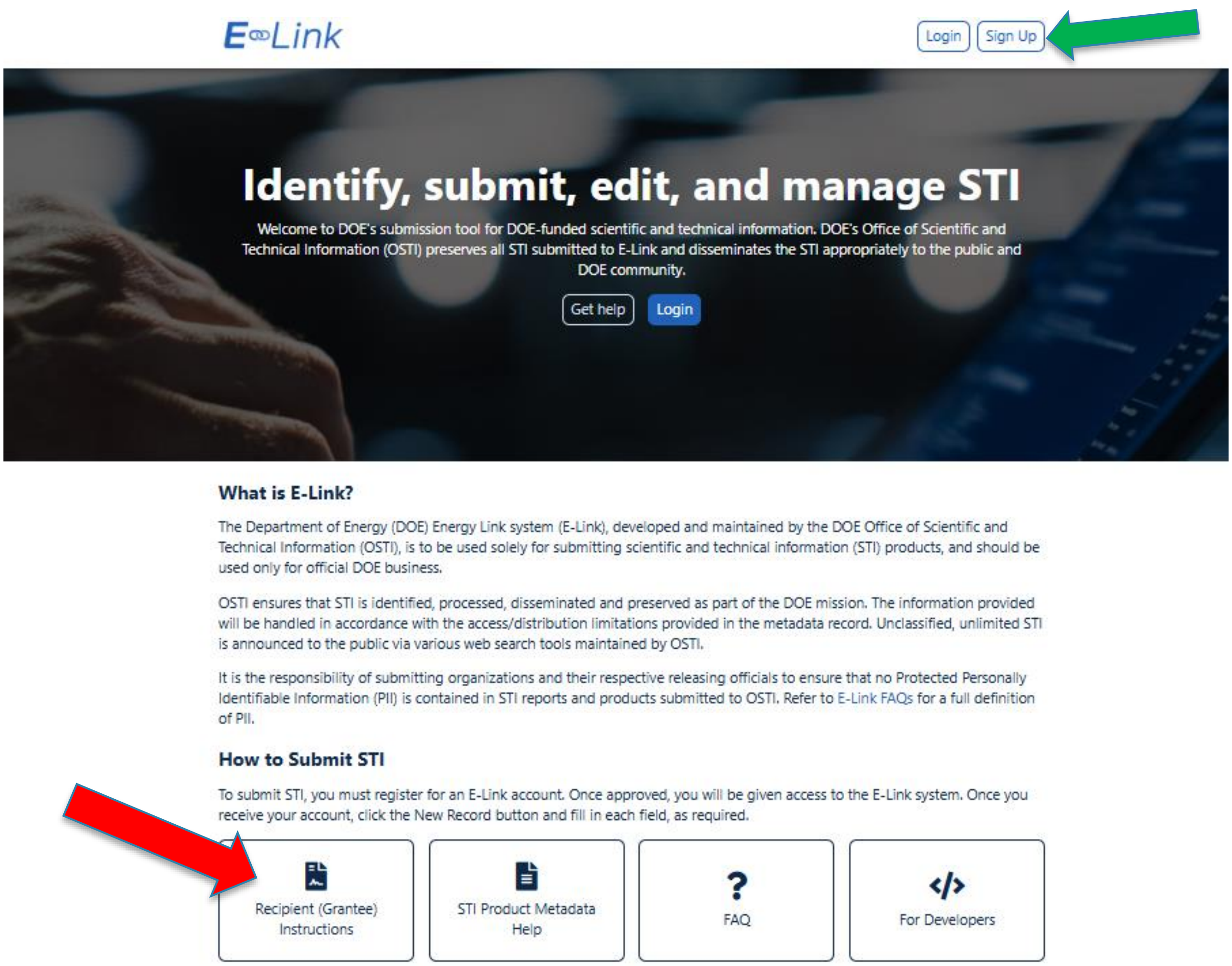
Appendix 5: Final Technical Report to OSTI User Guide

To submit your Final Technical Report to the Office of Scientific and Technical Information (OSTI), go to the OSTI E-Link submission page at https://ww\w.osti.gov/elink/2413-submission.jsp. There you will see the webpage as in the screenshot below.

