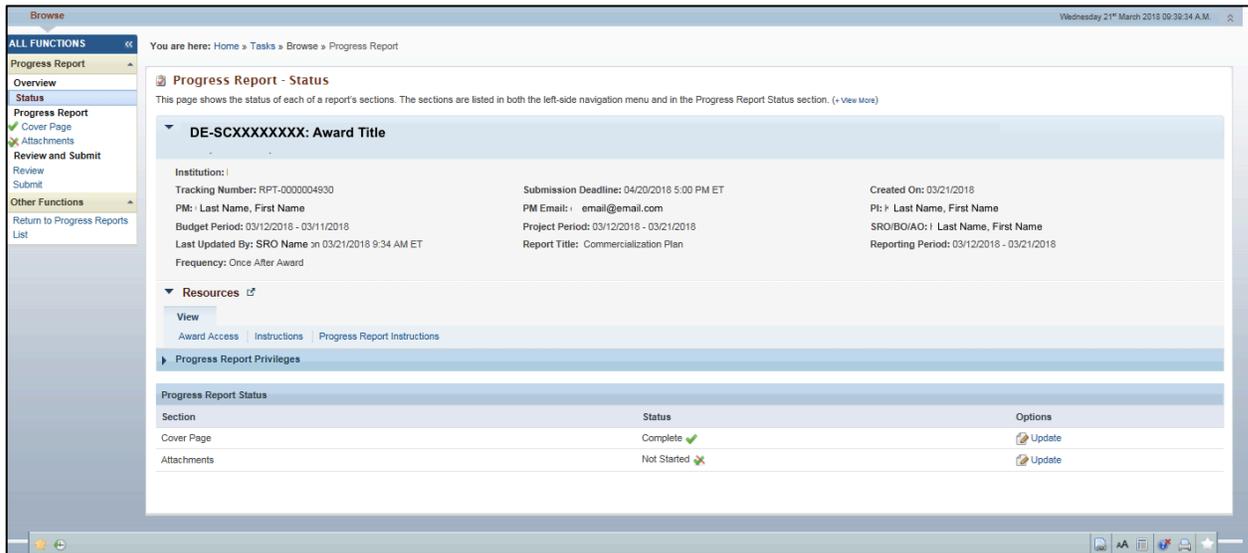
1. Follow the link provided in the email or navigate to the tasks tab in your PAMS account and click Start Progress Report. Although this is a commercialization plan, the task name on your tasks page will be Progress Report.

Figure 258. Tasks Tab - Progress Report Task



2. The Progress Report task will display with two sections: Cover Page and Attachments.

Figure 259. Progress Report Task



9.4.3.1 Cover Page

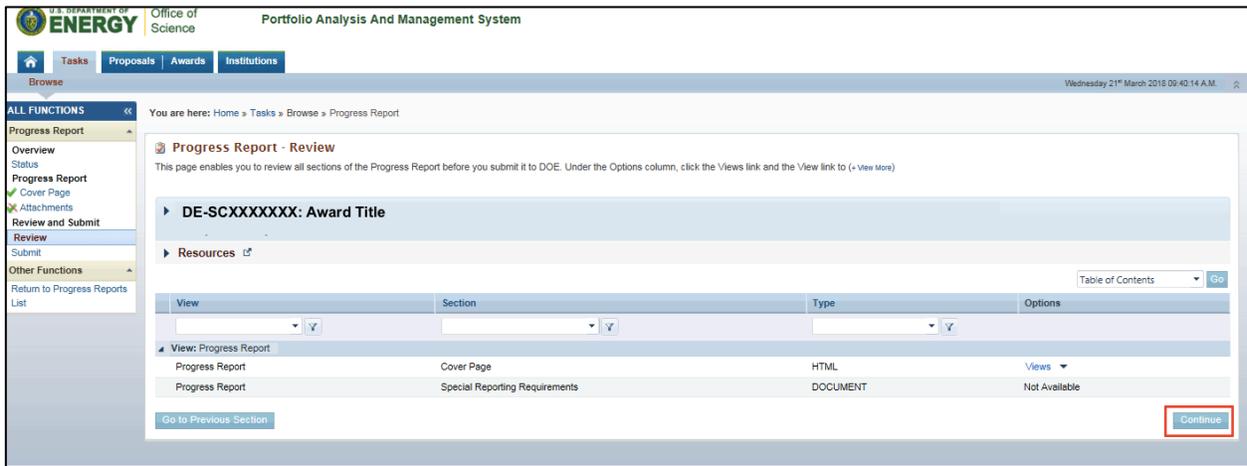
The Cover Page is prepopulated with information about the award. Check this page for correctness.

