



U.S. DEPARTMENT
of **ENERGY**

Office of Energy Efficiency
and Renewable Energy

Bioenergy Technologies Office

Reading and Responding to a Bioenergy Technologies Office Notice of Funding Opportunity

INTENTION AND OVERVIEW OF THIS TUTORIAL


Intention of this Tutorial

- Provide applicants with general information on navigating the Notice of Funding Opportunity (NOFO) application, requirements and restrictions
- Focus on select aspects to help applicants become familiar with the NOFO process and submit a successful application
- Will not review every NOFO section

Tutorial Overview

- What is a NOFO?
- Navigating the NOFO
- Navigating NOFO Topic Areas
- Getting Started on a NOFO Application
- Review Criteria and Organizing the Application
- Getting Questions Answered

Financial Assistance
Notice of Funding Opportunity
Part 1



U.S. DEPARTMENT of ENERGY

Department of Energy (DOE)
[Insert DOE Program Office]
[Insert Funding Opportunity Title]
Notice of Funding Opportunity Number: [Insert Funding Opportunity Number]

Application due: [Insert Application Due Date: Month, Day, Year, Time]

Modifications

Mod. No.	Date	Description of Modification

All modifications to the Notice of Funding Opportunity (NOFO) are HIGHLIGHTED in the body of the NOFO.
of this NOFO.





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WHAT IS A NOFO?

NOTICE OF FUNDING OPPORTUNITY ANNOUNCEMENT

A Notice of Funding Opportunity (NOFO), previously known as a Funding Opportunity Announcement or FOA, is one of the mechanisms the U.S. Department of Energy (DOE) uses to distribute federal research, development, and demonstration (RD&D) funding appropriated to DOE by Congress. NOFOs can be released by specific DOE offices, like the [Bioenergy Technologies Office](#) (BETO), or jointly between two or more offices or agencies.



OTHER EXAMPLES OF DOE FUNDING OPPORTUNITIES



- **Small Business Innovation Research (SBIR)** – SBIR is a U.S. government funding program intended to help small businesses conduct R&D, stimulate technological innovation, and increase private sector commercialization of those innovations.
- **Small Business Technology Transfer (STTR)** – STTR is a U.S. government initiative that funds R&D between small businesses and non-profit research institutions to stimulate and promote commercialization of innovative scientific and technological solutions.
- **Technology Commercialization Fund (TCF)** – Administered by DOE's Office of Technology Transitions, the TCF is a competitive laboratory funding opportunity designed to help commercialize promising energy technologies developed at the DOE National Laboratories.
- **DOE Prizes** – Funding through prizes offers competitors, i.e., students, researchers, and innovators, opportunities to gain career experience working with new energy technologies, collaboration with public, private and philanthropic entities, and public awareness around their research that can accelerate the commercialization of their innovations.



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NAVIGATING THE NOFO

NAVIGATING THE NOFO

Locating the NOFO

- [Bioenergy Technologies Office Funding Opportunities](#)
- [EERE eXCHANGE](#)– EERE’s official funding platform to submit NOFO concept papers and full applications, respond to Requests for Information (RFI’s), and sign up for [NOFO teaming partner lists](#).
- [Grants.gov](#)– a government website that provides grant seekers a centralized location for grants and cooperative agreement opportunities from federal agencies.

