

Submit a Letter of Intent

Create and Submit a Letter of Intent

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

1. Click on the **Actions/Views** link and then click on **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.
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.
4. Complete the form by entering the required information. Note that fields marked by a red asterisk 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.