



# **Office of Indian Energy Funding Opportunity Exchange**

## **IE-Exchange User Guide for Applicants December 2025**





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# Welcome to the Office of Indian Energy

## About the Office of Indian Energy

The mission of the Office of Indian Energy Policy and Programs is to maximize the development and deployment of energy solutions for the benefit of American Indians and Alaska Natives.

The Office works within the Department of Energy (DOE), across government agencies, and with Indian tribes and organizations to promote Indian energy policies and initiatives. The Office of Indian Energy performs these functions within the scope of DOE's mission and in support of the federal government's trust responsibility, tribal self-determination policy, and government-to-government relationships with Indian tribes.

The DOE Office of Indian Energy is charged by Congress under the Indian Tribal Energy Development and Self Determination Act of 2005 ([Energy Policy Act of 2005](#) (EPAct 2005), Title V, § 502, codified at [42 U.S.C. § 7144e](#) and [25 U.S.C. § 3501](#), et seq.), to provide, direct, foster, coordinate, and implement energy planning, education, management, conservation, and delivery programs that

- Promote Indian Tribal energy development, efficiency, and use;
- Reduce or stabilize energy costs;
- Enhance and strengthen Indian Tribal energy and economic infrastructure relating to natural resource development and electrification; and
- Bring electrical power and service to Indian land and the homes of Tribal members located on Indian lands or acquired, constructed, or improved with federal funds.

## About the Notice of Funding Opportunity (NOFO) Process

The Office of Indian Energy uses Notices of Funding Opportunity (NOFOs) as a mechanism to solicit applications on specific Topic Areas as defined in each NOFO. The Topic Areas may vary from one NOFO to the next to address priorities as determined by DOE leadership. Information on each NOFO, application documents, and the submittal portal are on IE-Exchange (<https://ie-exchange.energy.gov/>).

All application submissions must adhere to the form and content requirements defined in the NOFO, including all required forms and documents and maximum page limits, and each application must be submitted on IE-Exchange by the due date and time. The Office of Indian Energy will not review or consider applications submitted through any platform other than IE-Exchange.





An initial review of applications is performed to determine whether they meet the compliance, eligibility, and responsiveness requirements as defined in the NOFO. Applications are then reviewed by subject matter experts against the weighted merit review criteria prescribed in the NOFO. Additionally, the Selection Official may consider program policy factors in determining which applications to select for negotiation of awards. Each NOFO describes the compliance and eligibility requirements, the evaluation and selection process, the merit review criteria, and the program policy factors against which applications will be reviewed.

## About This Guide

This guide is intended to assist applicants in their use of the IE-Exchange system to find information about current and past NOFOs, submit applications in response to NOFOs issued by the Office of Indian Energy, and find answers to frequently asked questions specific to a NOFO and non-NOFO related questions.

If any of the guidance provided in this document is inconsistent or unclear, or if you have suggestions to improve this document, please email your feedback to [IndianEnergy@hq.doe.gov](mailto:IndianEnergy@hq.doe.gov) or call the Office of Indian Energy Helpdesk at 240-562-1352.

## Need Assistance?

The Office of Indian Energy has published responses to Frequently Asked Questions (FAQ) (<https://ie-exchange.energy.gov/FAQ.aspx>) in IE-Exchange (<https://ie-exchange.energy.gov/>) for past and current NOFOs.

### ***Questions about a current NOFO?***

For NOFO-specific questions, please check the FAQs (<https://ie-exchange.energy.gov/FAQ.aspx>) for the specific NOFO of interest to see if your question has been answered previously.

If you do not see a response to your question, please submit your question to [IndianEnergy@hq.doe.gov](mailto:IndianEnergy@hq.doe.gov). Responses to all questions will be posted to the NOFO-specific Frequently Asked Questions page, and you will be notified once a response is posted.

### ***Questions about the IE-Exchange system?***

For technical questions regarding the IE-Exchange system, please review this guide or send an email to [ExchangeHelp@hq.doe.gov](mailto:ExchangeHelp@hq.doe.gov). If you are on the IE-Exchange site, you can use the "Contact Us" link at the bottom of each page or "Exchange Help" at the top of each page.