Announcement Number	Announcement Title	Announcement Type	Program	1.OI Deadline	CP Deadline	FA Deadline
75X-0000000	Teaming Partner List for FY23 Vehicle Technologies Office (VTO) Research Wide NOFOs DE-FOA-0000000	Teaming Partner List				
DE-FOA-0000000	Final Year 2023 Vehicle Technologies Office (VTO) Research Wide Funding Opportunity Announcement	Notice of Funding Opportunity (NOFO)	Vehicle Technologies (VTO)	4/15/2023 09:00 PM ET	6/18/2023 09:00 PM ET	6/18/2023 09:00 PM ET
75X-0000000	Circular Supply Chain Accelerator Teaming Partner List	Teaming Partner List				
DE-FOA-0000000	Request for Information on Public Feedback on AMPTO Wide Research Power Electronics Strategy Framework	Request for Information (RFI)	Advanced Materials and Manufacturing Technologies Office (AMPTO)	4/15/2023 09:00 PM ET		
DE-FOA-0000000	Small National Laboratories of High-Speed Consultations Descriptions for Next Generation Health Environment Materials and Manufacturing Systems Research, Development, and Demonstration RFI	Request for Information (RFI)	Advanced Materials and Manufacturing Technologies Office (AMPTO)	3/15/2023 09:00 PM ET		
DE-FOA-0000000	The Circular Supply Chain Accelerator	Notice of Funding Opportunity (NOFO)	Advanced Materials and Manufacturing Technologies Office (AMPTO)	3/15/2023 09:00 PM ET	3/15/2023 09:00 PM ET	3/15/2023 09:00 PM ET
DE-FOA-0000000	Teaming Partner List for FY23 Vehicle Technologies Office (VTO) Research Wide NOFOs DE-FOA-0000000	Teaming Partner List				
DE-FOA-0000000	Sustainable Process and Renewable Chemicals (SPRC)	Notice of Funding Opportunity (NOFO)	Bioenergy Technologies (BETO)	2/24/2023 09:00 PM ET	5/15/2023 09:00 PM ET	5/15/2023 09:00 PM ET
75X-0000000	SPRC Teaming Partner List	Teaming Partner List	Bioenergy Technologies (BETO)	3/14/2023 09:00 PM ET		
DE-FOA-0000000	Solar Module and Solar Hardware (SMAH) Teaming Partner List	Teaming Partner List				
DE-FOA-0000000	INDO FY23 FY22 Lab Call	Notice of Funding Opportunity (NOFO)	Solar Energy Technologies (SETO)	TBD	TBD	TBD
DE-FOA-0000000	INDO FY23 FY22 Lab Call	Lab Call (LC)	Industrial Efficiency and Decarbonization Office (IDCO)	2/15/2023 09:00 PM ET	2/27/2023 09:00 PM ET	
75X-0000000	Teaming Partner List for DE-FOA-0000000: Solar with Storage and Ecosystem Benefits (L1000000)	Teaming Partner List				

Opportunity Number	Opportunity Title	Agency	Opportunity Status
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NAVIGATING THE NOFO



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Notice of Funding Opportunity Part 1
Section I: Basic Information

I. Basic Information

A. Key Facts

Issuing Agency	Department of Energy, [Enter DOE Program Office(s) and, if applicable, Technology Office(s)]	KEY DATES Notice of Funding Opportunity Issue Date: [Month Day, Year] Letter of Intent Deadline: [Month Day, Year] Informational Webinar: [Month Day, Year] Concept Paper Deadline: [Month Day, Year] Application Deadline: [Month Day, Year] Anticipated Selection Notification Date: [Month, Year] Anticipated Award Date: [Month Day, Year] Estimated Period of Performance: [Month Day, Year – Month Day, Year]
Funding Opportunity Title	[Enter Funding Opportunity Title]	
Announcement Type	[Enter whether Funding Opportunity is the initial or a modification]	
Funding Opportunity Number	[Enter Assigned STRIPES Number]	
Funding Instrument	[Enter Grants, Cooperative Agreements, or Funding Agreements with FFRDC's]	
Assistance Listing Number	[Enter assigned assistance agreement number for program]	
Funding Opportunity Description	[Enter NOFO description]	
Program Goals & Objective(s)	[Enter program goals/NOFO objective(s)]	
Topic Areas	[Enter bulleted list of Topic Area titles/descriptions, e.g., <ul style="list-style-type: none">• Topic Area 1: Title/description• Topic Area 2: Title/description• Topic Area 3: Title/description]	
Eligible Applicants	[Enter bulleted list of eligible applicants below, e.g., <ul style="list-style-type: none">• Domestic Entities (Institutes of higher education; for-profit entities; non-profit entities; state and local government entities and Indian Tribes• DOE FFRDC's and non-DOE FFRDCs and Federal Research Agencies]]	
eXCHANGE URL and Helpdesk	[Enter eXCHANGE URL] [Enter eXCHANGE Helpdesk] <ul style="list-style-type: none">•	

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NOFO Timeline

NOFO key dates can be found on Page 5 of the NOFO.

