Respond to a Proposal Invitation

1 Introduction

The Department of Energy (DOE) Office of Science (SC) issues many announcements each year to solicit research proposals from colleges and universities, non-profit and for-profit research organizations, DOE's national laboratories, small businesses, and other federal research organizations.

The Office of Science issues two types of funding announcements:

- Funding Opportunity Announcements (FOAs), which may be open to one or more institution types (please read the eligibility requirements in a given FOA for details); and
- DOE National Laboratory Announcements, which are open only to DOE laboratories

In addition to these funding opportunities a Program Manager may choose to invite an institution to submit a National Laboratory or an interagency application.

The purpose of this document is to provide step-by-step instructions for users to follow to submit an invited proposal in PAMS.

2 Prerequisites

Before a user can submit an Invited Proposal in PAMS, the following criteria must be met:

- The user has an active, external PAMS account.
- The user has received an invitation to submit a proposal.

3 Accessing and Completing an Invited Proposal

Invitations to submit proposals are sent to the invitee, an external user identified by the Program Manager inviting the user to submit, in the form of an email (*Figure 1*). These emails provide basic information about the invitation, including the submission office, the deadline, and an invitation-specific link to create the proposal.

Use the following steps to access and complete an Invited Proposal.

1. Upon receiving an invitation to submit a proposal, click the first **here** link in the email (*Figure 1*). You will be redirected to the PAM login page.

Note	• If you do not have an external PAMS account, click the second **here** link in the email. PAMS will prompt you to create an account. • If you are not registered to the institution for which you have been invited to submit a proposal, click the third **here** link in the email. PAMS will prompt you to register to the institution in PAMS.

2. Upon logging in to your external PAMS account via the link provided in the email, PAMS will navigate you to the My Proposals page, which displays a list of all of your active proposals. Also present in this list will be an "In Progress" proposal entitled "Invite to Submit to DOE Office of Science (change me)". This is your invited proposal. To edit the proposal, click "Edit Proposal" in the **Actions/Views** menu in the Options column (*Figure 2*).

From: Program Manager <Email Address>
Date: Wed, May 15, 2019 at 11:29 AM
Subject: Invitation to Submit a Technical Proposal to the DOE Office of Science
To: .<Email Address>
Cc: <Email Address>

I am pleased to invite you to submit a proposal for Institution Name, Institution City, Institution State . to the Office of Biological & Environmental Research within the DOE Office of Science. The proposal must be submitted into the DOE Office of Science Portfolio Analysis and Management System (PAMS) by 5/31/2019 5:00 PM ET.

The following additional comments are provided for your reference:

Test

You must have an account established with PAMS to submit a proposal in response to this invitation. Follow the instructions below to submit the proposal to DOE.

Instructions:

- If you are already registered to Institution Name, Institution City, Institution State in PAMS, simply click here to log in to PAMS and to submit the proposal to DOE.
- If you do not have a PAMS account click here and follow the instructions to create an account and to register to Institution Name, Institution City, Institution State . Once you are registered to the institution, simply click here to log in to PAMS and to submit the proposal to DOE.
- If you are registered to PAMS but are not registered to Institution Name, Institution City, Institution State, click here and follow the instructions to register to the institution. Once you are registered to the institution, simply click here to log in to PAMS and to submit the proposal to DOE.

Once you are in your My Proposals list page, edit the in-progress proposal with the title, "Invite to Submit to DOE Office of Science (change me)," which will be created as soon as you click on the links provided above.

To edit the proposal, select "Edit Proposal" under "Actions/Views." To allow another person to edit the proposal, you may give them peer access by selecting "Manage Peer Access" under "Actions/Views."

Figure 1. Invited Proposal Email

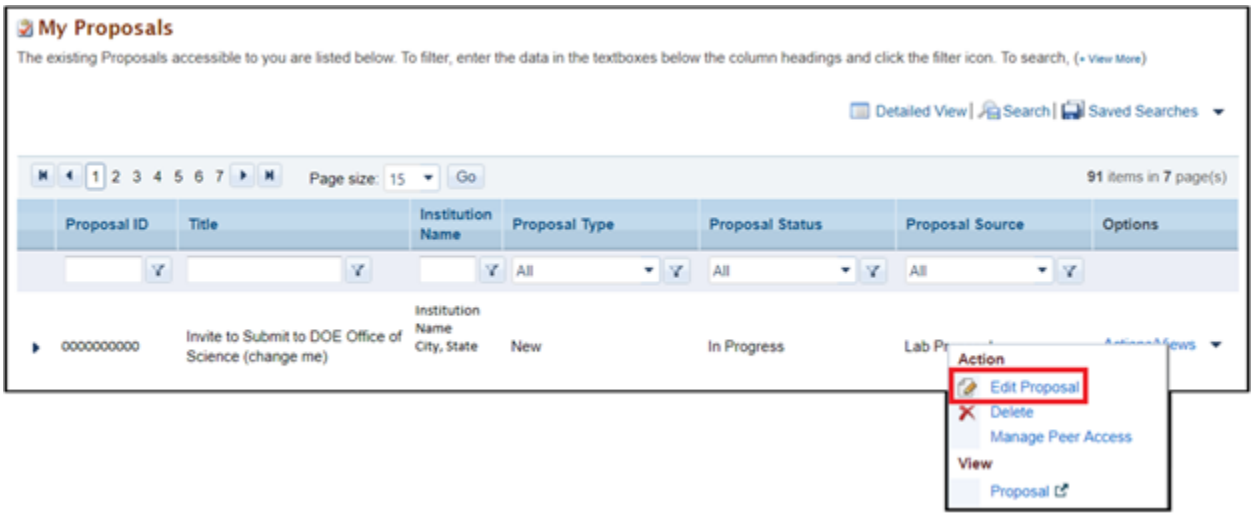

Figure 2. My Proposals, "Invite to Submit to DOE Office of Science (change me)"

3.1 Completing an Invited Proposal by a National Laboratory

Upon clicking **Edit Proposal** in the **Action/Views** menu for the proposal entitled "Invite to Submit to DOE Office of Science (change me)", PAMS will load the "DOE National Laboratory Announcements – Submit Proposal" page. DOE National Laboratory proposals consist of four sections: Cover Page, Budget, Projects/Subawards (optional), and Attachments. To submit a proposal, you must complete all of the required fields in each section.

3.1.1 Cover Page

Use the following steps to complete the Cover Page section for an invited DOE National Laboratory proposal. You must complete all of the required fields before moving on. Refer to the table below to complete the required fields in the Cover Page section.

