



U.S. DEPARTMENT
of **ENERGY**

Office of Critical Minerals
and Energy Innovation

Integrated Energy Systems Office



Awardee Communication Guidelines

U.S. Department of Energy
Integrated Energy Systems Office

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Congratulations on your cooperative award from the U.S. Department of Energy Integrated Energy Systems Office!

Our team is excited to work with you to ensure that your project is a success. These guidelines explain how to use the Energy Department brands and how to leverage the strategy and engagement team. Please review them carefully. If you have any questions, please contact your technology manager or Susanna Murley at susanna.murley@doe.gov.

Thank you.

Award Attribution Language

The Integrated Energy Systems Office relies on its brand identity to build awareness of and participation in its work. Strong brand awareness improves the quality of applications to the office funding programs and enables progress toward realizing its vision and goals. Furthermore, proper attribution in your reports, presentations, and other materials allows the Energy Department to evaluate the impact of its funding over time.

Please follow these guidelines when creating reports or communications materials related to your project.

Office Names

Please use the following naming conventions to identify and distinguish work performed with funding assistance from the U.S. Department of Energy Integrated Energy Systems Office.

Refer to the office as the **U.S. Department of Energy Integrated Energy Systems Office** upon first mention. Note that “Department of Energy” is not possessive. Upon second mention, the office may be called the **Integrated Energy Systems Office**. Consistent and proper use of this name encourages quality and accuracy of all communications.

The following are acceptable ways to refer to the U.S. Department of Energy:

Proper Naming

- U.S. Department of Energy
- Energy Department
- Energy Dept.
- U.S. Energy Department
- U.S. Energy Dept.

Improper Naming

- ~~U.S. DOE~~
- ~~Department of Energy~~ (missing U.S.)

Boilerplate Description

When creating communications materials about your project—including press releases, webpages, presentations, fact sheets, and brochures—please include this boilerplate at the bottom:

About the Integrated Energy Systems Office

The U.S. Department of Energy Integrated Energy Systems Office drives research and development of energy solutions that enhance grid reliability and resilience, foster U.S. technological leadership, and reduce the cost of energy for

Americans. Learn more at energy.gov/cmei/systems/integrated-energy-systems-office.

When issuing press releases, please acknowledge that you received funding from the U.S. Department of Energy Integrated Energy Systems Office. For online communications, when the office is first referenced, please link the Integrated Energy Systems Office's name to energy.gov/cmei/systems/integrated-energy-systems-office.

Required Attribution in Scientific and Technical Documents

Funding recipients must include the following acknowledgement in publications arising from or relating to work performed under their award, regardless of whether it's copyrighted. Please reach out to your technology manager in the Integrated Energy Systems Office if you do not know your award number (i.e., DE-000000).

Acknowledgment: This material is based upon work supported by the U.S. Department of Energy's Office of Critical Minerals and Energy Innovation (CMEI) under the Integrated Energy Systems Office Award Number DE-_____.

Disclaimer: This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.

Abridged Legal Disclaimer: The views expressed herein do not necessarily represent the views of the U.S. Department of Energy or the United States Government.

The U.S. Department of Energy requires funding recipients to publish or otherwise make publicly available the results of work performed under their award. Funding programs require that all publications resulting from Integrated Energy Systems Office funding be published on the Energy Department's Office of Scientific and Technical Information (OSTI) website, [OSTI.gov](https://www.osti.gov). For details on publishing on OSTI.gov, see below.

Awardee Logo

U.S. Department of Energy awardees are encouraged to review the [DOE Awardee Logo and Branding Guidelines](#) for information on appropriate brand usage, logo placement, and treatment.

Awardee Naming Conventions

Use “U.S. Department of Energy Awardee” for use in first text reference on each new page of a document. For later references when the full program name appears previously or in a more prominent location, “Energy Dept. Awardee” is allowed.