- Informational webinar date
- Concept paper due date
- Application submission deadline
- Anticipated selection date
- Estimated period of award performance (i.e. length of project)

Award Overview

Information for estimated funding amounts, numbers of awards and minimum cost share amounts can be found on Page 6 of the NOFO.

Example taken from Section I, Basic Information, pg. 5, DOE NOFO template



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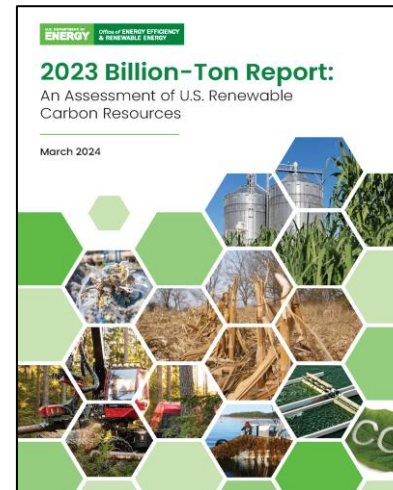
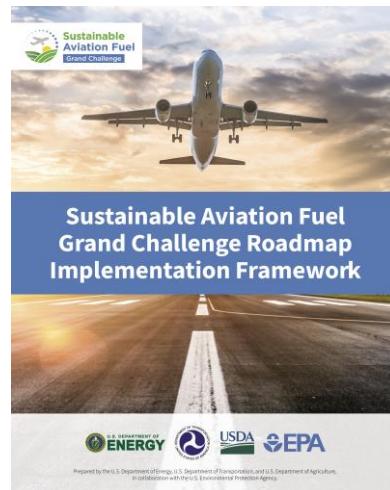
NAVIGATING THE NOFO

Relevant BETO Background Information

- Program Purpose – How does the NOFO align with BETO's mission?
- Program Goals & Objectives – How does the NOFO and Topic Areas support BETO's R&D goals?

Examples of BETO Strategic Background Documents

- BETO's 2023 Multi-Year Program Plan
- Sustainable Aviation Fuel (SAF) Grand Challenge Roadmap Implementation Framework
- BETO's 2023 Billion-Ton Report
- 2023 Project Peer Review Report



NAVIGATING THE NOFO

Background Information & Description

Program Purpose: How the NOFO aligns with BETO's subprogram mission

Program Goals & Objectives: How the NOFO supports BETO's R&D goals

Expected Performance Goals: What NOFO outcomes BETO expects

Example taken from Section III, A, B, C, & D, pg. 15, DOE NOFO template

III. Program Description

A. Background and Context

The [insert name of Program Office(s)] is issuing this Notice of Funding Opportunity (NOFO). Awards made under this NOFO will be funded, in whole or in part, with funds appropriated by [insert reference to the relevant appropriation]..

The [insert reference to the relevant appropriation] will invest... [Example: appropriations of \$8 billion for the five (5) year period encompassing Fiscal Years (FYs) 2022 through 2026 for the development of regional clean hydrogen hubs that demonstrate the production, processing, delivery, storage, and end-use of clean hydrogen.]

The activities to be funded under this NOFO support sections [insert applicable sections of the programmatic authority] and the broader government-wide approach to [add language tailored to NOFO. These IJA sections are focused on:

- [add bulleted list of items on which the statutory sections are focused]

B. Program Purpose

[NOFO Manager to add the general purpose of the funding and what it is expected to achieve for the public good. Also include specific funding priorities or focus areas. Any program history, such as whether this is a new program or a new or changed area of program emphasis.]

This NOFO supports the goals laid out above by [Briefly explain how the activities funded under the NOFO will support the goals as described in Background and Context and anything else to connect the NOFO technology focus with the benefits to all Americans.]

C. Program Goals and Objectives

[To be entered by NOFO Manager]

This NOFO seeks applications to address [Briefly explain the program goals and objectives as well as technology space if applicable and how the activities funded under the NOFO will support the programs' strategic goals This should focus on outcomes – changes to the world that are accomplished because of what successful projects delivered. This section should also include a description of how successful awards will contribute to achieving the program's goals and objectives. As appropriate, include examples of successful projects funded in the past.]. Detailed technical descriptions of the specific Topic Areas are provided in the sections that follow.