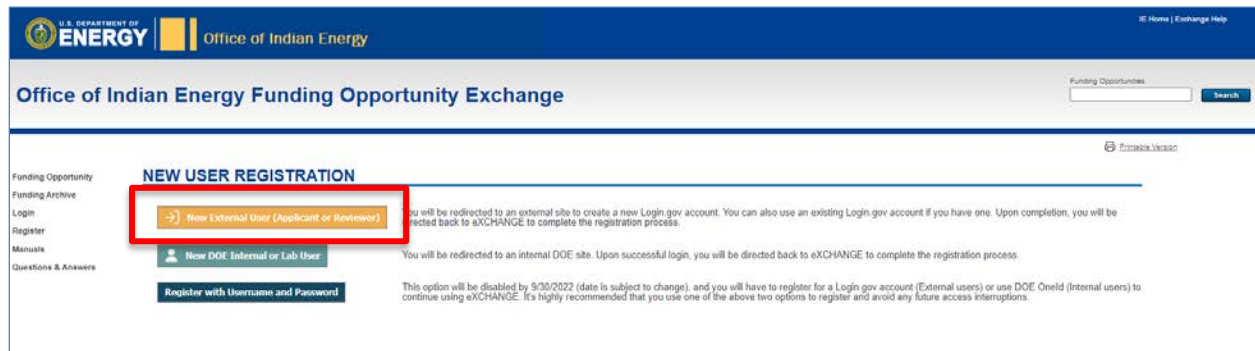


## Getting Started with IE-Exchange

### Registration

If you want to apply to current or future Notices of Funding Opportunity, you must first register as an Applicant on IE-Exchange. To register, go to [IE-Exchange Registration](#) and click the “New External User” button, as shown below, which will redirect you to [Login.gov](#), where you can either create a new Login.gov account or use an existing Login.gov account to create a new IE-Exchange account. Upon completion, you will be directed back to IE-Exchange to complete the registration process, as shown on the following page.

For detailed guidance on how to use [Login.gov](#) to either sign in to an existing IE-Exchange account or to register a new account, see the IE-Exchange User Login Guide, located in the [Manuals](#) section of IE-Exchange (<https://ie-exchange.energy.gov/Manuals.aspx>).



Once you have registered, you can log in to your account and begin applying to a current NOFO.



## Unique Entity Identifier (UEI) Number

IE-Exchange collects the organization's Unique Entity Identifier (UEI) within the Registration Page. The UEI is a 12-character, alpha-numeric code that uniquely identifies an entity. Any entity registering to do business with the government in terms of contracts or grants and assistance awards is required to have a UEI. Unique Entity IDs are issued by SAM.gov (<https://sam.gov/content/home>) and are a part of an entity's record in the Entity Information section of SAM.gov.

If you do not know your organization's UEI number, please contact the SAM.gov Entity Registration Electronic Business Primary Point of Contact (E-Biz POC) or Authorized Organization Representative (AOR) for your organization. Users are required to input their UEI number on the Registration page to register for an IE-Exchange account.

**REGISTRATION**

**General Information**

Salutation:   
First Name:   
Last Name:   
Title:   
Organization Type:   
Organization:   
**BUSINESS CONTACT INFORMATION**  
Country:   
Address:   
City:   
State:   
ZIP:   
Phone:   
Fax:   
**UEI Number:**

**Account Information**

Business Email/Username:   
*Your Email address will be your login name.*  
Business Email/Username Confirmation:

\* - required fields

**Register**



## Password Recovery

If you need assistance to access your IE-Exchange account, from the Login page (<https://ie-exchange.energy.gov/login.aspx>) either select “Sign in” to be redirected to the Login.gov sign-in page, or you can select “How to Change Login.gov Account/Login Settings,” as shown below.

The screenshot shows the 'Office of Indian Energy Funding Opportunity Exchange' login page. On the left is a navigation menu with links: Funding Opportunities, Funding Archive, Questions and Answers, Login, Register, and User Guides. The main content area is titled 'LOG IN' and is divided into two sections: 'Already Registered?' and 'First Visit?'. In the 'Already Registered?' section, there are three links: 'Sign in' (with a blue arrow icon), 'Sign in' (with an orange arrow icon), and 'DOE Network Login'. The first two 'Sign in' links are enclosed in a red rectangular box. In the 'First Visit?' section, there is a link 'How to Change Login.gov Account/Login Settings' which is also enclosed in a red rectangular box. Below these sections is a 'NOTICE TO USERS' paragraph and a line of text for technical problems.

## Account Recovery

Your account will be disabled after 60 days of inactivity, in which case you will be notified when attempting to log in to your IE-Exchange account with an “Account Locked” notice, as shown below. This will automatically prompt a one-time email containing a re-activation link to be sent to the email address associated with the locked IE-Exchange account.