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ALL PROPOSALS

General

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DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

Cover Page | Budget | Projects/Subawards *(optional)* | Attachments

Fields with * are required

Institution Information

* Institution	[Institution Name, City, State]

* Principal Investigator Information

Select PI

Name	
Position/Title of PI	
Phone Number	N/A
Email Address	
Address	N/A

* Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) Information

Select SRO/BO/AO

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

Project Information

* Proposal Title	Invite to Submit to DOE Office of Science (char
* Program Manager	[LastName, FirstName]
* Proposal Type	New
Field Work Proposal Number (if applicable)	FWP Information

#	FWP Number	Target Year

Research & Related Other 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

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

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8

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

○ Yes ○ No

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

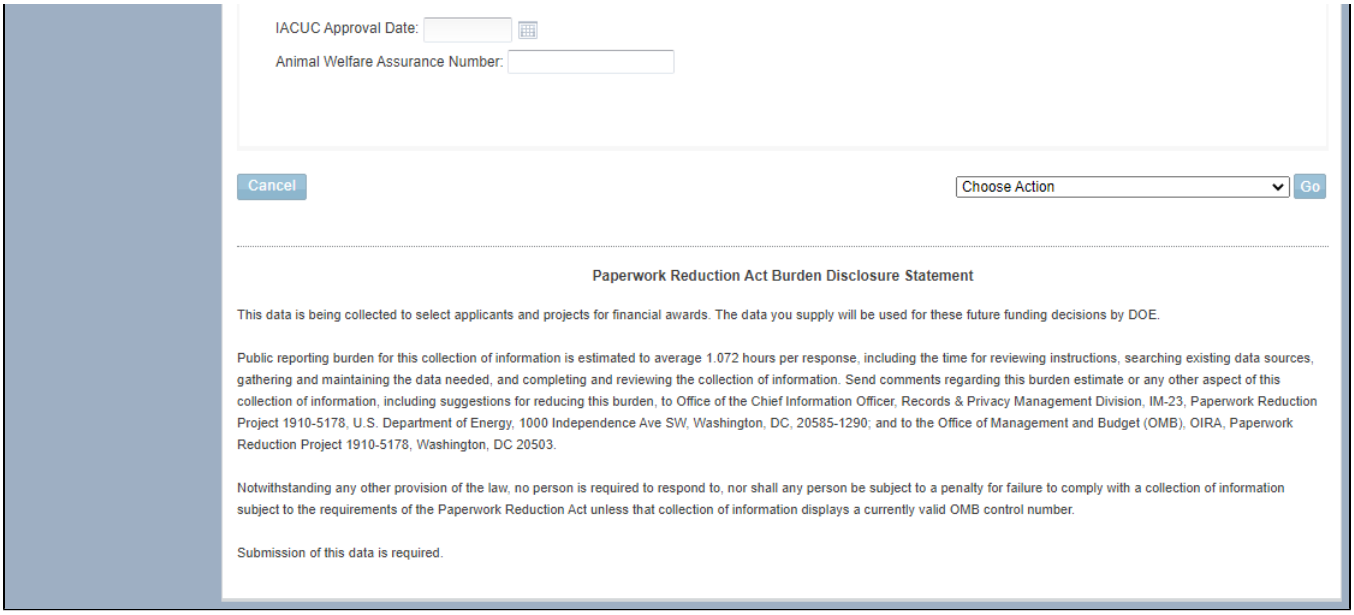

Figure 3. DOE National Laboratory Announcements – Submit Proposal, Cover Page 1

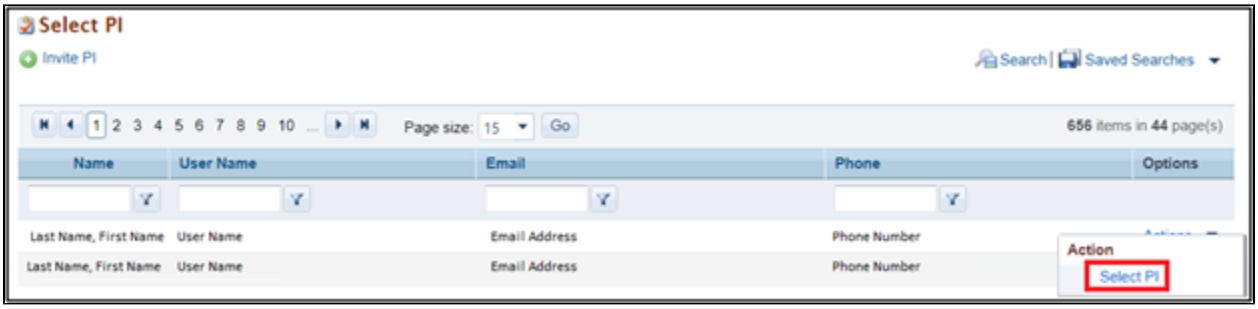

Figure 4. Select PI

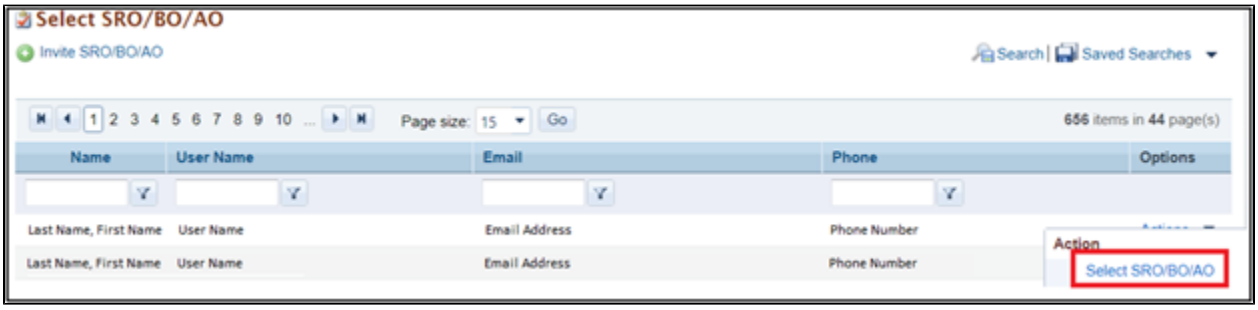

Figure 5. Select SRO/BO/AO

Required Fields

Element	Description
Institution	PAMS will auto-populate the name of the National Laboratory identified by the Project Manager when creating the invitation. This field is not editable. (*Figure 3*)

Principal Investigator Information	Select a Principal Investigator (PI) by clicking **Select PI** on the right side of the section header (*Figure 3*). PAMS will load the "Select PI" page (*Figure 4*). Browse the list or use the filters or advanced search above the grid to locate the PI you would like to select. Once you have chosen a PI, click **Select PI** in the **Action** menu in the Options column. PAMS will return you to the "DOE National Laboratory Announcements – Submit Proposal" page, and populate the remaining fields in the Principal Investigator Information section.
Sponsored Research Official /Business Official /Administrative Official (SRO/BO /AO) Information	Select a Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) by clicking **Select SRO/BO/AO** on the right side of the section header (*Figure 3*). PAMS will load the "Select SRO/BO/AO" page (*Figure 5*). Browse the list or use the filters or advanced search above the grid to locate the SRO you would like to select. Once you have chosen an SRO, click **Select SRO/BO /AO** in the **Action** menu in the Options column. PAMS will return you to the "DOE National Laboratory Announcements – Submit Proposal" page, and populate the remaining fields in the Sponsored Research Official/Business Official/Administrative Official (SRO /BO/AO) section.
Proposal Title	Enter a title for the proposal (*Figure 3*). The title must be changed.
Program Manager	The Program Manager will be auto-populated based on who created the proposal invitation. This field is not editable. (*Figure 3*)
Proposal Type	Click the dropdown, and select a Proposal Type (*Figure 3*).
1. Are Human Subjects Involved?	Select the "Yes" or "No" radio button (*Figure 3*). NOTE: If you select "Yes", you must complete the "1a. If Yes, is the project exempt from Federal regulations?" subsection.
2. Are vertebrate animals used?	Select the "Yes" or "No" radio button (*Figure 3*). NOTE: If you select "Yes", you must complete the "2a. If Yes, is the IACUC review pending?" subsection.

1. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Cover Page and Continue to Next Section", and click **Go** (*Figure 3*).

Note	You can save your progress without navigating away from the page at any point by clicking the **Choose Action** dropdown, selecting "Save Cover Page", and clicking **Go**.

