Submit Renewal Proposal Products

1 Introduction

Within the PAMS application, Renewal Proposal Products (RPP) are submitted by the External applicant after a Renewal proposal has been submitted through Grants.gov and assigned to a Program Manager (PM) in PAMS. RPP include all products created during a project period, such as: inventions, patents, books, articles, conference papers, etc.

The applicant will receive a Submit Renewal Proposal Products task once the Renewal proposal has been assigned to a PM. By default, the task is generated for and available to the PI on the award – who may be different from the PI on the Renewal proposal – but the award PI can provide access privileges to other users so that they may submit RPP. The Submit Renewal Proposal Products task does not require the concurrence of a Sponsored Research Officer/Business Officer/Administrative Officer (SRO/BO/AO).

Once RPP are submitted, they are appended to the Renewal proposal, which may then be sent for merit review. A Renewal proposal cannot be sent for merit review without the RPP.

The purpose of this document is to provide step-by-step instructions for users to follow to complete the Submit Renewal Proposal Products task.

2 Prerequisites

Before RPP can be submitted, the following criteria must be met:

- A Renewal proposal has been submitted for a Non-SBIR or Non-National Lab award.
- The Renewal proposal has been assigned to a PM.
- The PI has received an email notification requesting that RPP be submitted.

3 Renewal Proposal Products

These steps follow the workflow from accessing the task to completing and submitting the RPP.

3.1 Accessing a Renewal Proposal Products Task

Use the following steps to access your Renewal Proposal Products task.

3.1.1 Existing Account

Use the following steps if the PI on the award has an existing External PAMS account.

1. PAMS will send an email notification to the PI indicating that the RPP task has been created (*Figure 1*). Follow the **Portfolio Analysis and Management System (PAMS)** link provided in the email. **OR** Log in to the PAMS External website at https://pamspublic.science.energy.gov.

To:	PI
CC:	
From:	PAMS
Subject:	DOE [Award Program Office Acronym] Request to Submit Renewal Proposal Products for Proposal [PAMS Proposal Number]
Message:	Dear [PI First Name] [PI Last Name]: 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 product list has been submitted. Types of products include publications, intellectual property, technologies or techniques, and other products such as databases or software. If you submitted any Progress Reports during the previous project period, you will be presented with the cumulative product list from those reports and asked to update it. Please submit the Renewal Proposal Products list right away to avoid delays in review and consideration of your proposal. To update and submit the Renewal Proposal Product list, please use the DOE Office of Science Portfolio Analysis and Management System (PAMS). **Task:** Submit Renewal Proposal Products [Link] **Task Owner(s):** [Task Owner(s)] **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 Last Name, First Name] **Proposal Principal Investigator:** [Proposal PI Last Name], [Proposal PI First Name] **Proposal Institution:** [Proposal Institution Name], [City], [State Abbr.] **Proposal Title:** [Proposal Title] 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 contact the PAMS Helpdesk at (855) 818-1846 (toll-free number) or (301) 903-9610 or sc.pams-helpdesk@science.doe.gov. This message was sent on behalf of the program manager, [Proposal PM First Name Last Name], who can be reached at [Proposal PM Email Address]. Replies to this message will not reach the intended recipient.

Figure 1. Request for Renewal Proposal Products Email – PI Has an Existing PAMS Account

1. Once you are logged in to PAMS, navigate to the Tasks tab > Pending Tasks – List page (*Figure 2*).
   OR

From any PAMS page, click the **Renewal Proposal Products** link in the left navigation menu to go to the Renewal Proposal Products – List page (*Figure 3*).

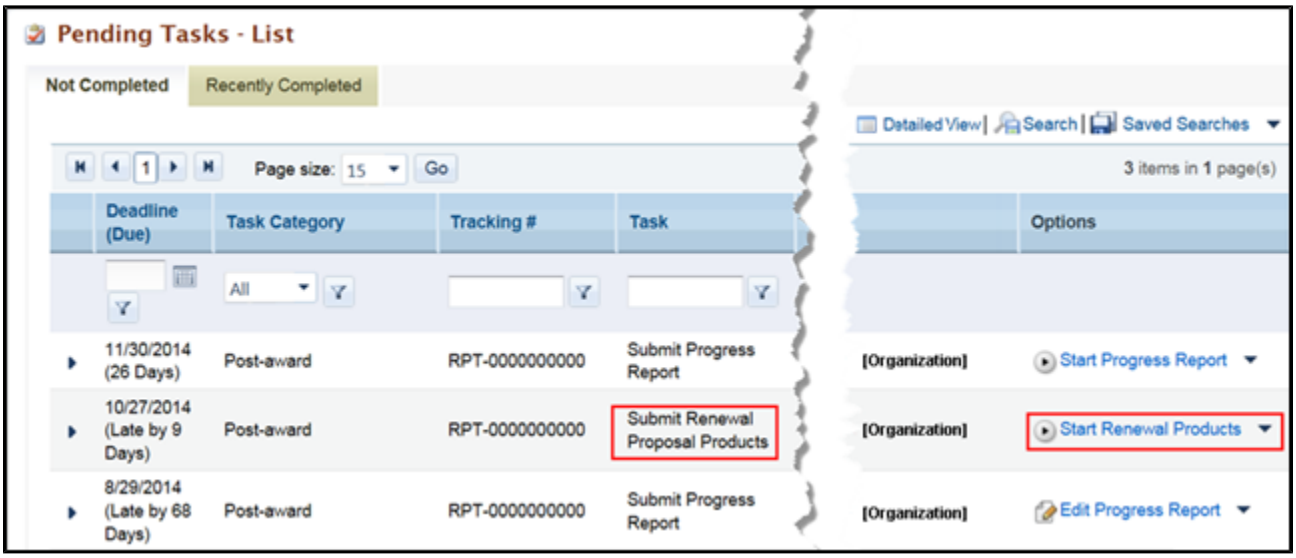

Figure 2. Pending Tasks – List Page, Submit Renewal Proposal Products, Start Renewal Products