Proper Naming

- U.S. Department of Energy Awardee

Improper Naming

- Awardee
- ~~DOE Awardee~~

Conference Products

Presentations related to projects funded by the Integrated Energy Systems Office require the U.S. Department of Energy Awardee logo, and the presenter should acknowledge the office as the funder of the project, both verbally and in writing, and must submit a copy of the conference proceeding, paper, or presentation to [E-Link](#). This includes but is not limited to conference presentations, trade show demonstrations, webinars, and seminars.

Digital Content

To improve brand awareness and search engine optimization, please use the following conventions when referring to the Integrated Energy Systems Office online:

- When referring to your work on a webpage, in a digital newsletter, or in a report, please embed a link to energy.gov/cmei/systems/integrated-energy-systems-office on the office’s first reference and on any images or graphics related to the project.
- When referring to your work on a webpage or in a blog post or article, acknowledge the Integrated Energy Systems Office as the funder of your project in the text, and include a link to your funding program webpage.
- When referencing the U.S. Department of Energy Awardee logo for the first time in a digital piece of content, embed a link within the words “U.S. Department of Energy Awardee” to energy.gov/cmei/systems/integrated-energy-systems-office.
- For webpages, blog posts, or articles referring to your award, tag your content with “Integrated Energy Systems Office” and “U.S. Department of Energy” and add the office’s name, funding program, and any other relevant details to your webpage’s metadata and/or webpage summary.
- The DOE seal and logo are intended for official Energy Department use only. If you have questions about how these should be used, [read the guidelines](#) or contact your technology manager.

Publishing Reports on OSTI.gov

You are required to publish all scientific and technical documents generated through the award on [OSTI.gov](https://www.osti.gov). Awardees must publish all reports, presentations, and manuscripts relating to their work funded by the Integrated Energy Systems Office on OSTI.gov. This complies with Energy Department policy to publicly disseminate the work funded by taxpayers. It ensures access to scientific work and that the work reaches the widest possible audience to increase its impact.

If you publish an article in a journal, you must upload the accepted manuscript to OSTI through [E-Link](#) before the online publish date. [This video](#) shows you how to upload the accepted manuscript. The accepted manuscript is the version of the article that has been accepted for publication and includes all modifications resulting from the peer-review process.

Scholarly publications must be made available without any embargo or delay after publication. If the article is published as open access (OA), you may provide either the accepted manuscript or the OA article (provided there are no restrictions on DOE ingesting the OA article), along with the metadata. DOE will permanently retain accepted manuscripts and any ingested OA articles in [DOE PAGES](#) for archival and preservation purposes.

Every journal and publishing group has its own policy on releasing published work to the public. Before submitting journal-published work to OSTI, awardees should review that particular journal's data-sharing policies. Here are some of the major publishers and their policies:

- [American Physical Society](#)
- [Elsevier](#)
- [Institute of Electrical and Electronics Engineers \(IEEE\)](#)
- [Nature](#)
- [PLOS One](#)
- [Science](#)
- [Taylor & Francis Online](#)
- [IOP Publishing](#)
- [The Royal Society of Chemistry](#)

All awards include terms and conditions for submitting journal articles. Information specific to DOE can be found at <https://www.osti.gov/public-access>.

Some journals will charge authors a fee to make their articles open access. While DOE-funded authors may publish in journals of their choice—including open-access journals if the award's terms and conditions allow it—they do not need to pay fees to enable

public access. DOE provides public access through its license to the accepted manuscript or through publishers' voluntary efforts. If you have any questions about this process, please refer to your Federal Assistance Reporting Checklist (FARC) and contact your technology manager.

Required Attribution for Scientific and Technical Reports:

The Recipient is required to include the following acknowledgment in publications arising out of, or relating to, work performed under this Award, whether copyrighted or not:

Acknowledgment: This material is based upon work supported by the U.S. Department of Energy's Office of Critical Minerals and Energy Innovation (CMEI) under the Integrated Energy Systems Office Award Number DE-_____.