2. PAMS will save the Cover Page tab, and navigate you to the Budget tab.

3.1.2 Budget

The Budget tab consists of twelve sections: the Budget Period table, Budget Period Information, Senior/Key Person, Additional Senior Key Persons, Other Personnel, Equipment Description, Travel, Participant/Trainee Support Costs, Other Direct Costs, Direct Costs, Other Indirect Costs, and Total Direct and Indirect Costs. Use the following steps to complete the Budget tab.

1. Refer to the table below to complete the required fields in the Budget tab.

2. Click the **Edit** icon for each section of the budget that needs to be updated. Click **Continue** in that section to save your edits (Figures 6-13).

Required Fields

Element	Description
Budget Period Start Date	Click the **Edit** icon, in the Budget Period Information header, and enter a start date for the budget period (Figure 6).
Budget Period End Date	Click the **Edit** icon, in the Budget Period Information header, and enter an end date for the budget period (Figure 6).

Note	If the section does not apply to your budget, leave it blank.

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ALL PROPOSALS

General

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

DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

Cover Page | Budget | Projects/Subawards *(optional)* | Attachments

000000000: [Institution Name, City, State]

PI: [LastName, FirstName]

Title: .390 TMUs

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

A. Senior/Key Person

#	Name	Project Role	Months	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)
Total Funds requested for all Senior Key Persons in the attached file						Not Provided
					Total Senior/Key Person	Not Provided

Additional Senior Key Persons (Maximum 1) Attach File

No documents attached

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)	Not Provided

C. Equipment Description

#	Equipment Item	Funds Requested ($)
	Total Equipment	Not Provided

D. Travel

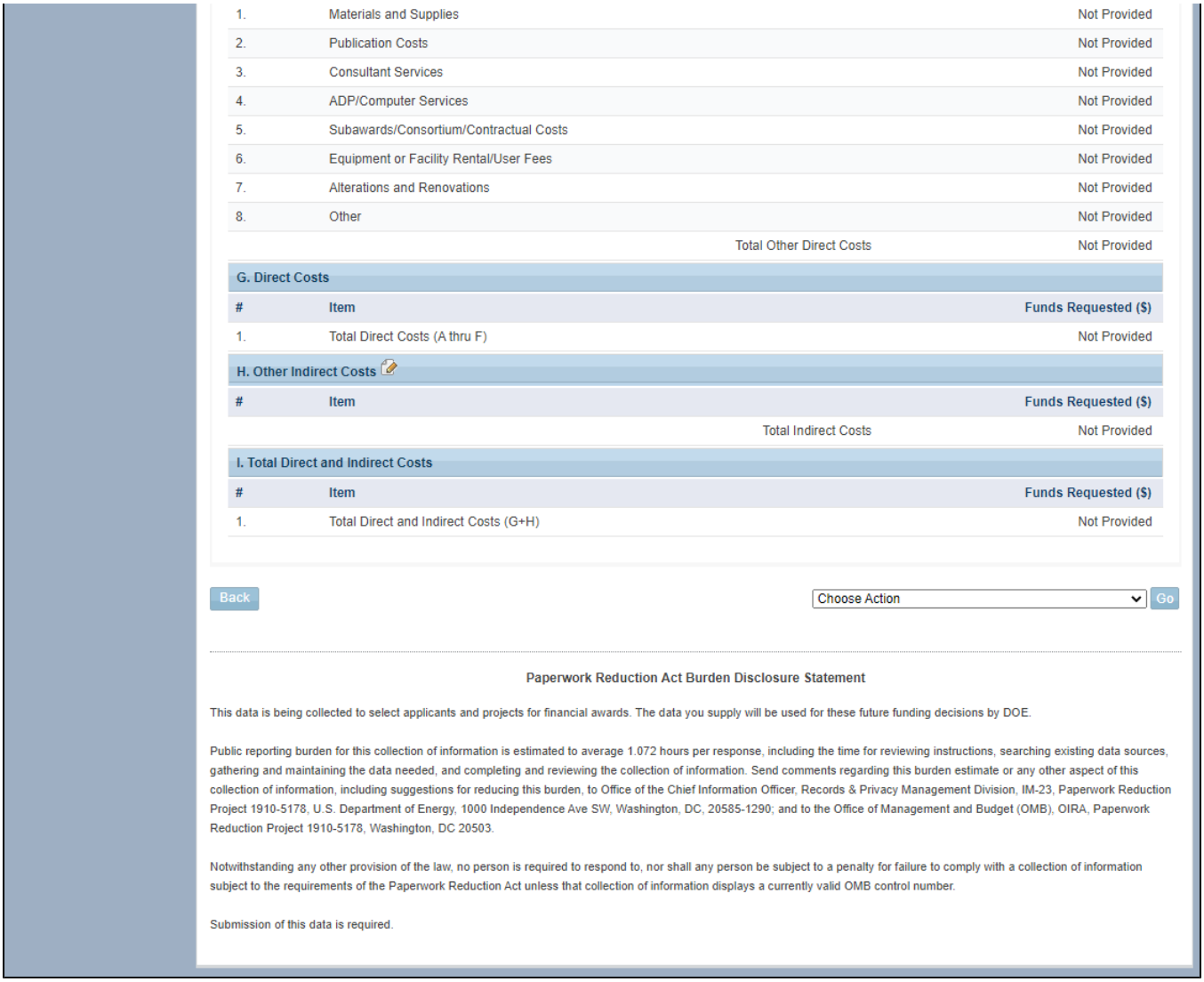
#	Item	Funds Requested ($)
1.	Domestic Travel Costs (Incl. Canada, Mexico, and U.S. Possessions)	Not Provided
2.	Foreign Travel Costs	Not Provided
	Total Travel	Not Provided

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	Not Provided

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	Not Provided

G. Direct Costs

#	Item	Funds Requested ($)
1.	Total Direct Costs (A thru F)	Not Provided

H. Other Indirect Costs

#	Item	Funds Requested ($)
	Total Indirect Costs	Not Provided

I. Total Direct and Indirect Costs

#	Item	Funds Requested ($)
1.	Total Direct and Indirect Costs (G+H)	Not Provided

Back

Choose Action Go

Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to select applicants and projects for financial awards. The data you supply will be used for these future funding decisions by DOE.

Public reporting burden for this collection of information is estimated to average 1.072 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records & Privacy Management Division, IM-23, Paperwork Reduction Project 1910-5178, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5178, Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

Submission of this data is required.

Figure 6. DOE National Laboratory Announcements – Submit Proposal 1

Note

- When entering budget information for multiple budget periods, you may enter the first budget period's information and click **Copy from Previous Period** to copy data over from the previous period (Figure 8). This will eliminate the need to duplicate budget information for every year.
- Once you have copied a budget period, you can make any necessary edits by clicking the **Edit** icon.
- If you choose not to **Copy from the Previous Period**, you can click the next Budget Period tab and update the appropriate budget sections by clicking the **Edit** icon.