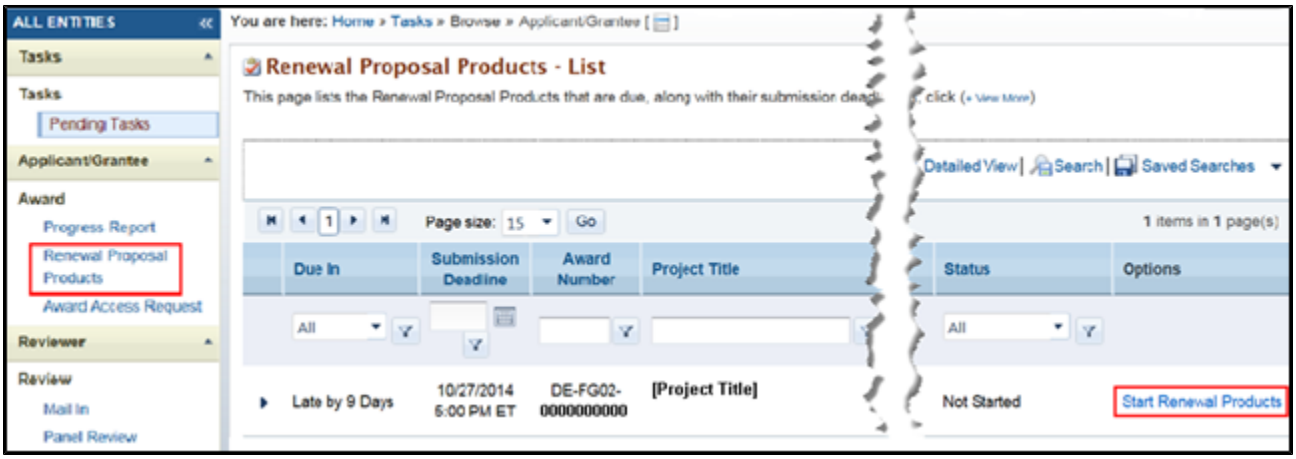

Figure 3. Renewal Proposal Products – List Page, Start Renewal Proposal Products

3. From either List page, find the Submit Renewal Proposal Products task you want to complete and click **Start Renewal Products** in the Options column. If necessary, click the **Search** link on the right above the grid to find a specific Submit Renewal Proposal Products task to work on.

3.1.2 No Existing Account

Use the following steps if the PI on the award does not have an existing External PAMS account.

1. If the PI does not have an External PAMS account, PAMS will send an email notification to the PI indicating that the task has been created, and provide a registration link and code (*Figure 4*). Click the **I do not have a PAMS account**

To:	PI
From:	PAMS
Subject:	DOE [Award Program Office Acronym] Request to Submit Renewal Proposal Products for Proposal [PAMS Proposal Number]
Message:	Dear [PI First Name] [PI Last Name]: 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 product list has been submitted. Types of products include publications, intellectual property, technologies or techniques, and other products such as databases or software. If you submitted any Progress Reports during the previous project period, you will be presented with the cumulative product list from those reports and asked to update it. Please submit the Renewal Proposal Products list right away to avoid delays in review and consideration of your proposal. To update and submit the Renewal Proposal Product list, please use the DOE Office of Science Portfolio Analysis and Management System. To use PAMS, click on the appropriate link below and enter the registration code that follows. Note that two links are provided, one to use if you already have a PAMS account and one to use if you do not. **Links**: I already have a PAMS account. *<NOTE: Verify Code URL, with "has account" in query string>* **or** I do not have a PAMS account. *<NOTE: Verify Code URL>* **Registration Code** [Registration Code] **Task**: Submit Renewal Proposal Products **Task Owner(s):** [Task Owner(s)] **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 Grants.gov Submit Date MM/DD/YYYY, HH:MM AM/PM ET] **Proposal Submitted By:** [Proposal Grants.gov Submitter Last name, First name] **Proposal Principal Investigator:** [Proposal PI Last Name], [Proposal PI First Name] **Proposal Institution:** [Proposal Institution Name], [City], [State Abbr.] **Proposal Title:** [Proposal Title] 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 contact the PAMS Helpdesk at (855) 818-1846 (toll-free number) or (301) 903-9610 or sc.pams-helpdesk@science.doe.gov. This message was sent on behalf of the program manager, [Primary PM First Name] [Primary PM Last Name], who can be reached at [Primary PM's Email]. Replies to this message will not reach the intended recipient.

Figure 4. Request for Renewal Proposal Products Email – PI Does Not Have an Existing Account

2. Enter the registration code on the Verify Registration Code page, and click **Verify** (*Figure 5*).

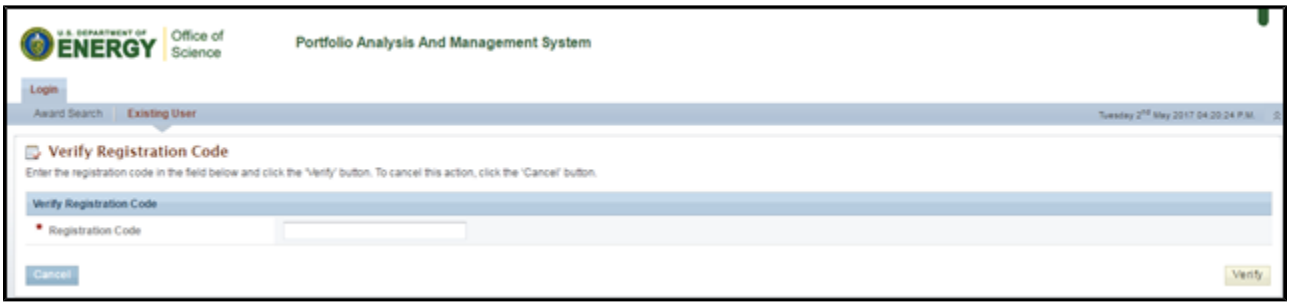

Figure 5. Verify Registration Code Page

3. Complete the account creation process. (Step-by-step instructions for account creation can be found in the External User – Create Account training module.)

4. Begin at Step 2 in section *1.1 Existing Account* to access the RPP task after creating the account.

3.2 Completing the Cover Page

Use the following steps to complete the Cover Page section of the Renewal Proposal Products task.

1. The Cover Page is always "Marked as Complete" because it is prepopulated with information from the award. Enter the Recipient Award Identification Number in the provided field (Figure 6), and click **Save and Continue** in the bottom right corner to go to the next section.

Note

- Complete sections are marked with a green check mark; incomplete sections are marked with a green check mark with a red slash.
- The title of and PI on the award may differ from those on the recently submitted proposal.
- The Recipient Award Identification Number can be found in the My Awards folder. Institution users can use this ID number for Internal tracking purposes.