Clicking on the box labeled “Recipient (Grantee) Instructions” will open a detailed document describing the steps needed to create an account and complete the steps for submission of your Report (red arrow).

First step: click the “Sign Up” box on the upper right corner of the webpage (green arrow).

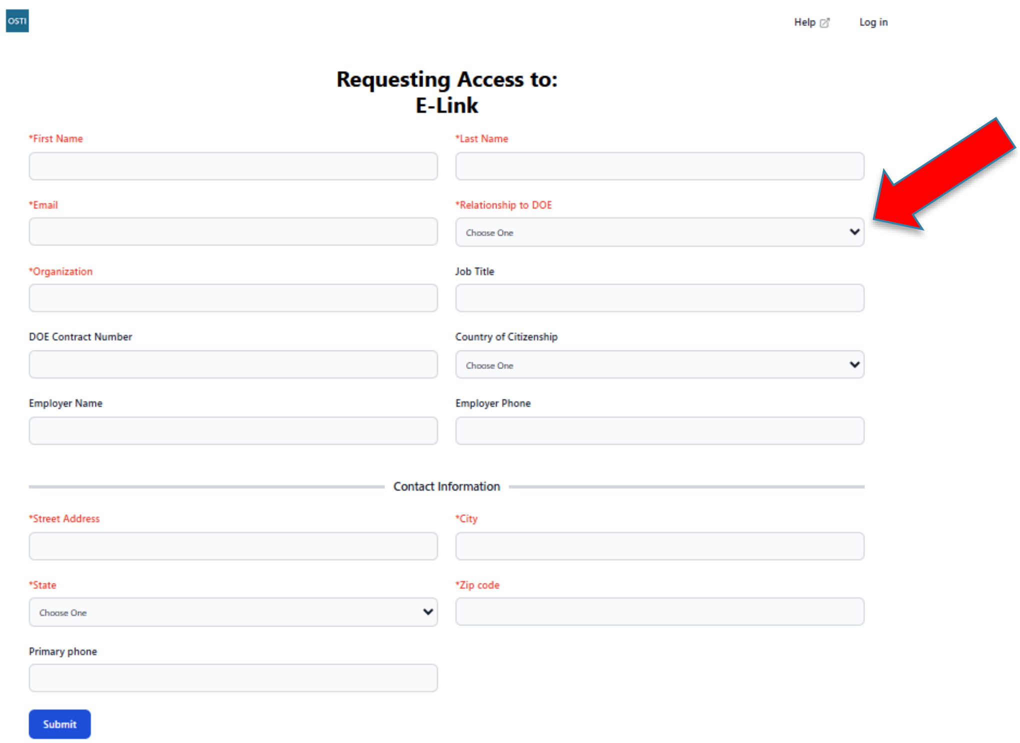


Sign Up Screen

1. Complete the required fields (marked with a red * asterisk).

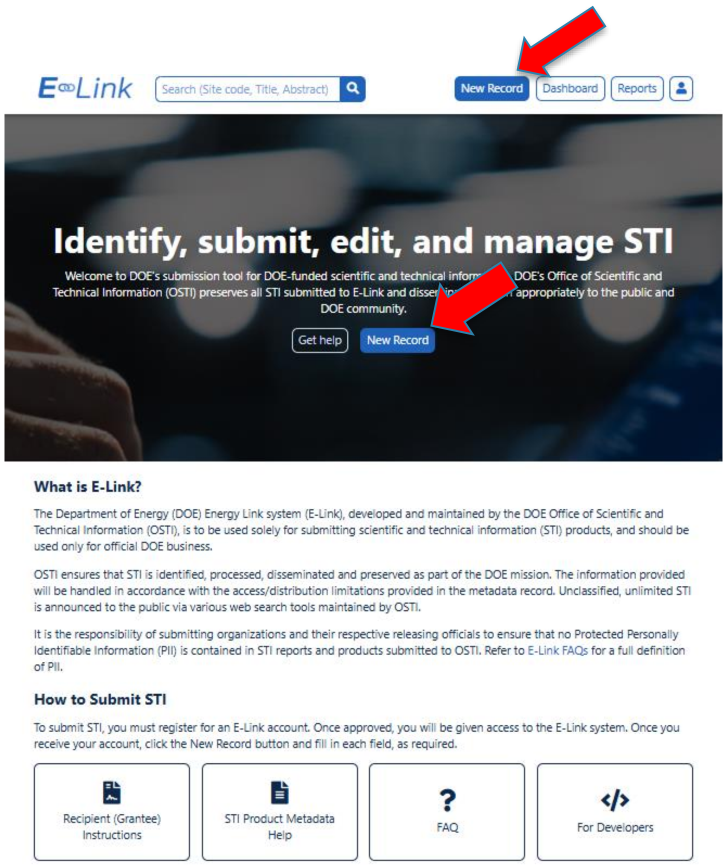
2. For the "Relationship to DOE" field (red arrow), choose "DOE Financial Assistance Awardee (Grantee)" from the dropdown menu.

3. Click the blue Submit button at the bottom left of the page. *The user will then be notified via email that their registration request has been received and will be notified if it is approved.*