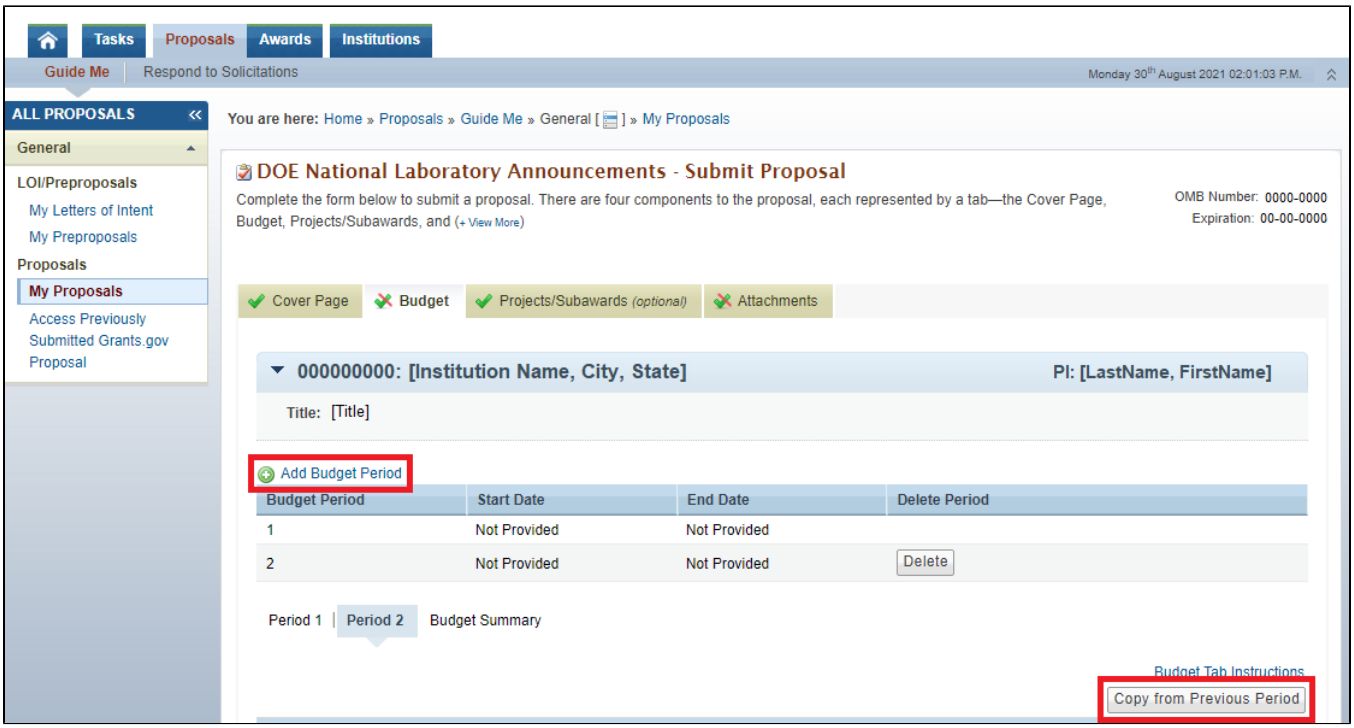


Figure 7. DOE National Laboratory Announcements – Submit Proposal, Budget – Add Budget Period

3. Once you have completed all of the required and necessary fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Budget and Continue to Next Section", and click **Go**. PAMS will save the Budget tab, and navigate you to the Subawards tab.

3.1.3 Projects/Subawards (optional)

The Projects/Subawards tab is an optional section. If your proposal includes a Project or Subaward, you will need to complete the Projects/Subawards tab. If your proposal does not include a Project or Subaward, leave the Projects/Subawards section blank, and move on to the Attachments tab.

Use the following steps to provide Project/Subaward budgets.

1. Click **Add Project/Subaward** at the top of the page (*Figure 8*). Provide budget information (refer to Section 3.2.2, Step 3) for each Project/Subaward you add.

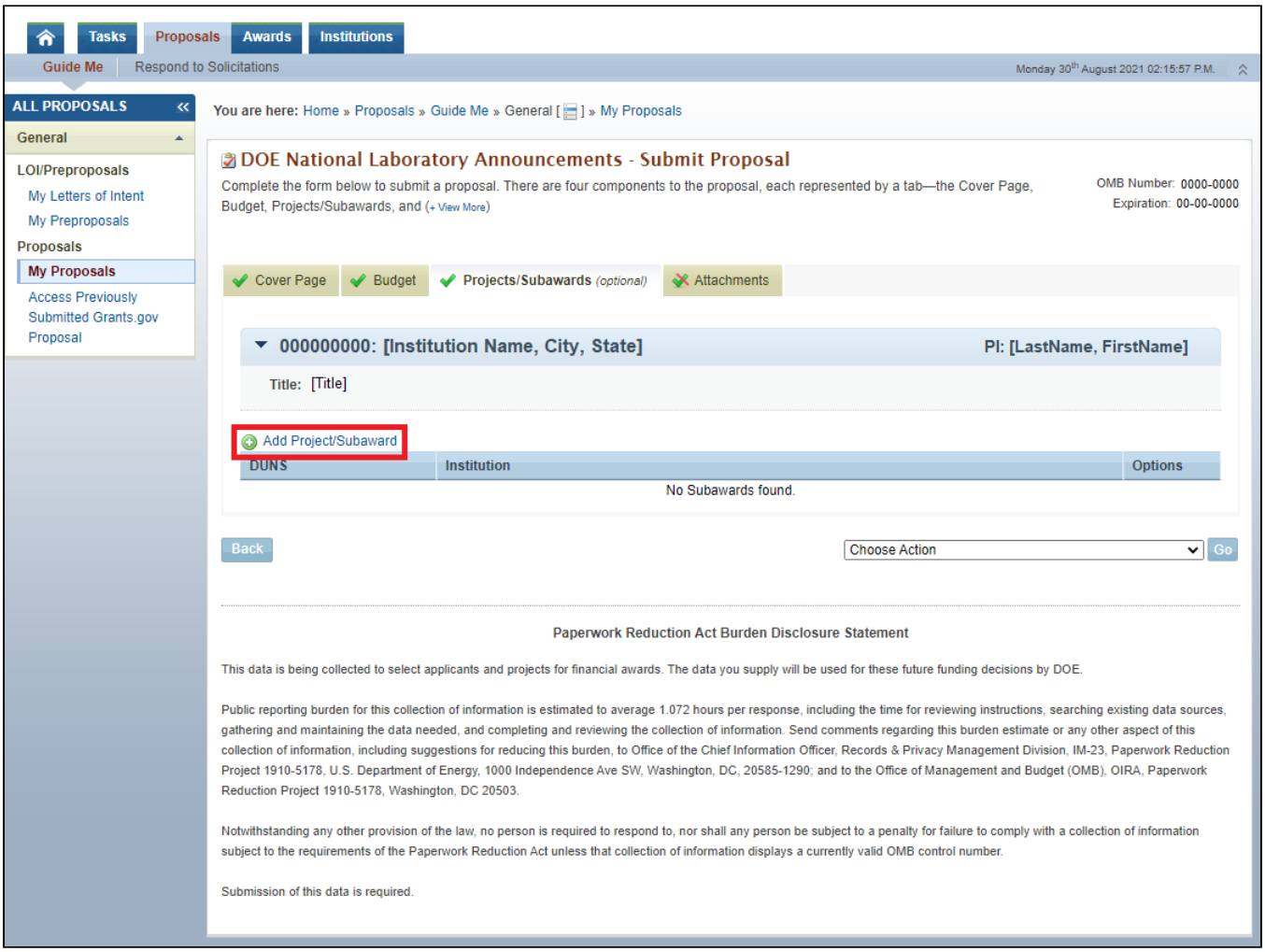


Figure 8. DOE National Laboratory Announcements – Submit Proposal, Subawards (optional), Add Subward

2. Click the **Edit** icon for each section of the budget that needs to be updated, and then click **Continue** in that section to save your edits.

Required Fields

Element	Description
Institution Name	Click the **Edit** icon, in the Project/Subaward Information header, and enter the Institution Name (*Figure 9*).
Budget Type	Use the "Project" and "Subaward/Consortium" radio buttons to specify the budget type.
Budget Period Start Date	Click the **Edit** icon, in the Budget Period Information header, and enter a start date for the budget period (*Figure 9*).
Budget Period End Date	Click the **Edit** icon, in the Budget Period Information header, and enter an end date for the budget period (*Figure 9*).