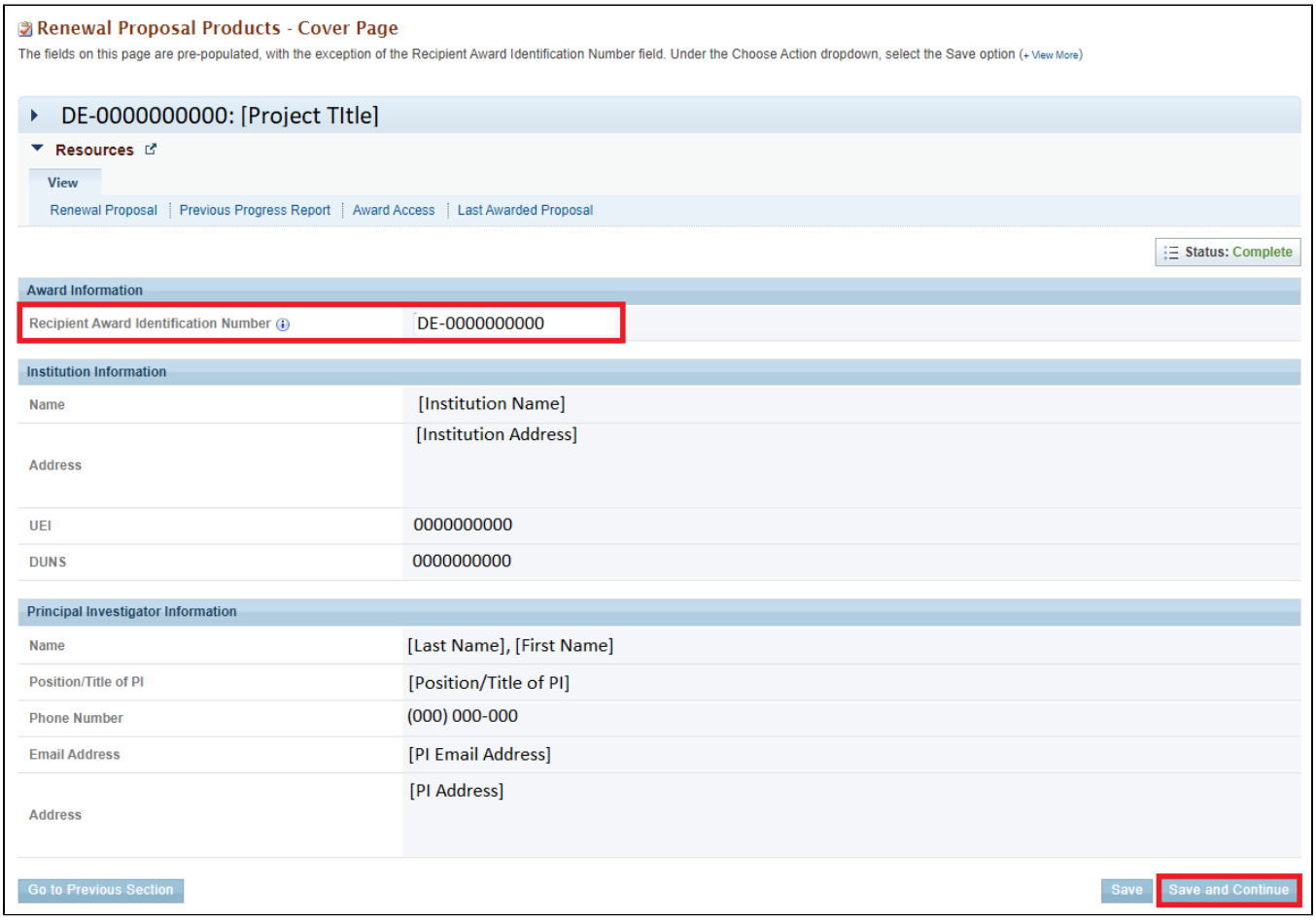

Figure 6. Renewal Proposal Products – Cover Page

2. Click **Update** in the Options column on the Renewal Proposal Products – Status page to edit any section.

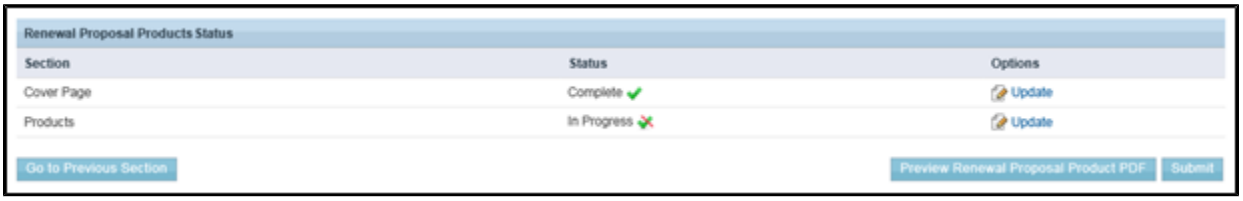

Figure 7. Renewal Proposal Products – Status Page – Renewal Proposal Products Status Section

3.3 Completing the Products Section

Use the following steps to update the Products section of the RPP.

1. The Products section is prepopulated with information from previously submitted progress reports for the award and from products added/edited on the Products – List page between reports. The categories include: Publications, Intellectual Property, Technologies or Techniques, and Other Products (*Figure 8*).