D. Expected Performance Goals

[NOFO Manager to enter high-level description of the expected performance goals, indicators, targets, baseline data, data collection, and other outcomes recipients are expected to achieve.]





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NAVIGATING NOFO TOPIC AREAS

NAVIGATING NOFO TOPIC AREAS

What are Topic Areas?

- NOFO section(s) that lay out specific expectations, requirements, and potential outcomes.
- An opportunity for BETO to clearly communicate its focus and desired outcomes toward achieving NOFO goals.
- Topic Areas can include:
 - Description & Purpose
 - Specific Requirements
 - Required Metrics or Outcomes
 - Specific Areas Not of Interest

Examples taken from Section III. F. Topic Areas, pg. 16, DOE NOFO template

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Notice of Funding Opportunity Part 1
Section III: Program Description

E. Teaming Partner List

DOE is compiling a Teaming Partner List to facilitate the formation of project teams for this NOFO. The Teaming Partner List allows organizations that may wish to participate on a project to express their interest to other applicants and explore potential partnerships.

The Teaming Partner List will be available on eXCHANGE and will be regularly updated to reflect new teaming partners who provide their organization's information.

SUBMISSION INSTRUCTIONS: View the Teaming Partner List by visiting the eXCHANGE homepage and clicking on "Teaming Partners" within the left-hand navigation pane. This page allows users to view published Teaming Partner Lists. To join the Teaming Partner List, submit a request within eXCHANGE. Select the appropriate Teaming Partner List from the drop-down menu, and fill in the following information: Investigator Name, Organization Name, Organization Type, Topic Area, Background and Capabilities, Website, Contact Address, Contact Email, and Contact Phone.

DISCLAIMER: By submitting a request to be included on the Teaming Partner List, the requesting organization consents to the publication of the above-referenced information. By facilitating the Teaming Partner List, DOE is not endorsing, sponsoring, or otherwise evaluating the qualifications of the individuals and organizations that are identifying themselves for placement on this Teaming Partner List. DOE will not pay for the provision of any information, nor will it compensate any applicants or requesting organizations for the development of such information.

F. Topic Areas

[To be entered by NOFO Manager]

G. Applications Specifically Not of Interest

The following types of applications will be deemed nonresponsive and will not be reviewed or considered (Please also refer to the [Responsiveness Review](#) section below):

- Applications that fall outside the technical parameters specified in [Background and Context](#) above and the [Topic Areas](#) section above.
- Applications for proposed technologies that are not based on sound scientific principles (e.g., violates the laws of thermodynamics).
- [\[Add other applicable limitations\]](#)

H. Statement of Substantial Involvement

DOE anticipates awarding cooperative agreements under this NOFO, which include a statement of DOE's "substantial involvement" in the work performed under the resulting awards. For cooperative agreements, DOE does not limit its involvement to the administrative requirements of the award. Instead, DOE has substantial involvement in the direction and redirection of the technical aspects of the project. DOE's substantial involvement in resulting awards may include the following:

A. DOE shares responsibility with the recipient for the management, control, direction, and performance of the project.

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NAVIGATING NOFO TOPIC AREAS

Description & Purpose

- Located in the beginning paragraphs of the Topic Area section
- Description and details of Topic Area research focus
- Detailed explanation of the purpose and motivations of the Topic Area

Required Metrics or Outcomes

- Specific metrics and outcomes the NOFO “**should**” (*best effort*) or “**must**” (*required to*) achieve by project completion
- Could include technical and quantitative metrics and/or qualitative outcomes

Specific Requirements

- Description Topic Area requirements
- Key performance parameters
- Can include Techno-Economic Analysis (TEA), Life-Cycle Analysis (LCA), etc.
- Research boundaries and restrictions
- Required types of entities and/or partnerships
- Attendance and participation in BETO’s Peer Review meeting
- Specific requirements are **definite** requirements – not suggestions or high priority options
- All work under EERE funding agreements must be performed in the United States. See Section II. A. Eligible Applicants for more information.