Note	If the section does not apply to your budget, leave it blank.

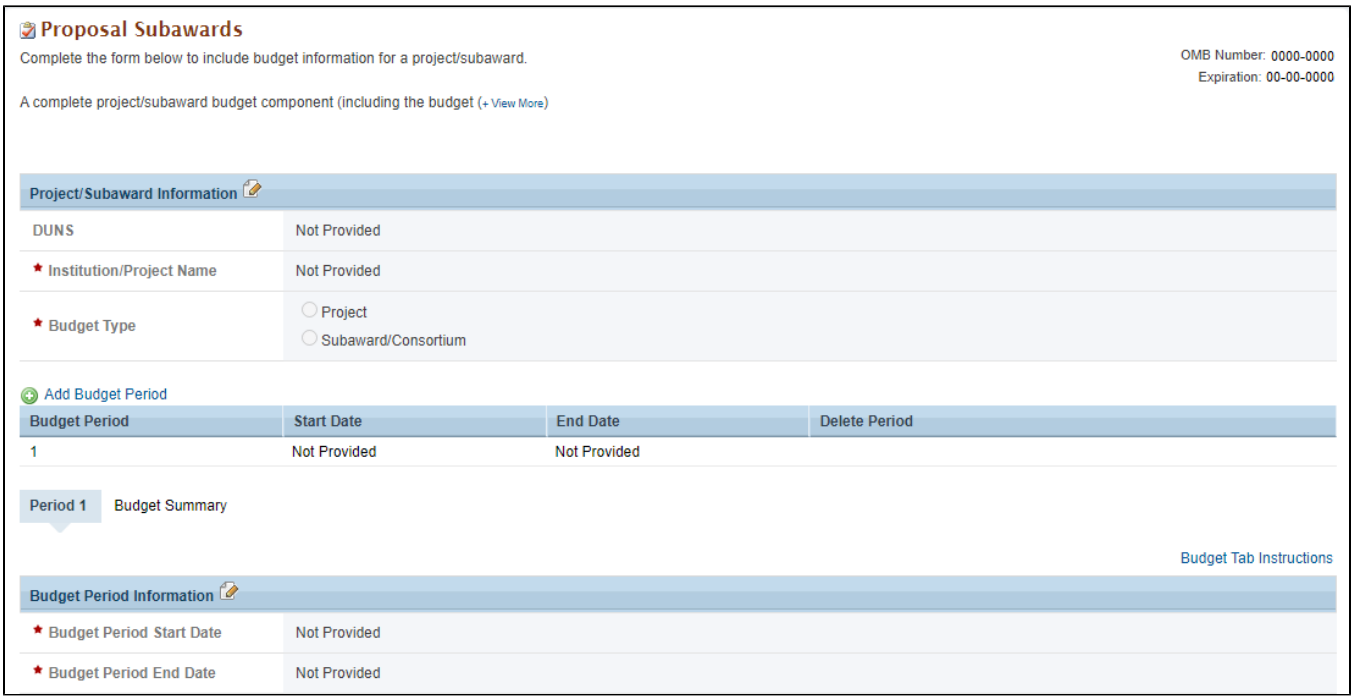


Figure 9. Proposal Subawards

3. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Subawards and Continue to Next Section", and click **Go** (*Figure 10*).

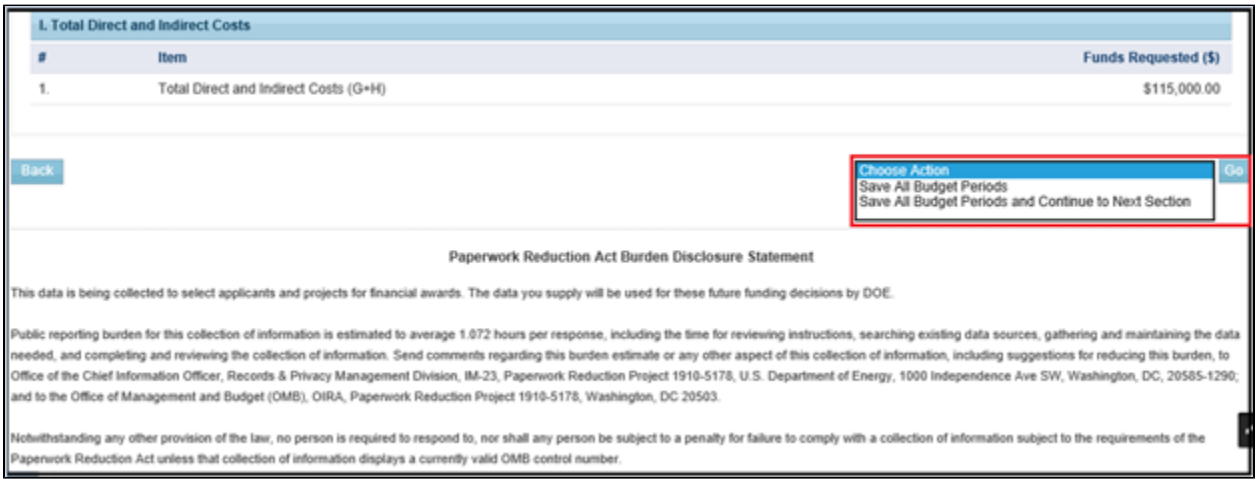


Figure 10. DOE National Laboratory Announcements – Submit Proposal, Budget – Save All Budget Periods

3.1.4 Attachments

The Attachments tab is used to upload required documents for the proposal. It consists of four sections: Project Summary/Abstract, Budget Justification Attachment, Proposal Attachment, and Other Attachments. Use the following steps to complete the Attachments tab.

Required Fields

Element	Description
Proposal Summary/Abstract	Upload the Project Summary Abstract. PAMS will accept one (1) document in this field only (*Figure 17*).
Budget Justification Attachment	Upload your Budget Justification. PAMS will accept one (1) document in this field only (*Figure 17*).

Proposal Attachment	Upload your Project Narrative. PAMS will accept one (1) document in this field only (*Figure 17*).