2. To add a new product under a section, click the appropriate **Add** product link above the section's grid.

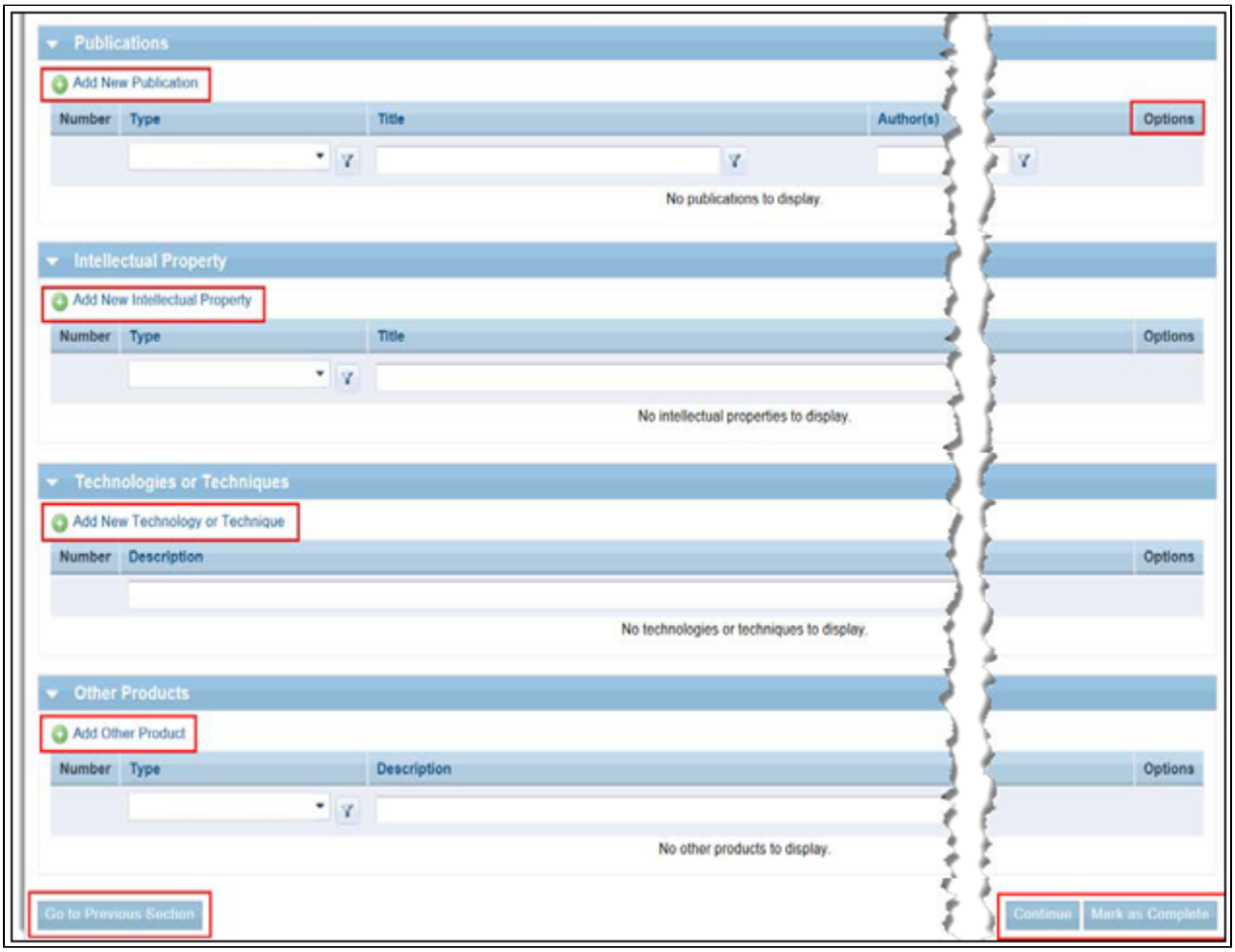

Figure 8. Renewal Proposal Products – Products Section

3. To update, delete, or view an existing product, click the **Actions/Views** link in the Options column for that product (*Figure 9*).

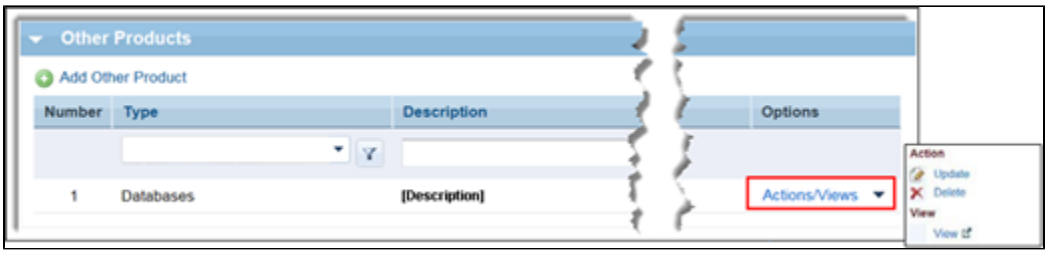

Figure 9. Renewal Proposal Products – Other Products – Actions/Views Context Menu

3.3.1 Adding Publications

There are seven types of publications that can be added to your RPP: Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper /Presentation, Website, and Other Publication.

Use the following steps to add a Publication to your RPP.

1. Click the **Add New Publication** link under the Publications section header (*Figure 8*) to go to the Renewal Proposal Products – Add New Publication page (*Figure 10*).

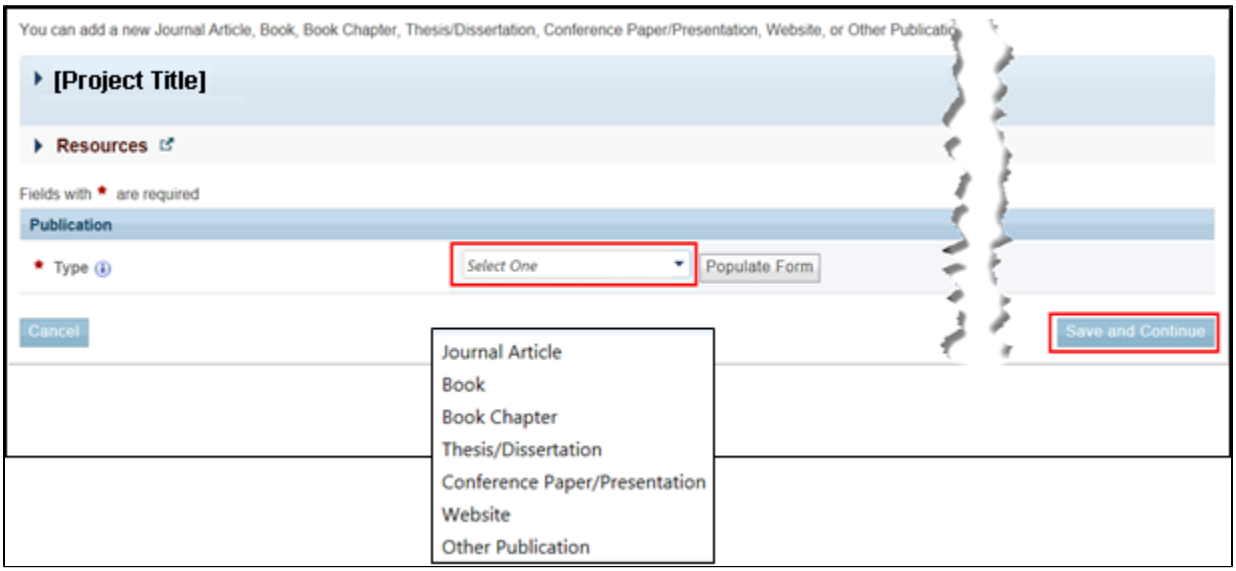

Figure 10. Renewal Proposal Products – Add New Publication Page

2. Click the **Select One** dropdown arrow in the Publication section's Type field, and select the kind of publication you want to add.