NAVIGATING TOPIC AREAS

Specific Areas Not of Interest

- Research or efforts that are not responsive to the particular NOFO or Topic Area
- Applications that fall outside the technical parameters specified in the NOFO Background and Topic Areas sections
- Items that will not be reviewed or considered for selection

It is important to emphasize that if an applicant submits an application that falls under one of the “specifically not of interest” categories, the application will be deemed nonresponsive and will not be further reviewed or considered for an award

Example taken from Section III. G. Applications Specifically Not of Interest, pg. 16, DOE NOFO template



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[To be entered by NOFO Manager]

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- A. DOE shares responsibility with the recipient for the management, control, direction, and performance of the project.

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NAVIGATING TOPIC AREAS

Final Tips for Reviewing Topic Areas

- Don't assume that information, eligibility, review criteria or even application page length is identical among Topic Areas or previous BETO NOFOs.
- Look for phrases including, but not limited to, “**of interest**,” “**encouraged**,” “**desired**,” or “**should**.”
- Pay attention to the word “**must**.”
- Clearly describe how your application aligns with the goals, objectives, outcomes, metrics, minimum targets, or other elements specified in the Topic Area and/or Subtopic Area.

There are lots of opportunities to communicate alignment and outcomes beyond the Technical Volume!

Leverage them through the following:

- *1 Page Project Summary*
- *Summary Slide*
- *Milestone Table*
- *Statement of Project Objectives*





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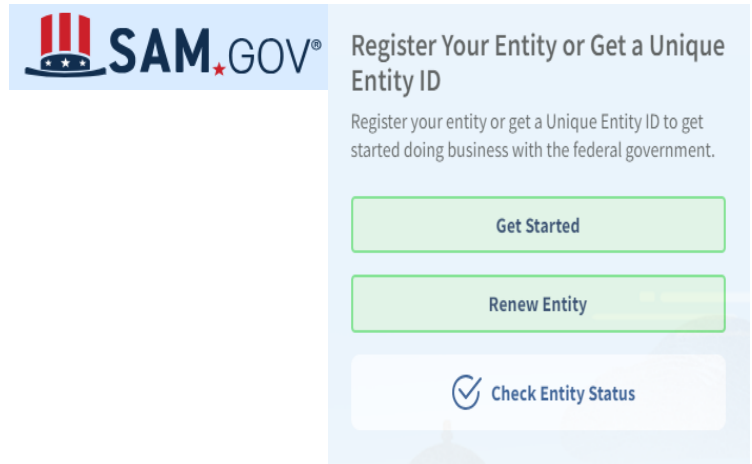
GETTING STARTED ON A NOFO APPLICATION

GETTING STARTED ON A NOFO APPLICATION

To Do

- **Review** estimated award amounts
- **Anticipate** cost-sharing requirements
- **Consider** anticipated period of performance (project duration)
- **Determine** NOFO timeline
- **Register** your Entity with SAM.gov (System for Award Management) or get a Unique Entity ID (UEI) number

Topic Area Number	Topic Area Title	Anticipated Number of Awards	Anticipated Award Size for Any One Individual Award (Fed Share)	Approximate Total Federal Funding Available For All Awards	Minimum Cost Share Required	Anticipated Period of Performance (Months)
Topic Area 1	Maximizing Algal System Yield	3-6	Up to \$3,500,000	\$10,000,000	20% of total project costs (10% for Tribes & Tribal nations)	18-36



Don't wait until NOFO submission date to start this process, as the process could take up to 10 days.

GETTING STARTED ON A NOFO APPLICATION

Eligibility Information

- **Eligible applicants may include:**
 - Domestic for-profit entities
 - Domestic non-profit entities
 - Educational institutions
 - State, local and tribal government entities
 - Foreign entities (with requirements)
 - Incorporated and unincorporated consortia (as all those terms are defined in the NOFO)

Note: BETO will not make eligibility determinations for potential applicants prior to the date on which applications to the NOFO must be submitted. The decision whether to submit an application in response to a NOFO lies solely with the applicant.