Utilization Reports

You are required to disclose any inventions or patents resulting from IESO-funded work on [iEdison.gov](https://www.edison.gov) by submitting a utilization report, which explains how your invention is used. This report is an annual requirement, and you will receive reminders to submit it. For help with the iEdison system, contact edison@od.nih.gov or 1-866-504- 9552. You can find more details on intellectual property reporting and utilization reports in the Award Documents section of [FedConnect](#).

Reposting and Remixing Content

All content on the Energy Department website and its affiliated webpages, unless otherwise stated, is in the public domain. This includes webpages (.gov), social media posts, and related images/video/media featured in the posts, and Energy Department–affiliated websites and accounts like [Flickr](#) and the [National Laboratory of the Rockies image gallery](#).

Awardees are encouraged to repost success stories, blog posts, video, and other digital content featured on the Energy Department's website. When content created by the Integrated Energy Systems Office is remixed or reposted, please attribute it to the Integrated Energy Systems Office at the top of the webpage or in a similarly prominent way, with a link to the original content source and the following statement:

This [blog post/success story/news brief/video/graphic—***embed a link to the content source here***] was originally created and published by the U.S. Department of Energy Integrated Energy Systems Office.

Communicating Awardee Success

When your project meets a major milestone, we want to know about it. Please tell your technology manager, who can then recommend that we write a success story. [Success stories](#) highlight a project's significant research or technical accomplishment that will significantly impact the energy industry. We publish stories about:

- First-of-its-kind inventions that help to [modernize America's power grid](#)
- Projects with significant implications for [end users](#), [industry members](#), [utilities](#), and/or [adjacent industries](#)
- Research developments that have [real-world applications](#), [improve the state of the art](#), receive an [award](#), and/or achieve [major milestones](#)

In addition, the Integrated Energy Systems Office has a [news section](#), where it can feature awardee work.

While there are limitations on how the Energy Department can promote an organization's work, content drafted by the Integrated Energy Systems Office can be promoted on Energy Department social media channels and used in speeches or briefings by department officials.

Press Releases

The Integrated Energy Systems Office does not need to review awardee press releases but appreciates knowing about them in advance. Please notify your technology manager or the engagement team—especially if you anticipate significant media attention from a major achievement or high-profile partners.

For announcements about funding program selections, the engagement team may provide press release templates that can help selectees and their organizations disseminate information quickly and accurately. Use of this template is not mandatory. The template includes instructions to make it easier for organizations with limited communications staff or experience to participate in media engagement.

Press releases should mention the Integrated Energy Systems Office's funding in the body of the text. They should link to the office's website and include the boilerplate office description (see pages 3-4).

Note: The Energy Department does not participate in third-party press releases and prohibits agency officials from providing quotes for external press releases. However, an awardee may include a quote from an agency official that appears in an Energy Department press release, if it's clear the quote came from an Energy Department press release.

Social Media

The Integrated Energy Systems Office does not own or manage its social media properties, but the Energy Department's social media channels feature the office's announcements and success stories. Awardees are encouraged to stay up to date on the office's news by [signing up for the office newsletter](#) and following the social media sites listed below.

Awardees are encouraged to retweet, like, and share Energy Department social media posts and promote content using hashtags, mentions, etc., in social media activities.

IESO Website: energy.gov/cmei/systems/integrated-energy-systems-office

Twitter: [@ENERGY](https://twitter.com/ENERGY)

Facebook: facebook.com/energygov facebook.com/DOECMEI/

LinkedIn: linkedin.com/company/u-s--department-of-energy
linkedin.com/showcase/doecmei/

Instagram: [@ENERGY](https://instagram.com/ENERGY)

YouTube: youtube.com/user/USdepartmentofenergy

Flickr: flickr.com/photos/departmentofenergy

Partner Videos

Creating Video Content

When creating a video about an Energy Department-funded project, to avoid the appearance of endorsement by the Energy Department, it should be clear that the project is from an Energy Department partner and that the Department did not create the video. When creating the video:

- Do not feature your organization's logo except alongside the DOE Awardee logo once briefly at the beginning and once at the end of your video. Also ensure that the DOE Awardee logo is equally as prominent as the organization's logo.
- Please ensure high-quality production and accurate content.
- Be careful not to include personally identifiable information, such as license plates, name tags, addresses, etc.
- Avoid shots with any prominent corporate logos, including those of non-partners. Incidental logos in footage are OK, but efforts should be taken to limit them.
- Make sure that any workers shown are using proper safety equipment.
- Do not use copyrighted content, including images, footage, and music.