4. The request will be reviewed and once approved, you will receive an email from Okta, the multifactor authentication service required for logging in to E-Link. The email will provide an "Activate Okta Account" link, which must be used within 7 days. From there, you will be provided with step-by-step instructions on setting up your Okta account.
5. You will need to create a password for your account.
6. You will choose a security method for logging in as part of the setup process, (e.g., Google Authenticator or Okta app) and you will set that up.
7. You can now access E-Link using your chosen security method for login.

Once you have created your account and log in to the system, this page appears:



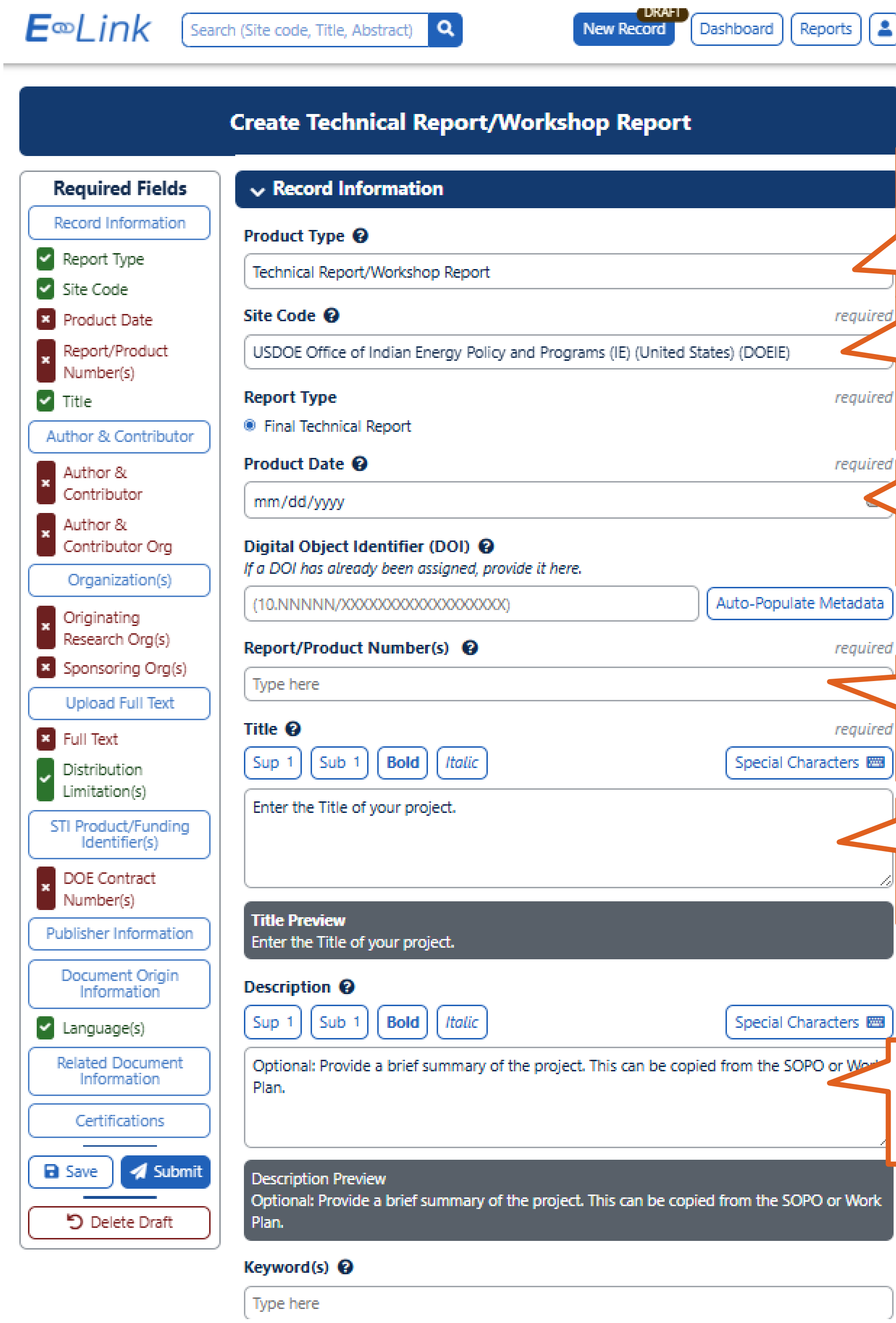
To initiate submission of your Final Technical Report, click on "New Record" in either of the boxes indicated by red arrows above.