GETTING STARTED ON A NOFO APPLICATION

Teaming Partner List Tool

- Encourages collaboration between prospective NOFO applicants
- Facilitates the formation of new project teams and potential partnerships
- If the NOFO requires cost share, the list provides an opportunity to identify commercial cost-share partners
- Prospective applicants can submit their organization information under the NOFO's Teaming Partner List entry on [EERE eXCHANGE](#).
- Will be regularly updated to reflect new potential teaming partners

For questions related to the content of the NOFO

- EERE-eXCHANGEsupport@hq.doe.gov

For questions related to the registration process and use of the EERE eXCHANGE website

SUBMISSION DEADLINES

- Concept Paper Submission Deadline: 3/31/2025 5:00 PM ET
- Full Application Submission Deadline: 7/18/2025 5:00 PM ET
- View Full Application Reviewer Comments Period: 8/11/2025 5:00 PM ET – 8/15/2025 5:00 PM ET

TEAMING PARTNERS

To access the Teaming Partner List for this announcement, click [here](#).

*Follow the link to the specific
Teaming Partner List*



Note: BETO does not endorse any organization on a teaming partner list.

GETTING STARTED ON A NOFO APPLICATION

Concept Papers

- If required by the NOFO, applicants must submit a Concept Paper by the due date/time to be eligible to submit a Full Application.
- Applicants can find the Concept Paper content requirements in Section IX of the NOFO. Criteria for Concept Papers generally mirror criteria for the Full Application.

Example taken from Section IV. C. Concept Papers, pgs. 19-20, DOE NOFO template

C. Concept Paper

Each concept paper must be limited to a single concept, technology, or project. The concept paper must conform to the requirements listed below, including the stated page limits.

Section	Page Limit	Description
Cover Page	1 page maximum	The cover page should include the project title, the specific announcement Topic Area being addressed (if applicable), both the technical and business points of contact (including the Administrative Officer, if applicable), names of all team member organizations, the project location(s), and any statements regarding confidentiality.
Technology Description	[Enter number of pages] pages maximum	Applicants are required to succinctly describe: <ul style="list-style-type: none">• The proposed technology, including its basic operating principles and how it is unique and innovative;
		<ul style="list-style-type: none">• The proposed technology's target level of performance (applicants should provide technical data or other support to show how the proposed target could be met);• The current state of the art in the relevant field and application, including key shortcomings, limitations, and challenges;• How the proposed technology will overcome the shortcomings, limitations, and challenges in the relevant field and application;• The potential impact that the proposed project would have on the relevant field and application;• How the proposed location of the proposed project will support technology development and long-term success;• The key technical risks/issues associated with the proposed technology development plan;• The impact that DOE funding would have on the proposed project; and• Any potential impacts on Indian Tribes and describe how the applicant would engage with a potentially impacted Indian Tribe(s).
Addendum	[Enter number of pages] pages maximum	Applicants are required to succinctly describe the qualifications, experience, and capabilities of the proposed project team, including: <ul style="list-style-type: none">• Whether the Principal Investigator (PI) or Lead Project Manager (LPM) and project team have the skill and expertise needed to successfully execute the project plan;• Whether the applicant has prior experience which demonstrates an ability to perform tasks of similar risk and complexity;• Whether the applicant has worked together with its teaming partners on prior projects or programs;• Whether the applicant has adequate access to equipment and facilities necessary to accomplish the effort and/or clearly explain how it intends to obtain access to the necessary equipment and facilities; and• Applicants may provide graphs, charts, or other data to supplement their Technology Description.



GETTING STARTED ON A NOFO APPLICATION

Concept Papers

- Some NOFOs allow more than one Concept Paper and associated Full Applications, provided that each describe a unique, scientifically distinct project concept
- An applicant will receive a determination of “Encouraged” or “Discouraged.”
 - “Encouraged” means the Concept Paper generally meets the criteria, is of interest, and can continue to the Full Application process.
 - “Discouraged” indicates that, as written, the Concept Paper is not of interest based on the requirements and Concept Paper reviewer feedback. However, it does not mean an applicant cannot submit a Full Application.