3. Click the **Populate Form**

4. PAMS will load a publication type-specific form based on the Publication Type you selected. Fill in the required fields to complete the form.

5. When finished, click the **Save and Continue** button to return to the Renewal Proposal Products – Products page (*Figure 8*). A Success message informs you that the publication was added successfully.

3.3.1.1 Add Journal Article

Refer to the table below to complete the form to add a Journal Article to your RPP.

Figure 11. Renewal Proposal Products – Add New Publication – Journal Article

Journal Article – Required Fields

Element	Description
Article Title Field	Fill with the required information.
Author Field	Fill with the required information.
Journal Field	Fill with the required information.
Journal Peer Reviewed?	Select the **Yes** or **No** radio button
Publication Status	Select a status from the dropdown.
Acknowledgement of DOE Support?	Select the **Yes** or **No** radio button
Save and Continue Button	Click this button to return to the Renewal Proposal Products – Products page. A Success message informs you that the article was added successfully.

3.3.1.2 Add Book

Refer to the table below to complete the form to add a Book to your RPP.

Figure 12. Renewal Proposal Products – Add New Publication – Book

Book – Required Fields

Element	Description
Book Title Field	Fill with the required information.
Author(s) Field	Fill with the required information.
Publication Status Field	Select a status from the dropdown. If the status is “Other”, please specify in the field provided.
Book Publisher Field	Fill with the required information.
Book 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 Renewal Proposal Products – Products page. A Success message informs you that the book was added successfully.

3.3.1.3 Add Book Chapter

Refer to the table below to complete the form to add a Book Chapter to your RPP.

Figure 13. Renewal Proposal Products – Add New Publication – Book Chapter

Book Chapter – Required Fields

Element	Description
Chapter Title Field	Fill with the required information.
Author(s) Field	Fill with the required information.
Book Title Field	Fill with the required information.
Publication Status Field	Select a status from the dropdown.
Book Publisher Field	Fill with the 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 Renewal Proposal Products – Products page. A Success message informs you that the book chapter was added successfully.

3.3.1.4 Add Thesis/Dissertation

Refer to the table below to complete the form to add a Thesis/Dissertation to your RPP.

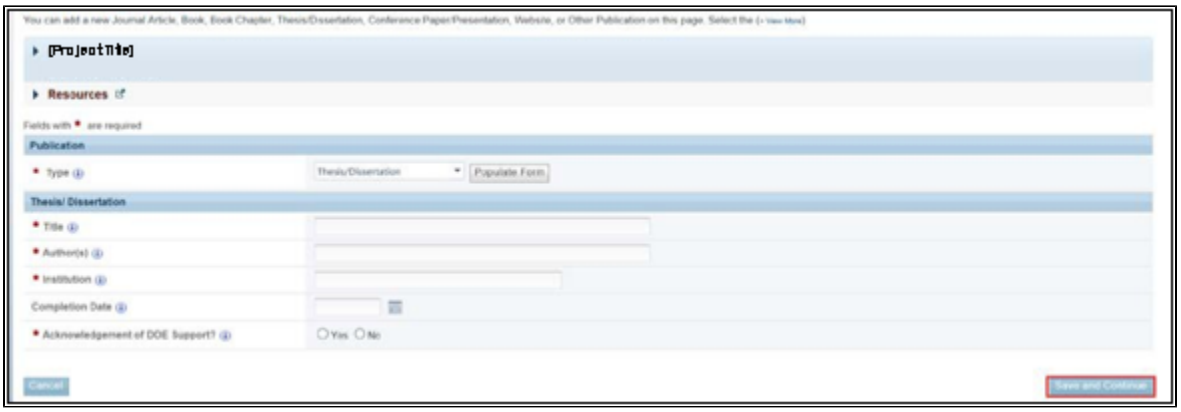

Figure 14. Renewal Proposal Products – Add New Publication – Thesis/Dissertation

Thesis/Dissertation – Required Fields

Element	Description
TItle Field	Fill with the required information.
Author(s) Field	Fill with the required information.
Institution Field	Fill with the required information.
Acknowledgement of DOE Support?	Select the **Yes** or **No** radio button.
Save and Continue Button	Click this button to return to the Renewal Proposal Products – Products page. A Success message informs you that the thesis/dissertation was added successfully.

3.3.1.5 Add Conference Paper/Presentation

Refer to the table below to complete the form to add a Conference Paper/Presentation to your RPP.

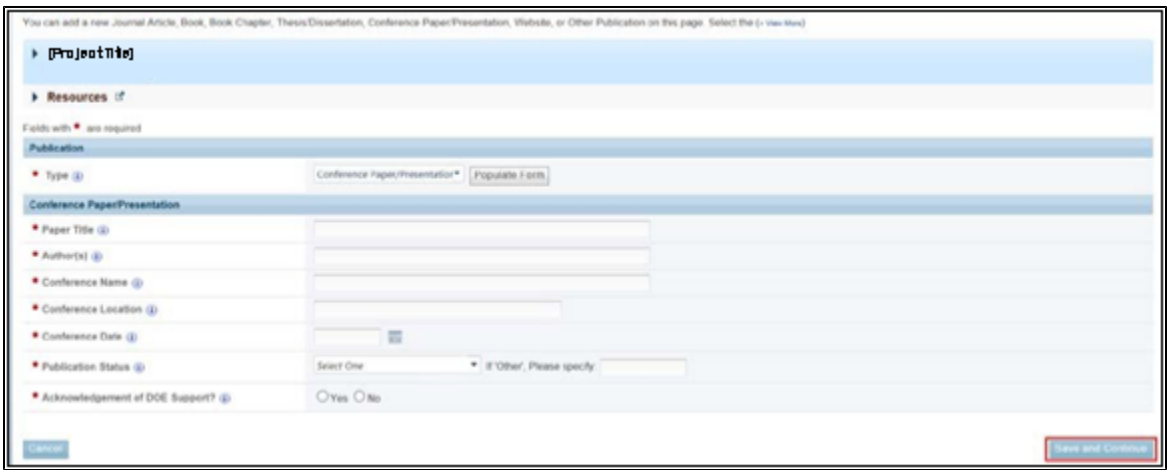

Figure 15. Renewal Proposal Products – Add New Publication – Conference Paper/Presentation