The screenshot shows the 'Office of Indian Energy Funding Opportunity Exchange' page with an 'ACCOUNT LOCKED' message. The message is enclosed in a red rectangular box and reads: 'ACCOUNT LOCKED' followed by 'Account was locked due to inactivity. An email was sent to your registered email address with instructions to unlock your account.' The page includes a navigation menu on the left and a footer with links for 'Contact Us', 'Web Site Policies', 'U.S. Department of Energy', and 'Grants.gov'.





## My Account

When signed in to your account, you can view and update your personal information, change your password, and update security questions and answers by clicking on [My Account](#) from the navigation menu on the left side of every page.

## Current Funding Opportunities

Current NOFOs are listed on the main Funding Opportunity page (<https://ie-exchange.energy.gov/Default.aspx>).

From the main Funding Opportunity page, you can find an overview of current NOFOs, any modifications to a NOFO, links to the NOFO document, application forms and templates, contact information, link to FAQs, and the submission deadline.

Past NOFOs can be found under [Funding Archive](#) (<https://ie-exchange.energy.gov/Default.aspx>) using the left-side navigation.

**Office of Indian Energy Funding Opportunity Exchange**

**INDIAN ENERGY FUNDING OPPORTUNITY ANNOUNCEMENTS**

Jump to a FOA:

FOA Number	FOA Title	Announcement Type	Program	LEI Deadline	CF Deadline	FA Deadline	Published Date	Created Date
DE-FOA-0002770	Notice of Intent (NOI) to Issue Funding Opportunity Announcement No. DE-FOA-0002771: Powering Unelectrified Tribal Buildings - 2022	Notice of Intent to Publish FOA (NOI)	Indian Energy			TBD	5/24/2022 10:21 AM ET	5/9/2022 05:16 PM ET
DE-FOA-0002771	Notice of Intent to Issue Funding Opportunity Announcement No. DE-FOA-0002772: Energy Infrastructure Development on Tribal Lands - 2022	Notice of Intent to Publish FOA (NOI)	Indian Energy			TBD	5/25/2022 10:43 AM ET	5/4/2022 12:09 PM ET
DE-FOA-0002772	Energy Technology Development - 2022	Funding Opportunity Announcement (FOA)	Indian Energy			2/11/2023 05:00 PM ET	3/27/2023 11:09 AM ET	3/4/2023 03:44 PM ET

**DE-FOA0002770: NOTICE OF INTENT (NOI) TO ISSUE FUNDING OPPORTUNITY ANNOUNCEMENT NO. DE-FOA-0002771, POWERING UNELECTRIFIED TRIBAL BUILDINGS - 2022**

This Notice is issued so that interested parties are aware of DOE's intention to issue this FOA in the near term. All of the information contained in this Notice is subject to change. DOE will not respond to questions concerning this Notice. However, once the FOA has been released, DOE will provide an avenue for potential Applicants to submit questions.

Through this planned Funding Opportunity Announcement (FOA), the DOE Office of Indian Energy plans to solicit applications from Indian Tribes, which include Alaska Native Regional Corporations and Village Corporations, Intertribal Organizations, and Tribal Energy Development Organizations for one Area of Interest in the FOA: to deploy energy infrastructure or integrated energy system(s) to provide electricity to Tribal Buildings which otherwise would be unelectrified, where "unelectrified" means Tribal Buildings that are not connected to (1) the traditional centralized electric power grid, or not connected to (2) an integrated energy system(s) operating independent of the traditional centralized electric power grid.

For purposes of this planned FOA, a Tribal Building is a building or buildings where the eligible entity has the authority to augment or modify the building and where the building is either owned by the eligible entity or tribal members, or the eligible entity has a long-term lease (as a minimum, for the useful life of the proposed project). Tribal Building(s) may include, but are not limited to, tribal member homes, schools, community buildings, clinics/hospitals, tribal government buildings, fire stations, police stations, radio stations, washatories, utility facilities (such as water/waste water systems), tribal casinos, or tribal businesses.

The DOE Office of Indian Energy envisions awarding multiple financial assistance awards in the form of grants. The estimated period of performance for each award will be approximately from one (1) to three (3) years including a 12-month mandatory verification period. Under the planned FOA, the DOE Office of Indian Energy anticipates making awards that range from \$250,000 to \$4,000,000.





## NOFO Application Submission Process

The process to submit an application to the Office of Indian Energy is detailed below. Please review the specific open NOFO document carefully for the types of projects being sought and those specifically not of interest.

The NOFO also includes information on required cost share, if any, eligibility requirements, and the content and form of the application. The Application Forms and Templates on IE-Exchange under the NOFO description include templates for your use in preparing your application. Note that these forms and templates do not necessarily constitute all the documents required for a complete application, and many elements of an application will need to be created by the Applicant. Please refer to the “Application and Submission Information” of the published announcement to learn more about the required application content requirements. Any modifications to the NOFO will be identified in the IE-Exchange NOFO description and in the NOFO document.