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GETTING STARTED ON A NOFO APPLICATION

Cost Share

- BETO will generally require applicants to contribute cost share.
- Cost share is a resource commitment from a funding recipient and/or subrecipients based on a percentage of the total requested federal funds.
- In general, cash and in-kind contributions both count as allowable types of cost-share.

How Cost Sharing Is Calculated

As stated above, cost sharing is calculated as a percentage of the Total Project Cost. FFRDC costs must be included in Total Project Costs. The following is an example of how to calculate cost sharing amounts for a project with \$1,000,000 in federal funds with a minimum 20% non-federal cost sharing requirement:

- Formula: Federal share (\$) divided by federal share (%) = Total Project Cost
Example: \$1,000,000 divided by 80% = \$1,250,000
- Formula: Total Project Cost (\$) minus federalshare (\$) = Non-federalshare (\$)
Example: \$1,250,000 minus \$1,000,000 = \$250,000
- Formula: Non-federalshare (\$) divided by Total Project Cost (\$) = Non-federalshare (%)
Example: \$250,000 divided by \$1,250,000 = 20%

Note: Please see the Cost Sharing section and the Cost Share Appendix in a NOFO for more detailed information



GETTING STARTED ON A NOFO APPLICATION

Cost Share

- Cost share levels are based on requirements set by the Code of Federal Regulations and driven by the types of projects funded by the NOFO.
- For each budget period, the applicant should ensure the minimum cost share requirement is met and included in their Letter of Commitment.

Scenario A

Section A - Budget Summary					
		Federal	Cost Share	Total Costs	Cost Share %
	Budget Period 1	\$200,000	\$50,000	\$250,000	20.00%
	Budget Period 2	\$500,000	\$125,000	\$625,000	20.00%
	Budget Period 3	\$400,000	\$100,000	\$500,000	20.00%
	Total	\$1,100,000	\$275,000	\$1,375,000	20.00%



Scenario B

Section A - Budget Summary					
		Federal	Cost Share	Total Costs	Cost Share %
	Budget Period 1	\$200,000	\$50,000	\$250,000	20.00%
	Budget Period 2	\$550,000	\$75,000	\$625,000	12.00%
	Budget Period 3	\$350,000	\$150,000	\$500,000	30.00%
	Total	\$1,100,000	\$275,000	\$1,375,000	20.00%



Note: Please see the Cost Sharing section and the Cost Share Appendix in a NOFO for more detailed information.



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Review Criteria and Organizing Your Application

REVIEW CRITERIA & ORGANIZING YOUR APPLICATION

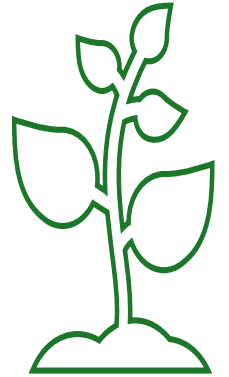
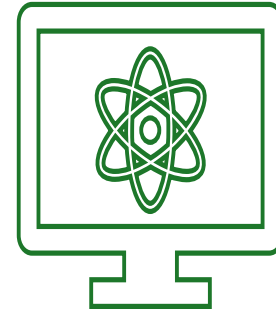
- Technical Merit and Innovation
- Project Research and Market Transformation
- Team and Resources



REVIEW CRITERIA & ORGANIZING YOUR APPLICATION

Technical Merit and Innovation

- Describe the state of the art and/or unique innovation of the application for the state of the art
- Include any critical data within the application package – reviewers are not allowed to use external links and sources to evaluate applications
- Reviewers are required to sign non-disclosure and confidentiality agreements
- Focus on the value proposition and impact of your technology or idea versus justifying the importance of the Topic Area



REVIEW CRITERIA & ORGANIZING YOUR APPLICATION

Project Research and Market Transformation Plan

- Second most heavily weighted criterion in a BETO NOFO
- Reviewers look for clear and detailed description of activities
- Uses SMART (Specific, Measureable, Achievable, Realistic, Time-bound) milestones