Conference Paper/Presentation – Required Fields

Element	Description
Paper TItle Field	Fill with the required information.
Author(s) Field	Fill with the required information.
Book TItle Field	Fill with the required information.
Conference Name Field	Fill with the required information.
Conference Location Field	Fill with the required information.

Conference Date Field	Fill with the required information.
Publication Status Field	Select a status from the dropdown. If the status is “Other”, 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 Renewal Proposal Products – Products page. A Success message informs you that the conference paper/presentation was added successfully.

3.3.1.6 Add Website

Refer to the table below to complete the form to add a Website to your RPP.

Figure 16. Renewal Proposal Products – Add New Publication – Website

Website – Required Fields

Element	Description
Title Field	Fill with the required information.
URL Field	Fill with the Web Address.
Save and Continue Button	Click this button to return to the Renewal Proposal Products – Products page. A Success message informs you that the Website was added successfully.

3.3.1.7 Add Other Publication

Refer to the table below to complete the form to add an Other Publication to your RPP.

Figure 17. Renewal Proposal Products – Add New Publication – Other Publication

Other Publication – Required Fields

Element	Description
Title Field	Fill with the required information.
Author(s) Field	Fill with the required information.
Description Field	Explain the nature of this publication.
Publication Status Field	Select a status from the dropdown. If the status is “Other”, 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 Renewal Proposal Products – Products page. A Success message informs you that the publication was added successfully.

3.3.2 Adding Intellectual Property

There are three types of Intellectual Property that can be added to your RPP: Patent, Invention, and License.

Use the following steps to add Intellectual Property to your RPP.

1. Click the **Add New Intellectual Property** link under the Intellectual property header (*Figure 8*) to go to the Renewal Proposal Products – Add New Intellectual Property page (*Figure 20*).

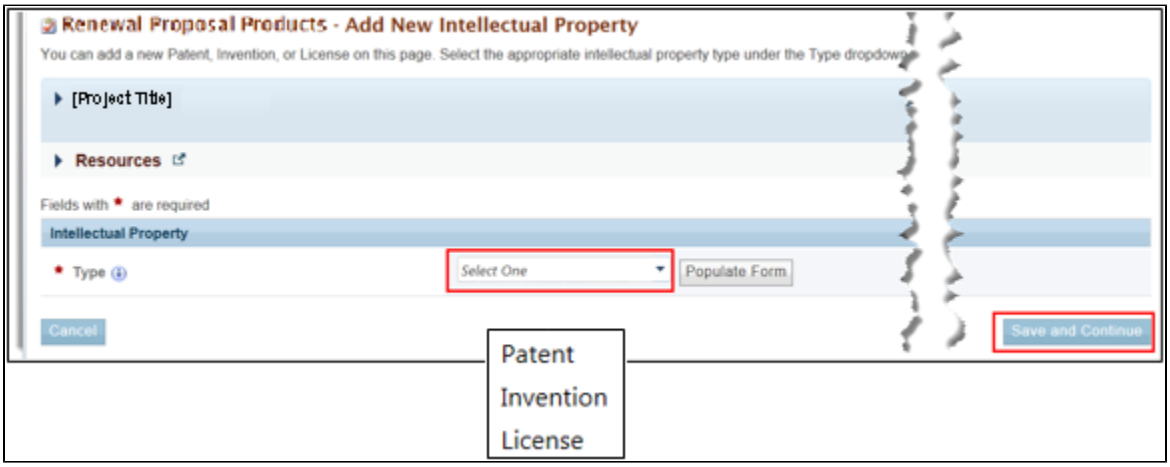

Figure 18. Renewal Proposal Products – Add New Intellectual Property Page

2. Click the **Select One** dropdown arrow in the Intellectual Property section’s Type field, and select the kind of intellectual property you want to add.

3. Click the **Populate Form**

4. PAMS will load an intellectual property type-specific form based on the Intellectual Property Type you selected. Fill in the required fields to complete the form.

5. When finished, click the **Save and Continue** button to go to the Renewal Proposal Products – Products page. A Success message informs you that the intellectual property was added successfully.

3.3.2.1 Add Patent

Refer to the table below to complete the form to add an Other Publication to your RPP.