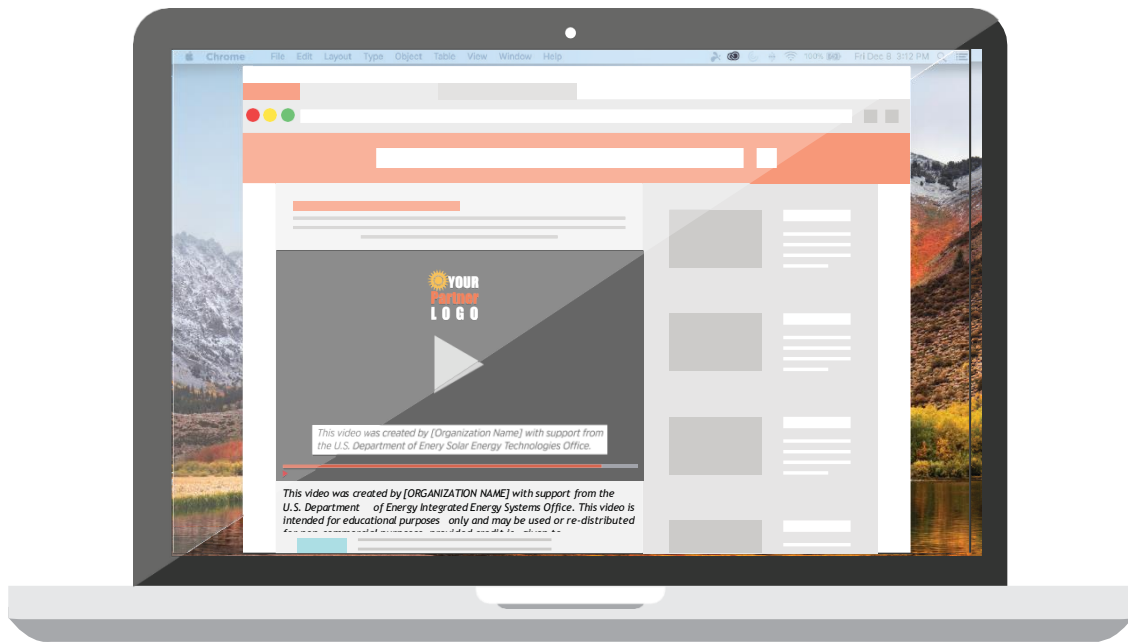
Funding Acknowledgements

For proper attribution, please include the following statement in the video at the beginning and/or end when featuring partner logos and/or funders:

This video was created by [ORGANIZATION NAME] with support from the U.S. Department of Energy Integrated Energy Systems Office.

In addition, the office suggests adding the following statement as a caption to the video and/or as a part of the webpage text directly following the video:

This video was created by [ORGANIZATION NAME] with support from the U.S. Department of Energy Integrated Energy Systems Office. This video is intended for educational purposes only and may be used or redistributed for noncommercial purposes, provided credit is given to [ORGANIZATION NAME] and content is not altered.



Captions and Text Versions

When creating videos and digital media, it's important to remember to make your content accessible to people with disabilities, as required by Section 508 of the Rehabilitation Act. This means you must write alternative text for images and add captions and transcripts to videos.

A transcript is a text version of a video that typically includes all spoken language, a description of all important events and actions that occur in the video, and anything displayed visually in the video, such as words or symbols. Transcripts can be posted as a separate webpage or as a text file. This page or file is then linked beneath the embedded video on the website. Captions should be uploaded as a separate caption file on your video-hosting site.

For more information, visit: energy.gov

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