Low Quality SMART Milestones	Higher Quality SMART Milestones
“Complete report on _____”	“Submit manuscript to a peer reviewed journal or trade publication”
“Complete process optimization”	“Optimize the process by reducing product selling price by 10% without increasing total system emissions or water consumption”
“Hold stakeholder engagement meeting”	“Stakeholder engagement completed with feedback provided. Provide website portal information for students and stakeholders to find materials and to provide suggestions and report results.”
“Increase product yield by 10%”	“Increase product yield by 10% relative to current performance (at time of application) without increasing energy consumption”
“Improve recyclability by 25%”	“Improve recyclability by 25% compared to current performance as measured by _____”
“Explore options to improve process stability”	“Complete a literature review of process stability options and report on at least 2 technologies that can exceed _____ hours”



REVIEW CRITERIA & ORGANIZING YOUR APPLICATION

Project Research and Market Transformation Plan

Low Quality Risks/Mitigation

Risk Description	Response Plan/Mitigation Strategy
Lack of response to community outreach	Increase awareness of program
Inadequate data for certain technologies/processes	Consult literature
Catalyst performance on untreated waster is unknown	Perform additional catalyst experiments

Higher Quality Risks/Mitigation

Risk Description	Response Plan/Mitigation Strategy
Lack of response to community outreach	Allocate additional budget to target at least 3 new publications/trade groups
Inadequate data for certain technologies/processes	Conduct process engineering simulations to develop needed data, consider adding new partner/consultant with expertise
Catalyst performance on untreated waster is unknown	Decontamination and pretreated steps have been evaluated and will be implemented into the process. Increased focus on catalyst deactivation studies.



REVIEW CRITERIA & ORGANIZING YOUR APPLICATION

Team and Resources

- **Partnerships** should be reflected in the budget and the **Statement of Project Objectives** (SOPO) with funding allocations and specific tasks
- Applications that detail how partners and their **unique roles and contributions** to the team are integrated into the work plan will **stand out**.
- **Letters of Commitment or Support** do not count against your page limit, although each letter should be no more than one page. **Tailored letters are more convincing of a strong relationship for reviewers as well.**

Budget Justification

- Applicants should give their **best estimates** on what specific activities and tasks will cost as well as the required budget amounts for project partners.
- Reviewers often evaluate whether **levels of effort** for tasks and partners **correspond** with activities described in the project workplan.
- Applicants should be mindful of **clearly describing equipment needs**, especially if they are a large fraction of the budget.



GETTING YOUR QUESTIONS ANSWERED

For specific NOFO questions, email the mailbox identified within the NOFO.

3 IMPORTANT THINGS to remember:

- DOE, EERE, and BETO staff, including but not limited to NOFO managers, are prohibited from responding directly to potential NOFO applicants.
- Questions must be submitted no later than 3 business days prior to the NOFO application due date and time. Responses will be added to a Q&A Log on EERE eXCHANGE.
- BETO will not make eligibility determinations for potential applicants prior to the NOFO application due date. ***The decision whether to submit an application lies solely with the applicant.***

APPLICATION FORMS AND TEMPLATES

The following forms and templates may be used as part of the application submission. Note that these forms and templates do not necessarily constitute all the documents required for a complete application. Please refer to the 'Application and Submission Information' of the published announcement to learn more about the required application content requirements.

[View Application Forms and Templates](#)

CONTACT INFORMATION

- EERE-eXCHANGESupport@hq.doe.gov

For questions related to the registration process and use of the EERE eXCHANGE website.

- FY25BETOMASYNFO@ee.doe.gov

For questions related to the content of the FOA.

FREQUENTLY ASKED QUESTIONS (FAQS)

Responses to questions are posted to the [FAQs webpage](#).

SUBMISSION DEADLINES

- Concept Paper Submission Deadline: 2/21/2025 5:00 PM ET
- Full Application Submission Deadline: 5/15/2025 5:00 PM ET
- View Full Application Reviewer Comments Period: 7/18/2025 5:00 PM ET – 7/23/2025 5:00 PM ET

For questions or feedback about this tutorial, please email eere_bioenergy@ee.doe.gov.



Thank You!

Reading and Responding to a BETO Notice of Funding Opportunity



U.S. DEPARTMENT
of **ENERGY**

Office of Energy Efficiency
and Renewable Energy

Bioenergy Technologies Office