1. To attach a required document, click **Attach File** in the header. This will expand the section (*Figure 11*).

2. Click **Choose File**, and browse your computer for the file you would like to attach.

3. Once you have selected a file, click **Upload** to attach the file to the proposal.

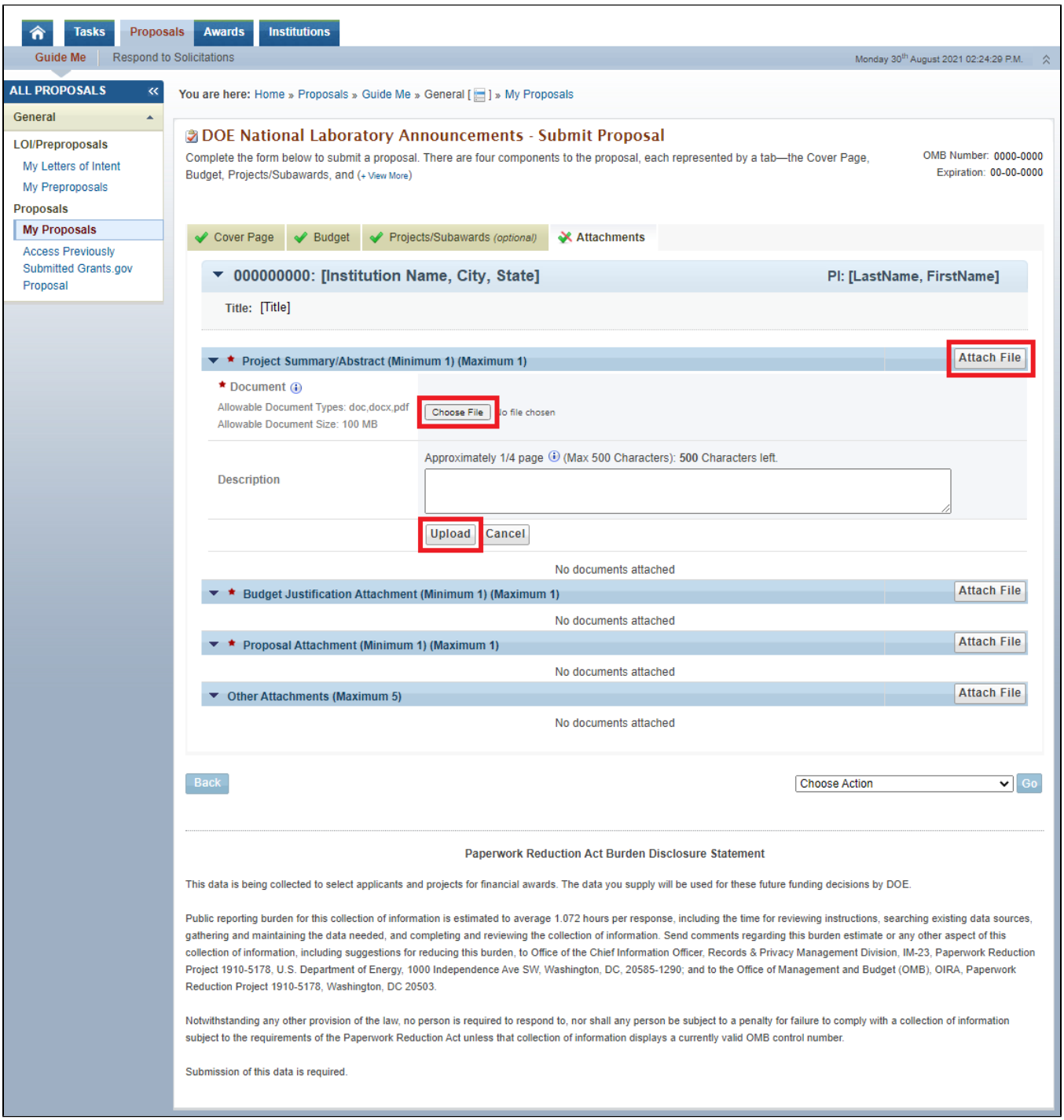


Figure 11. DOE National Laboratory Announcements – Submit Proposal, Attachments

Note	You may enter a description of the document in 500 characters or less in the Description field before clicking **Upload** and attaching the file.

4. When you have finished attaching the required documents, click the **Choose Action** dropdown, select the appropriate Save option, and click **Go** (*Figure 18*).

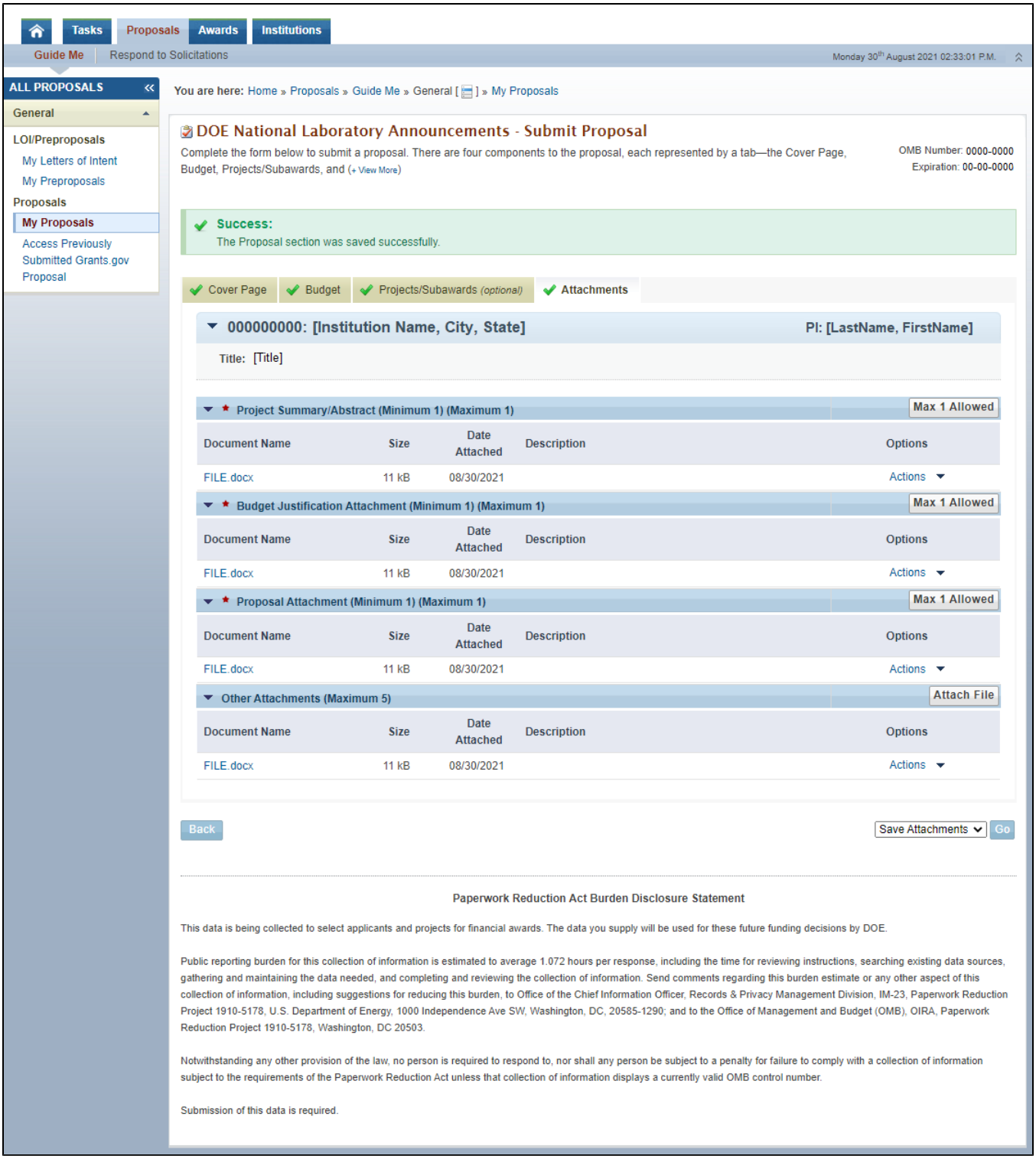


Figure 12. DOE National Laboratory Announcements – Submit Proposal, Attachments – Save

3.2 Completing an Invited Proposal for an Interagency

3.2.1 Cover Page

Upon clicking **Edit Proposal** in the **Action/Views** menu for the proposal entitled “Invite to Submit to DOE Office of Science (change me)”, PAMS will load the “DOE Interagency Proposal – Submit Proposal” page. Invited proposals consist of four sections: Cover Page, Budget, Project/Subawards (optional), and Attachments.

To submit a proposal, you must complete all of the required fields in each section. Refer to the table below to complete the required fields in the Cover Page section.