Tips for completing this online form and uploading your report:

- The last page of this guide provides line-by-line information for the submission.
- Hover the cursor over, or click on, the question marks above each data field to get additional detailed instructions.
- Convert your report to a single PDF document prior to uploading it.
- Once you have successfully uploaded your report, please notify your Project Officer and Project Monitor via email.
- If you take more than 30 minutes to fill out the form, you will receive a timeout message. If this happens, use the "Back" arrow or button on your browser to refill the form.

The New Record will look like this:

Note: Required Fields are listed in the left side panel, and when you complete one of them, the **red X** changes to a **green** ☑. Before you can submit your Final Technical Report, all **red Xs** must be changed to **green** ☑.



Select "**Technical Report/ Workshop Report**" from the dropdown menu.

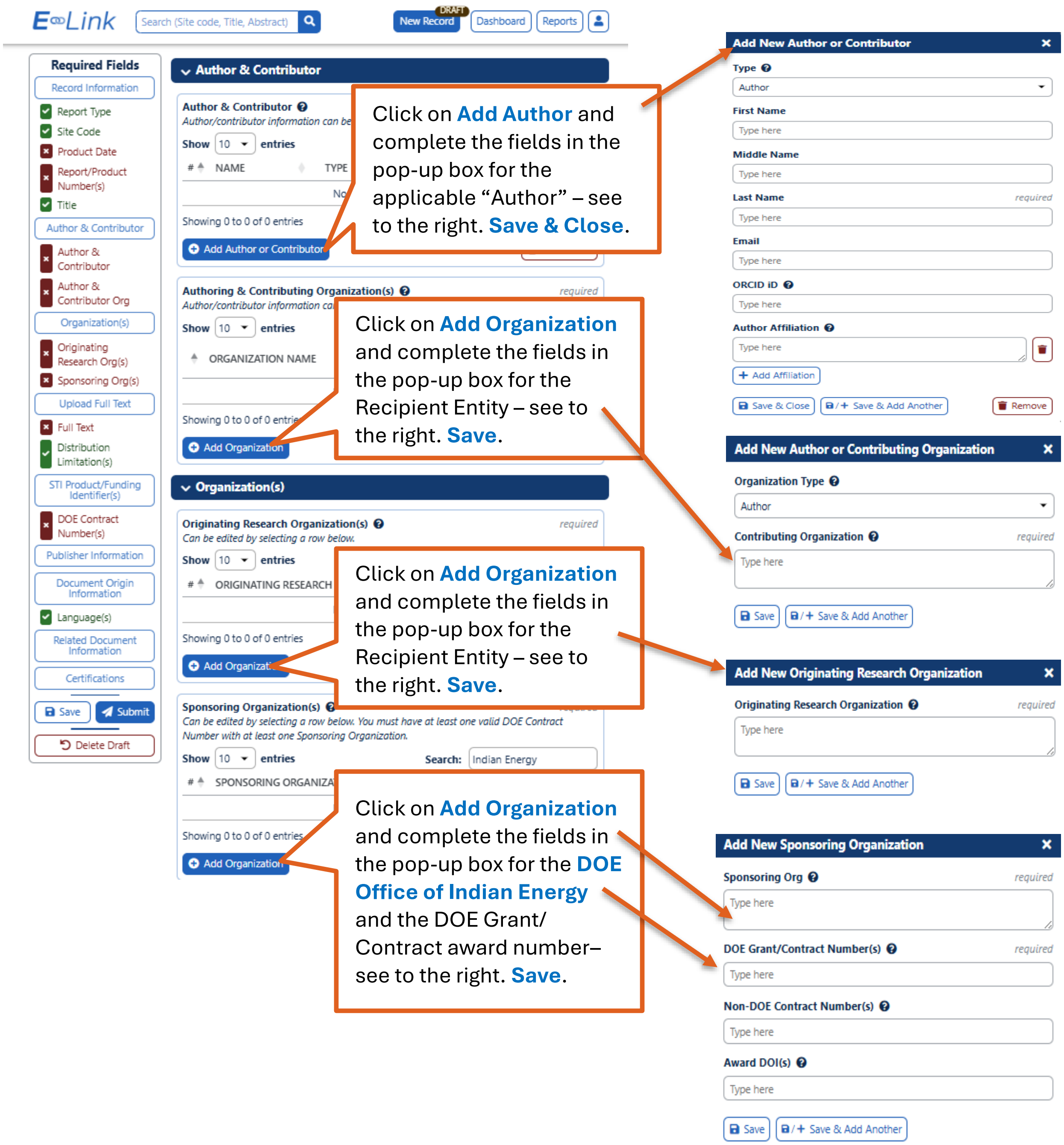
Select "**USDOE Office of Indian Energy Policy and Programs**" from the dropdown menu.

