

# Create and Manage Submissions

## Manage Submissions - Overview

Submissions in PAMS include the following:

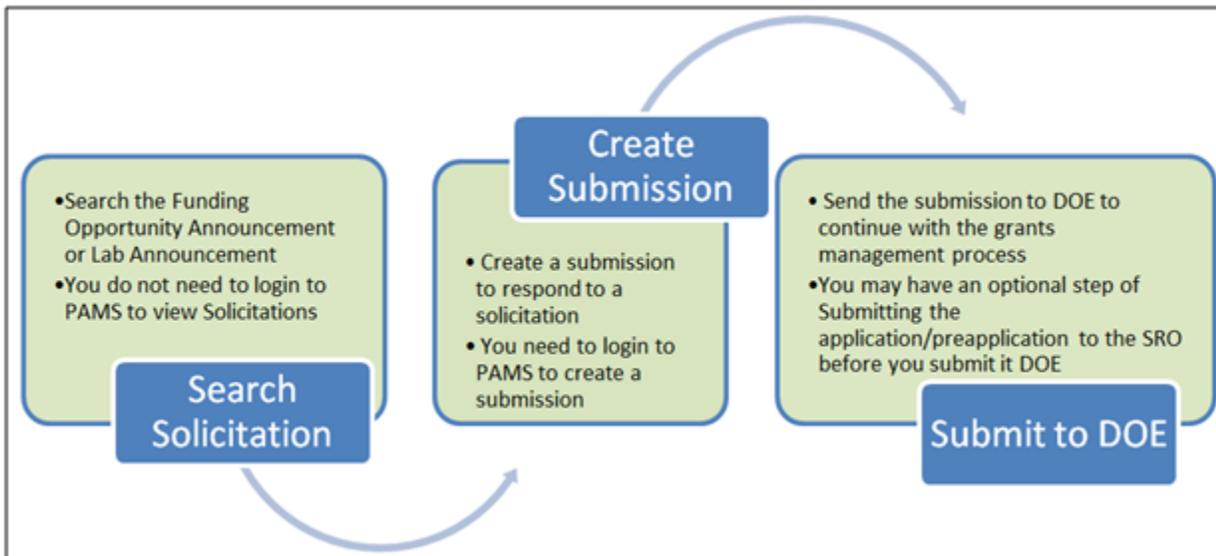
- Proposals
- Preproposals
- Letters of Intent

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 to the same)

## How Do I Respond to a solicitation?

Responding to a solicitation could be through either a Preproposal or a formal Proposal. The flow below summarizes the process for responding to a solicitation:



## 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.

### I Am Not Logged in to PAMS

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

### I Am Logged in to PAMS

1. Click the **Proposals** tab and then click the **Search Solicitations** link.
2. Choose the 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**.

## Create Submission

Once you have identified the solicitation, you can create a submission to respond to the solicitation. The next sections will cover creating and submitting Preproposals, Proposals, and Letters of Intent.

## I Want To View Submissions from My Institutions

Follow the steps below to view any submissions associated with an institution:

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