Required Fields

Element	Description
Agency Information	PAMS will auto-populate the agency identified by the Project Manager when creating the invitation. This field is not editable. (*Figure 13*)
Proposal Title	Enter a title for the proposal (*Figure 13*). This title must be changed.
Proposal Type	Click the dropdown, and select a Proposal Type (*Figure 13*).
Award Number	Enter an associated Award Number (*Figure 13*).
Principal Investigator Information	Select a Principal Investigator (PI) by clicking **Select PI** on the right side of the section header (*Figure 13*). PAMS will load the “Select PI” page (*Figure 14*). Browse the list or use the filters or advanced search above the grid to locate the PI you would like to select. Once you have chosen a PI, click **Select PI** in the **Action** menu in the Options column. PAMS will return you to the “DOE Interagency Proposals – Submit Proposal” page, and populate the remaining fields in the Principal Investigator Information section.
Sponsored Research Official /Business Official /Administrative Official (SRO/BO /AO) Information	Select a Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) by clicking **Select SRO/BO/AO** on the right side of the section header (*Figure 13*). PAMS will load the “Select SRO/BO/AO” page (Figure 15). Browse the list or use the filters or advanced search above the grid to locate the SRO you would like to select. Once you have chosen an SRO, click **Select SRO/BO/AO** in the **Action** menu in the Options column. PAMS will return you to the “DOE Interagency Proposals – Submit Proposal” page, and populate the remaining fields in the Sponsored Research Official/Business Official/Administrative Official (SRO /BO/AO) section.
DOE Agency Contact	Enter the First Name, Last Name, Email Address, and Phone Number of the DOE Agency Contact (*Figure 13*). NOTE: The DOE Agency Contact will generally be the Program Manager who created the proposal invitation.
Agency Business Contact Information	Enter the First Name, Last, Email Address, and Phone Number of the Agency Business Contact (*Figure 13*).

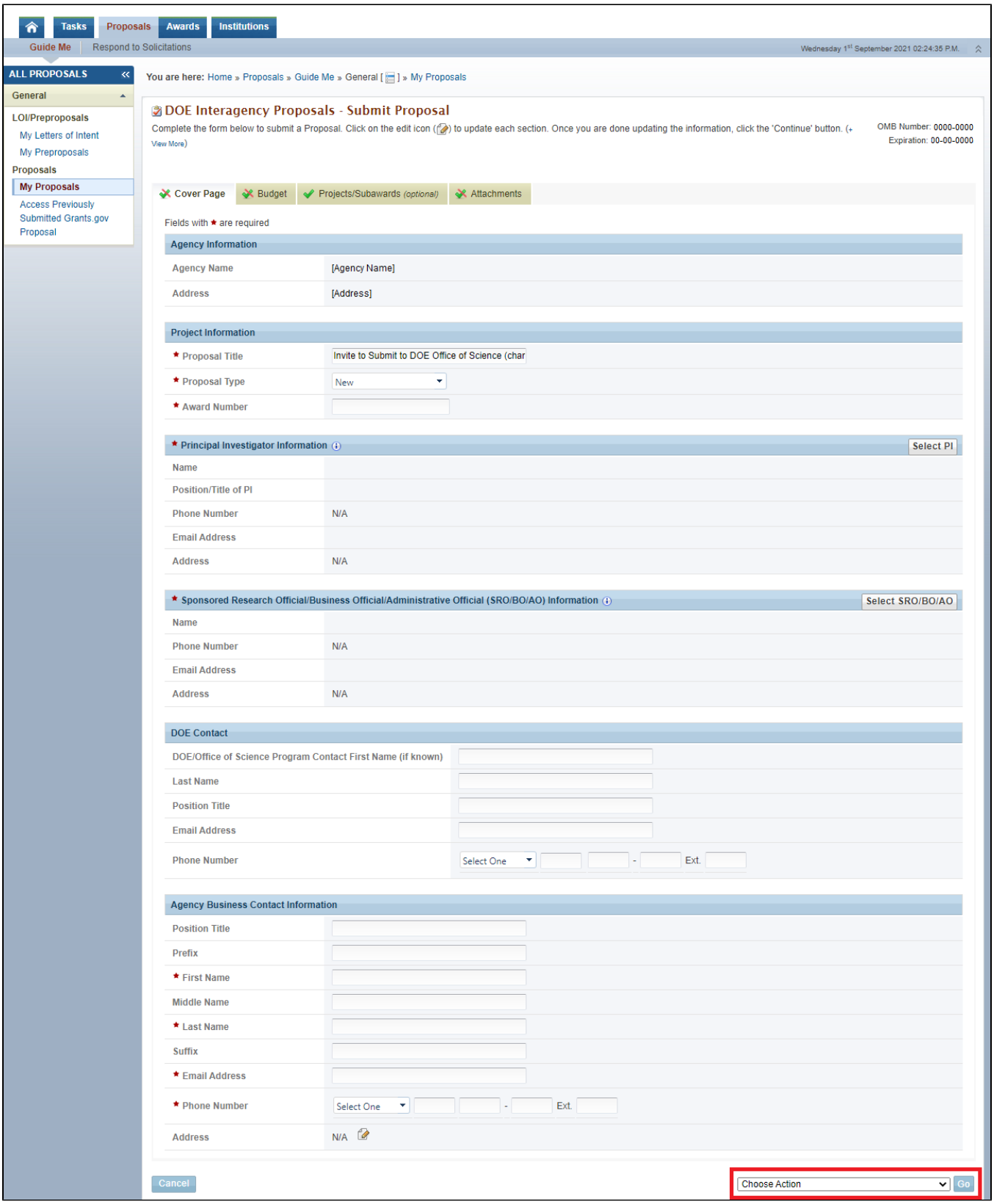


Figure 13. DOE Interagency Proposals – Submit Proposal, Cover Page 1

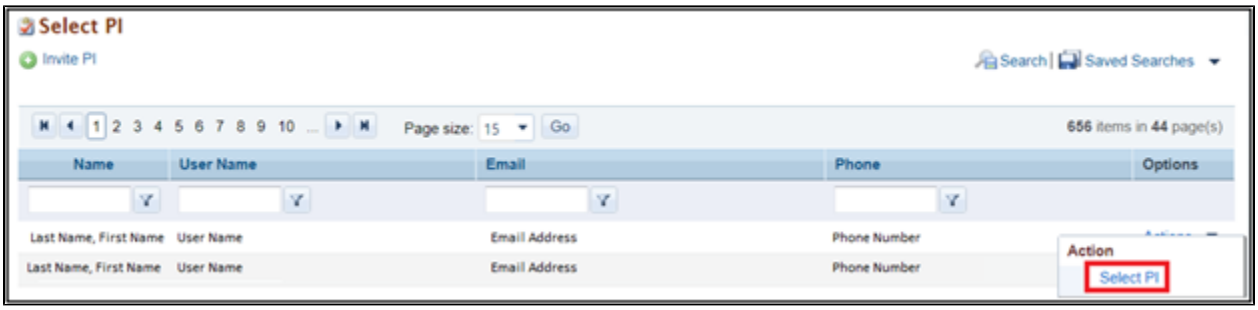


Figure 14. Select PI

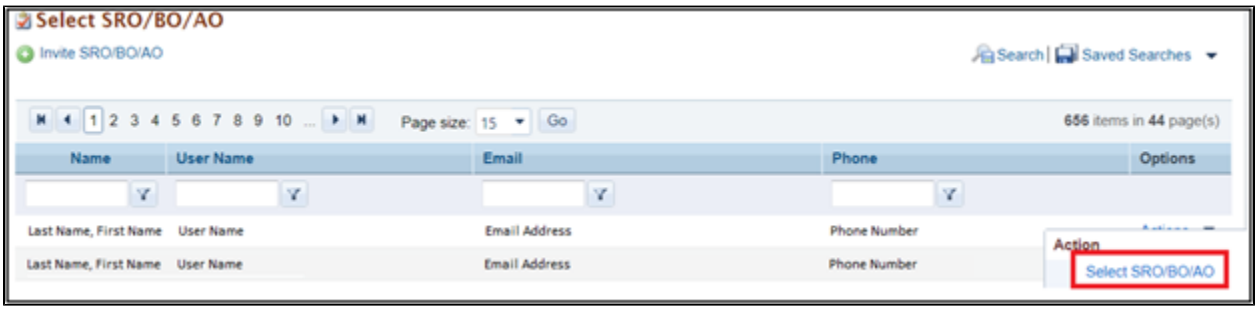


Figure 15. Select SRO/BO/AO

1. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select “Save Cover Page and Continue to Next Section”, and click **Go** (*Figure 13*).