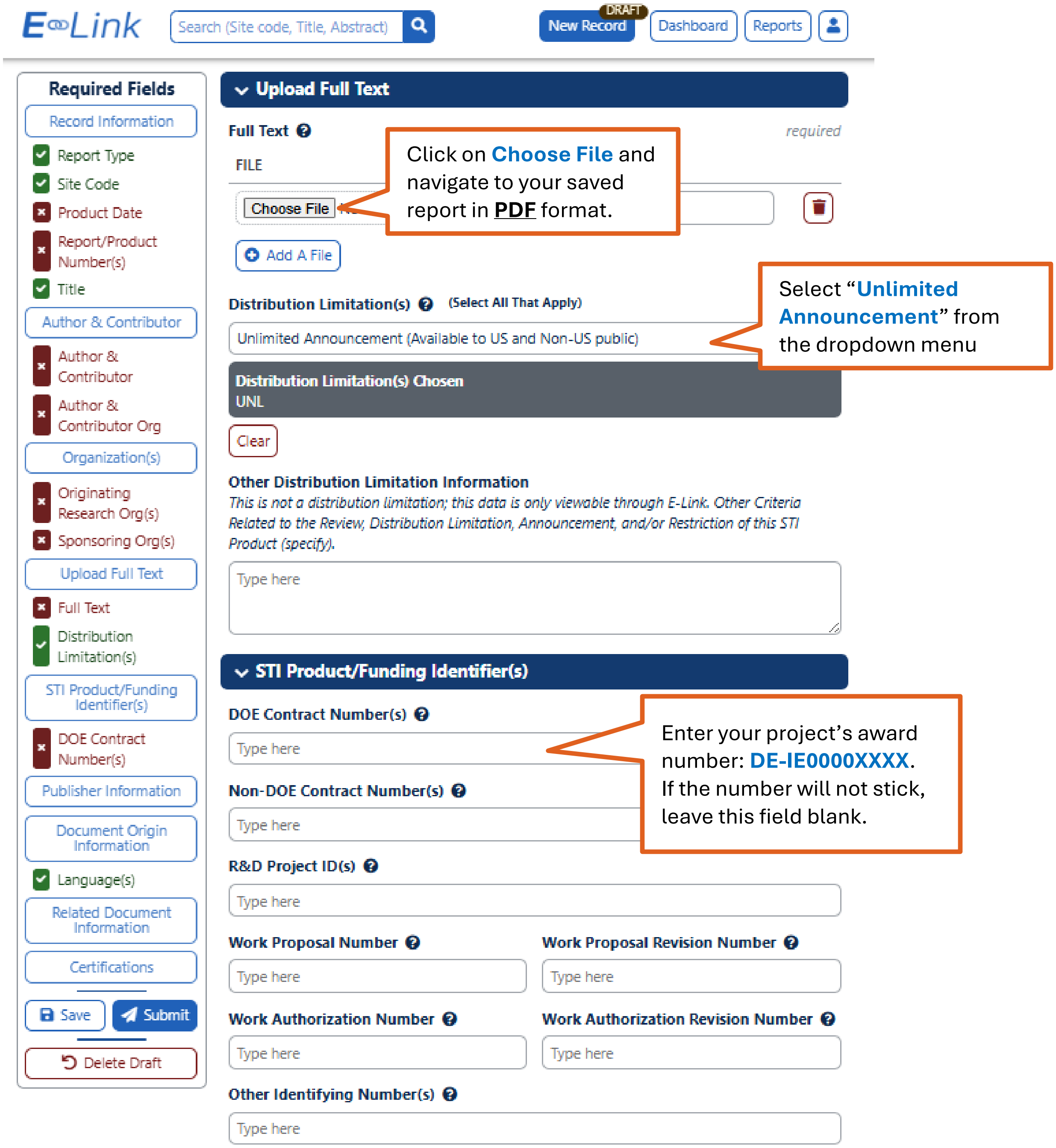
Enter the date of submission in mm/dd/yyyy format.