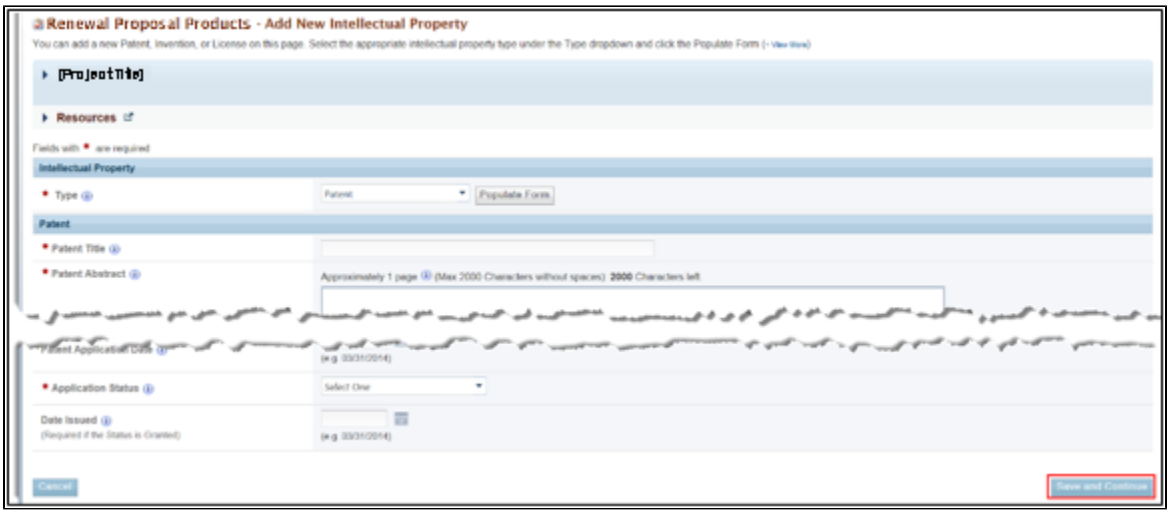

Figure 19. Renewal Proposal Products – Add New Intellectual Property – Patent

Patent – Required Fields

Element	Description
Patent Title Field	Fill with the required information.
Patent Abstract Field	Provide a description of the patent.
Patent Number Field	Fill with the 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: *Submitted, Pending,* or *Granted*.
Save and Continue Button	Click this button to return to the Renewal Proposal Products – Products page. A Success message informs you that the patent was added successfully.

3.3.2.2 Add Invention

Refer to the table below to complete the form to add an Invention to your RPP.

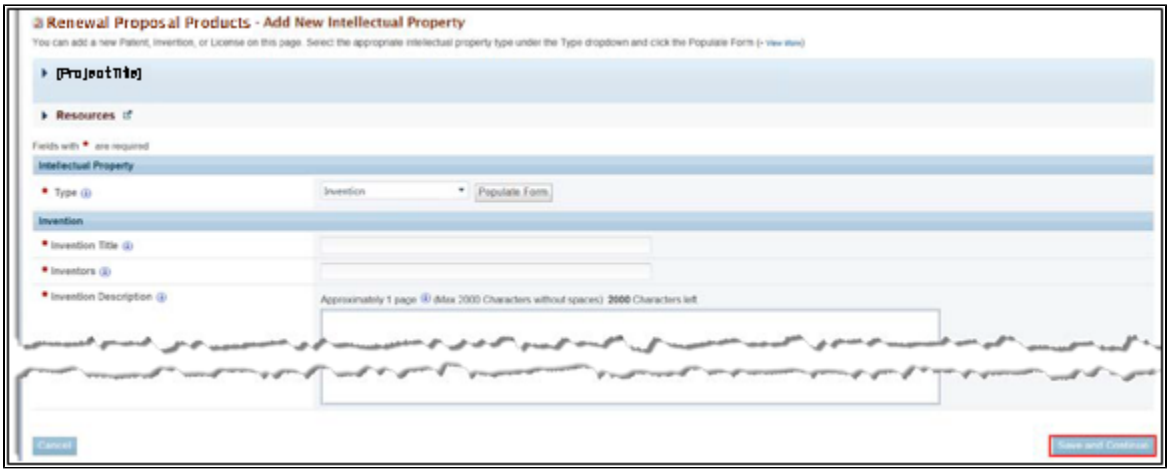

Figure 20. Renewal Proposal Products – Add New Intellectual Property – Invention

Invention – Required Fields

Element	Description
Invention Title Field	Fill with the required information.

Inventors Field	Fill with the required information.
Invention Description Field	Explain the nature of the invention.
Save and Continue Button	Click this button to return to the Renewal Proposal Products – Products page. A Success message informs you that the patent was added successfully.

3.3.2.3 Add License

Refer to the table below to complete the form to add a License to your RPP.

Figure 21. Renewal Proposal Products – Add New Intellectual Property – License

License – Required Fields

Element	Description
License Title Field	Fill with the required information.
License Status Field	Click the dropdown and choose the current status of the license: *None, Pending,* or *Licensed*.
Save and Continue Button	Click this button to return to the Renewal Proposal Products – Products page. A Success message informs you that the license was added successfully.

3.3.3 Adding a New Technology or Technique

Use the following steps to add a New Technology or Technique to your RPP.

1. Click the **Add New Technology or Technique** link under the Technologies or Techniques section header to go to the Renewal Proposal Products – Add New Technology or Technique

2. Describe the new technology or technique in the Technology or Technique section's Description

3. When finished, click the **Save and Continue** button to go to the Renewal Proposal Products – Products A Success message informs you that the technology or technique was added successfully.

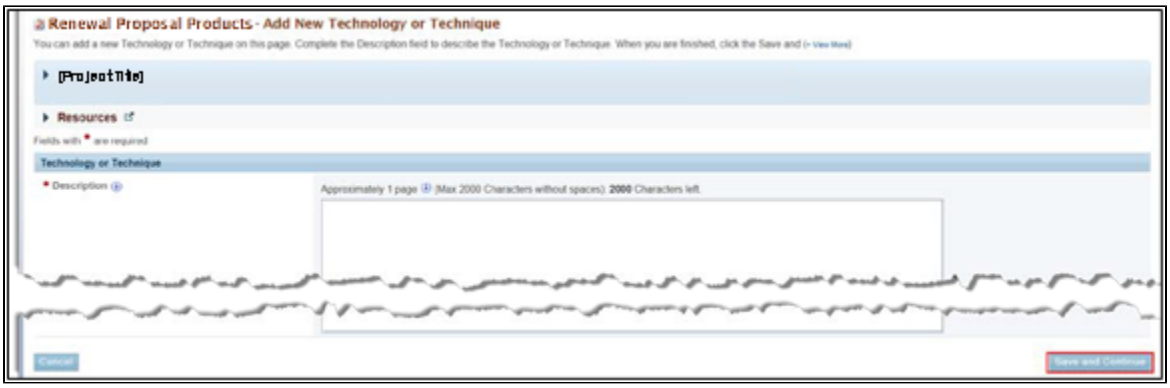

Figure 22. Renewal Proposal Products – Add New Technology or Technique

Add New Technology or Technique – Required Fields

Element	Description
Description Field	Explain the nature of the technology or technique.
Save and Continue Button	Click this button to return to the Renewal Proposal Products – Products page. A Success message informs you that the technology or technique was added successfully.

3.3.4 Adding Other Products

Use the following steps to add a product that is not a Publication, Intellectual Property, or New Technology/Technique to your RPP.

1. Click the **Add Other Products** link under the Other Products section header (*Figure 8*) to go to the Renewal Proposal Products – Add Other Product page (*Figure 23*).