Note	You can save your progress without navigating away from the page at any point by clicking the “Choose Action” dropdown, selecting “Save Cover Page”, and clicking **Go**.

2. PAMS will save the Cover Page tab, and navigate you to the Budget tab.

3.2.2 Budget

The Budget tab consists of twelve sections: the Budget Period table, Budget Period Information, Senior/Key Person, Additional Senior Key Persons, Other Personnel, Equipment Description, Travel, Participant/Trainee Support Costs, Other Direct Costs, Direct Costs, Other Indirect Costs, and Total Direct and Indirect Costs. Use the following steps to complete the Budget tab.

Refer to *Section 3.1.2 Budget*, steps 1-3 for guidance on completing your Budget.

3.2.3 Subawards (optional)

The Projects/Subawards tab is an optional section. If your proposal includes a Project or Subaward, you will need to complete the Projects/Subawards tab. If your proposal does not include a Project or Subaward, leave the Projects/Subawards section blank, and move on to the Attachments tab.

Refer to *Section 3.1.3 Projects/Subawards (optional)*, steps 1-3 for guidance on completing the Project/Subaward (optional section) if necessary.

3.2.4 Attachments

The Attachments tab is used to upload required documents for the proposal. It consists of four sections: Project Summary/Abstract, Budget Justification Attachment, Proposal Attachment, and Other Attachments.

Refer to *Section 3.1.4 Attachments*, steps 1-4 for guidance on uploading any necessary attachments.

3.3 Submitting your Invited National Laboratory or Interagency Proposal

Once all of the proposal tabs are complete (marked by a green checkmark next to each tab name), you can submit your proposal to the DOE National Laboratory Announcement. Use the following steps to complete and submit your proposal.

1. Click the **Choose Action** dropdown in the bottom right corner of the page, select “Submit to DOE”, and click **Go** (*Figure 16*).

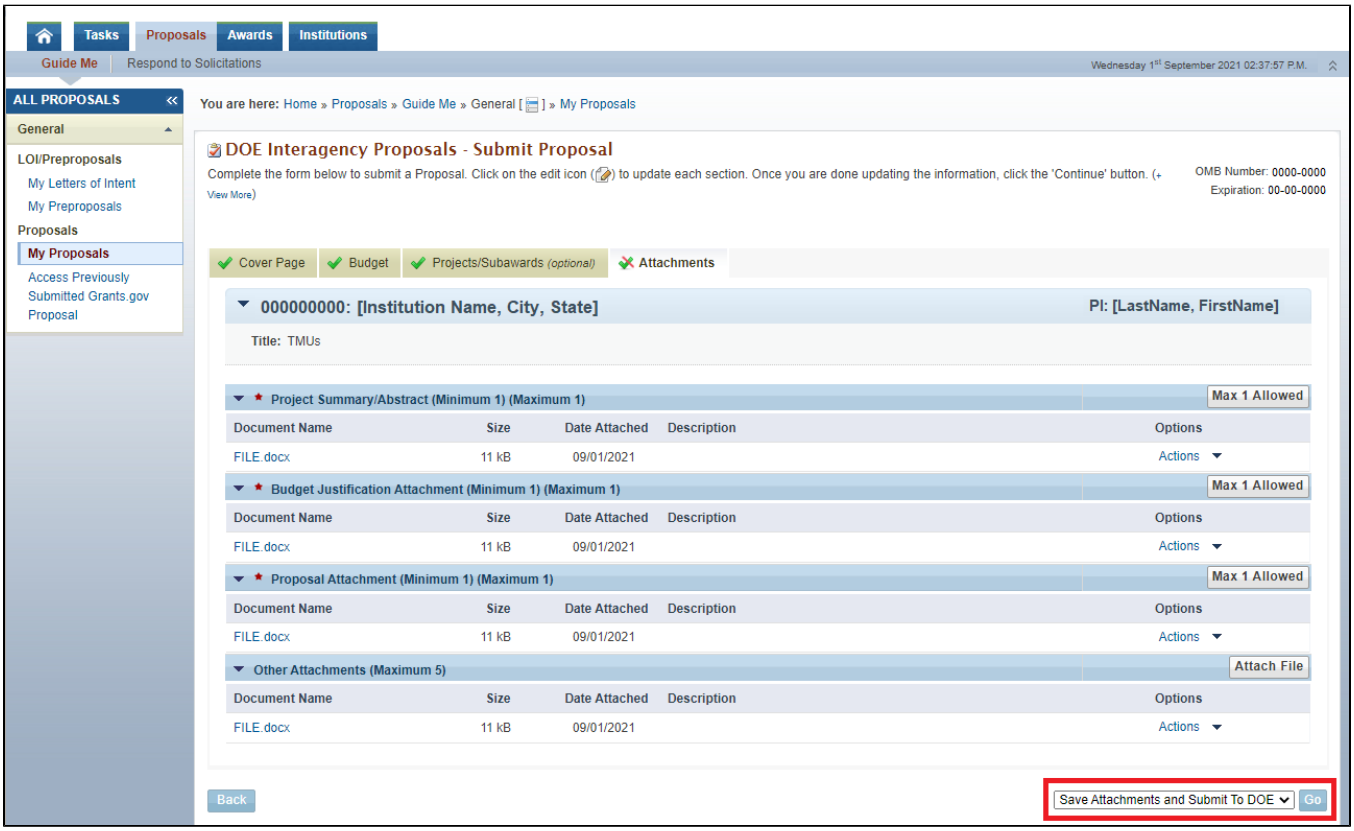


Figure 16. PAMS – Submit to DOE

2. PAMS will redirect you to the “My Proposals” page, and display a Success message confirming that your proposal has been submitted successfully (*Figure 17*).

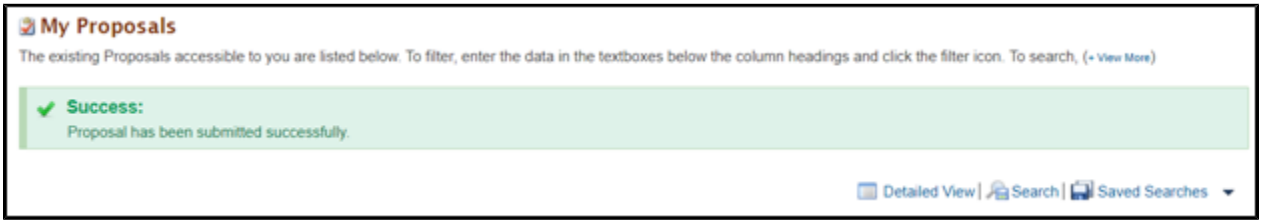


Figure 17. PAMS – Success Message