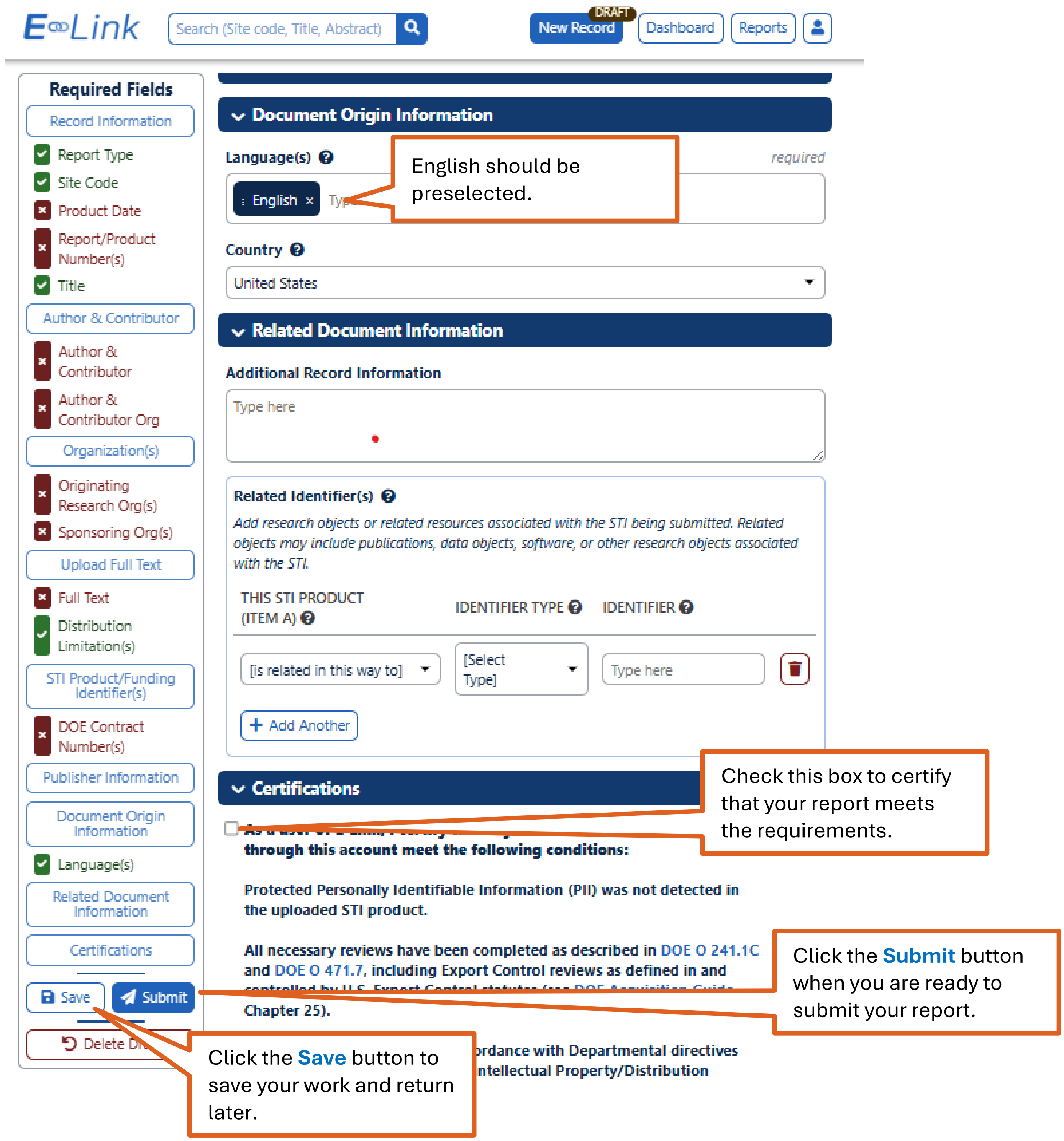
Enter the Award Number (**DE-IE0000XXX**) for your project.

Enter your project's title.

Optional: Enter a brief project summary.


Click on Add Author and complete the fields in the pop-up box for the applicable "Author" – see to the right. Save & Close.
Click on Add Organization and complete the fields in the pop-up box for the Recipient Entity – see to the right. Save.
Click on Add Organization and complete the fields in the pop-up box for the Recipient Entity – see to the right. Save.
Click on Add Organization and complete the fields in the pop-up box for the DOE Office of Indian Energy and the DOE Grant/ Contract award number– see to the right. Save.
Add New Author or Contributor
Add New Author or Contributing Organization
Add New Originating Research Organization
Add New Sponsoring Organization


E-Link
Search (Site code, Title, Abstract)
DRAFT
New Record
Dashboard
Reports
Required Fields
Record Information
Report Type
Site Code
Product Date
Report/Product Number(s)
Title
Author & Contributor
Author & Contributor
Author & Contributor Org
Organization(s)
Originating Research Org(s)
Sponsoring Org(s)
Upload Full Text
Full Text
Distribution Limitation(s)
STI Product/Funding Identifier(s)
DOE Contract Number(s)
Publisher Information
Document Origin Information
Language(s)
Related Document Information
Certifications
Save
Submit
Delete Draft
Upload Full Text
Full Text
required
FILE
Choose File
Add A File
Click on Choose File and navigate to your saved report in PDF format.
Distribution Limitation(s) (Select All That Apply)
Unlimited Announcement (Available to US and Non-US public)
Select "Unlimited Announcement" from the dropdown menu
Distribution Limitation(s) Chosen
UNL
Clear
Other Distribution Limitation Information
This is not a distribution limitation; this data is only viewable through E-Link. Other Criteria Related to the Review, Distribution Limitation, Announcement, and/or Restriction of this STI Product (specify).
Type here
STI Product/Funding Identifier(s)
DOE Contract Number(s)
Type here
Enter your project's award number: DE-IE0000XXXX. If the number will not stick, leave this field blank.
Non-DOE Contract Number(s)
Type here
R&D Project ID(s)
Type here
Work Proposal Number
Work Proposal Revision Number
Type here
Type here
Work Authorization Number
Work Authorization Revision Number
Type here
Type here
Other Identifying Number(s)
Type here