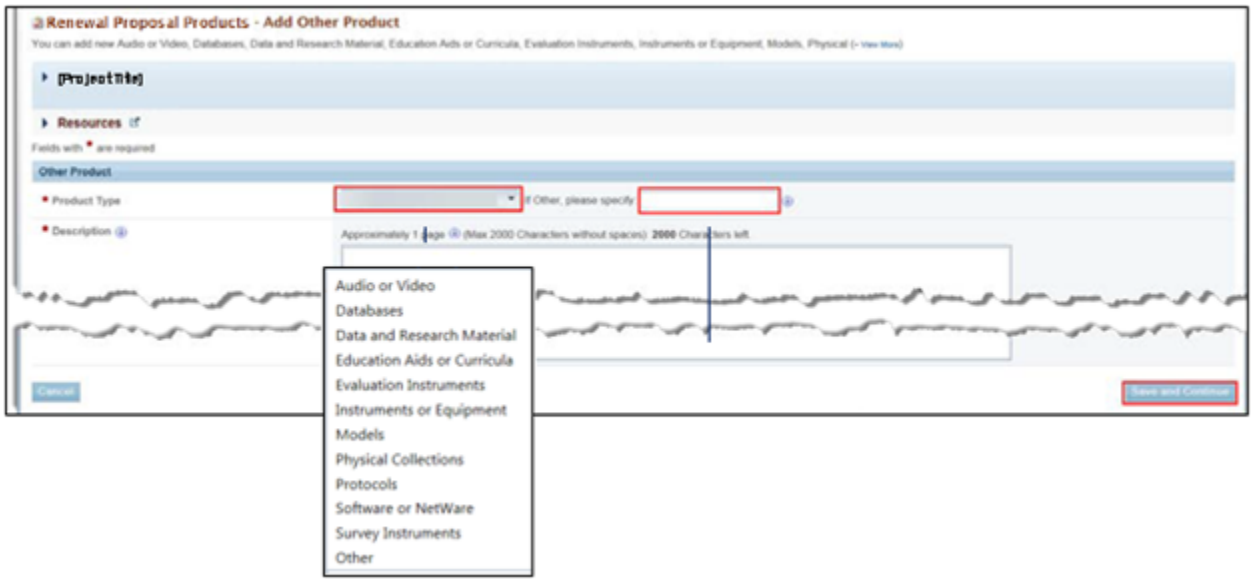

Figure 23. Renewal Proposal Products – Add Other Product

2. Click the dropdown arrow in the Other Product section's Product Type field, and choose the kind of product you are

3. If you select "Other" for the Product Type, provide a specific, brief identification of the product in the field

4. Fill in the required **Description**

5. When finished, click the **Save and Continue** button to go to the Renewal Proposal Products – Products page. A Success message informs you that the product was added

Add Other Product – Required Fields

Element	Description

Product Type Field	Click the dropdown and choose a Type for this product. If you select “Other”, provide a specific, brief identification of the product in the field provided.
Description Field	Explain the nature of the product.
Save and Continue Button	Click this button to return to the Renewal Proposal Products – Products page. A Success message informs you that the product was added successfully.

3.4 Submitting Renewal Proposal Products

After entering and reviewing all products, you may submit the RPP. RPP submission cannot be undone. Use the steps below to review and submit the RPP.

1. After entering all products, click the **Mark as Complete** button in the bottom left corner of the page (*Figure 24*).

Figure 24. Renewal Proposal Products – Mark as Complete

2. Click the **Submit** section in the left navigation menu (*Figure 25*).

3. Click the **Preview Renewal Proposal Product PDF** button on the Renewal Proposal Products – Submit page. The preview will generate in a new window.

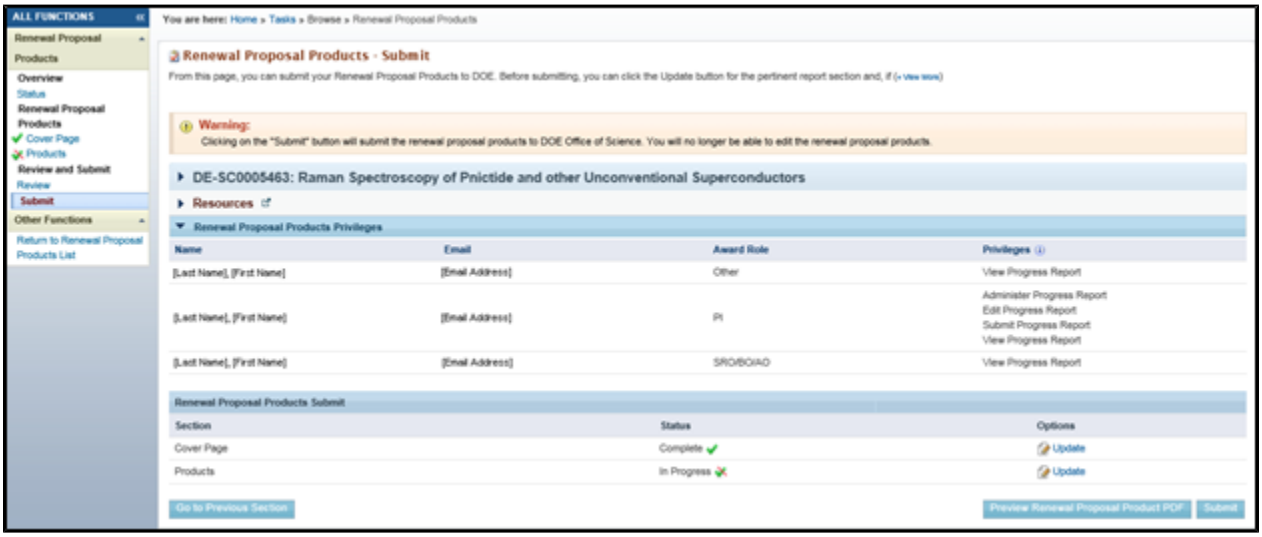

Figure 25. Renewal Proposal Products – Submit

Note	RPP can be previewed after the task is opened and before it is submitted. You are encouraged to preview the RPP PDF prior to submission as it will be appended to your renewal proposal and sent for merit review.

4. After previewing the submission, click **Submit** at the bottom left corner of the page. You will receive a green success message indicating that the RPP was submitted successfully.