9.4.3.2 Attachments

Attach the documents required for your commercialization plan.

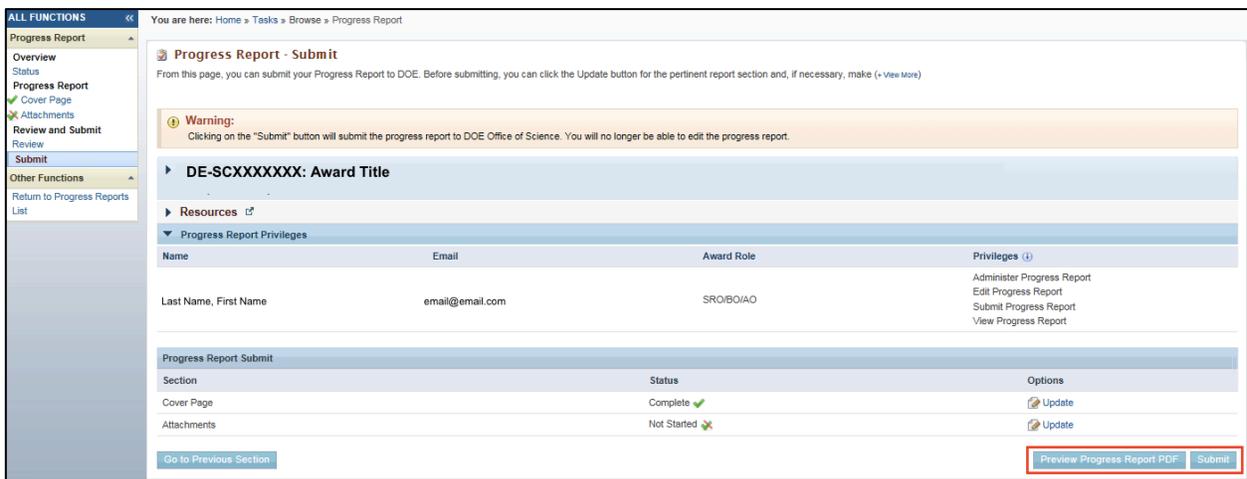
3. Review the pages of your commercialization plan submission for completeness and accuracy. Click **Continue**.

Figure 260. Review Progress Report



4. On the submission page, you may preview a PDF copy of your commercialization plan submission. When ready, click **Submit** to send your commercialization plan to DOE.

Figure 261. Submit Progress Report



APPENDIX A PAMS HELPDESK CONTACT INFORMATION

If you have any questions regarding PAMS or if you have any trouble accessing your information in PAMS, please contact the PAMS Helpdesk staff as follows:

Phone	Hours of Operation	Email
(855) 818-1846 (toll free) or (301) 903-9610	9:00 a.m.–5:30 p.m., Eastern Time (ET), Monday–Friday	sc.pams-helpdesk@science.doe.gov



APPENDIX B PROPOSAL PROCESS FLOW IN PAMS

Figure C-1 is a high-level flow diagram of the phases that a Proposal goes through in PAMS.

Figure C-1. Proposal Process Flow in PAMS