E-Link
Search (Site code, Title, Abstract)
DRAFT
New Record
Dashboard
Reports
Required Fields
Record Information
Report Type
Site Code
Product Date
Report/Product Number(s)
Title
Author & Contributor
Author & Contributor
Author & Contributor Org
Organization(s)
Originating Research Org(s)
Sponsoring Org(s)
Upload Full Text
Full Text
Distribution Limitation(s)
STI Product/Funding Identifier(s)
DOE Contract Number(s)
Publisher Information
Document Origin Information
Language(s)
Related Document Information
Certifications
Save
Submit
Document Origin Information
Language(s)
required
English
English should be preselected.
Country
United States
Related Document Information
Additional Record Information
Type here
Related Identifier(s)
Add research objects or related resources associated with the STI being submitted. Related objects may include publications, data objects, software, or other research objects associated with the STI.
THIS STI PRODUCT (ITEM A)
IDENTIFIER TYPE
IDENTIFIER
[is related in this way to]
[Select Type]
Type here
Add Another
Certifications
Check this box to certify that your report meets the requirements.
through this account meet the following conditions:
Protected Personally Identifiable Information (PII) was not detected in the uploaded STI product.
All necessary reviews have been completed as described in DOE O 241.1C and DOE O 471.7, including Export Control reviews as defined in and
Chapter 25).
Click the Submit button when you are ready to submit your report.
Click the Save button to save your work and return later.

Required Fields – Line by Line Guidance

Record Information

1. **Product Type:** choose "**Technical Report/Workshop Report**" from the dropdown menu.
2. **Site Code:** choose "**USDOE Office of Indian Energy Policy and Programs (IE) (United States) (DOEIE)**"
3. **Product Date:** enter the date that the report is being submitted in mm/dd/yyyy format.
4. **Report/Product Number(s)**: enter the award number (**DE-IE0000XXX**).
5. **Title:** enter the project title on your Assistance Agreement.
    a. **Optional:** you can add a brief project summary of the project, copied from the SOPO or Work Plan into the Description field.

Author and Contributor

1. **Author and Contributor:** enter the name of the **Project Manager**.
    a. **Optional**: enter the names of anyone else who was integral to the development or implementation of the project.
2. **Author and Contributor Organization:** enter the **Recipient** name.
    a. **Optional**: enter the names of any partner organizations whose efforts were integral to the development or implementation of the project.

Organization(s)

1. **Originating Research Organization(s):** enter the name of the **Recipient**.
2. **Sponsoring Organization(s):** Click on **Add Organization**
    a. Sponsoring Org: type in "**DOE Office of Indian Energy Policy and Programs**"
    b. DOE Grant/Contract Number: type in the award number (**DE-IE0000XXX**)
    c. Click on the "**Save**" button to close.

Upload Full Text

1. **Full Text:** Click on the "**Choose File**" box and navigate to the Final Technical Report pdf file that you have saved. Click "**Open**" and it will be attached to your submission.
2. **Distribution Limitation:** select "**Unlimited Announcement (Available to US and Non-US public)**" from the dropdown menu.

STI Product/Funding Identifiers

1. **DOE Contract Number(s):** type in the award number (**DE-IE0000XXX**)

Document Langauge Origin

1. English should be prefilled in this field.

- At this point, you can click the "**Save**" button at the bottom of the Required Fields panel and come back to your entry at another time.
- When you ready to submit your Final Technical Report, click the Certification box that certifies that your report meet the required conditions.
- Click the "**Submit**" button at the bottom of the Required Fields panel, and you are done!