Applicants who experience technical difficulties with submitting applications prior to the NOFO deadline should contact the Exchange helpdesk for assistance ([ExchangeHelp@hq.doe.gov](mailto:ExchangeHelp@hq.doe.gov)). The Exchange helpdesk will assist Applicants to resolve issues. If you are on the IE-Exchange site, you can use the “Contact Us” link at the bottom of each web page or “Exchange Help” at the top of each page. However, those Applicants who are unable to submit their applications because they are submitting them at the last minute, when network traffic is at its heaviest, will not be able to seek assistance from the Exchange helpdesk.

An informational webinar will be conducted by the Office of Indian Energy for potential applicants to each specific NOFO. The date of that webinar and registration information or a recording of the completed webinar will be included in the NOFO description on IE-Exchange.

### Application

All NOFOs require the submission of a complete application, the content of which is defined in each NOFO. The information required for an application may vary by NOFO or Topic Area; therefore, it is essential you review the NOFO document to ensure all required elements are included in your application. The Application Forms and Templates on IE-Exchange under the NOFO description include forms and templates for your use in preparing your application. Note that these forms and templates do not necessarily constitute all the documents required for a complete application, and many elements of an application will need to be generated by the Applicant. Please refer to the 'Application and Submission Information' section of the published announcement to learn more about the required application content requirements. The content of the application is defined in





the NOFO document. See the screenshot below for a sample of the forms and templates. All required elements of the application must be completed and submitted on IE-Exchange prior to the deadline stated for the particular NOFO.

Below is an example of the required application elements for a complete application.

**As each NOFO is unique, refer to the specific NOFO for the elements required for that NOFO.**

REQUIRED APPLICATION DOCUMENTS	
#	DOCUMENTS
1	Application for Federal Assistance SF-424 ( <u>Must</u> be signed by an authorized representative, Adobe PDF format, form provided on IE-Exchange)
2	Summary Slide (1 page limit, Microsoft PowerPoint format, template provided on IE-Exchange)
3	Technical Volume (15-page limit, excluding the Cover Page and Table of Contents, Adobe PDF format, template provided on IE-Exchange).
4	Workplan (5-page limit, excluding the Milestone Table, Microsoft Word format, template provided)
5	Studies and Analyses File (Adobe PDF format, <u>no</u> specific format required)
6	Eligibility Statements and Evidence ( <u>Must</u> be signed by an authorized representative, Adobe PDF format, template provided on IE-Exchange, multiple files allowed, no more than 3 files)
7	Applicant Tribal Council Resolution or Declaration of Commitment and Cost Sharing File (Adobe PDF format)
8	Participant Letters of Commitment and Cost Sharing File (Adobe PDF format, multiple files allowed, no more than 3 files)
9	Resumes File (Adobe PDF format, 2-page max for each resume)
10	Budget Justification Workbook (Microsoft Excel format, Form provided on IE-Exchange). Applicants <u>must</u> use the template available in IE-Exchange
11	Subrecipient Budget Justification Workbook, if applicable (Required <u>only</u> if thresholds met, Microsoft Excel format, form provided on IE-Exchange)
12	Budget Support ( <u>Must</u> be signed by an authorized representative, Adobe PDF format, template provided on IE-Exchange, multiple files allowed, no more than 3 files)
13	Cost Share Reduction Request ( <u>Must</u> be signed by an authorized representative, Adobe PDF format, template provided on IE-Exchange)
14	Site and Resource Maps and Graphics File (Adobe PDF format, <u>no</u> specific format required)
15	Design and Engineering File (Adobe PDF format, <u>no</u> specific format required)
16	Economics File (Adobe PDF format, <u>no</u> specific format required)
17	Registration Certifications ( <u>Must</u> be signed by an authorized representative, Adobe PDF format, template provided on IE-Exchange)
18	SF-LLL Disclosure of Lobbying Activities (Must be signed by an authorized representative, Adobe PDF format, Form provided)





## Creating The Application

Log into your IE-Exchange account at <https://ie-exchange.energy.gov>.

**NOTE:** For detailed guidance on how to use [Login.gov](https://login.gov) to either sign in to an existing IE-Exchange account or to register a new account, see the IE-Exchange Registration and Login Guide for Applicants, located in the [Manuals](#) section of IE-Exchange (<https://ie-exchange.energy.gov/Manuals.aspx>).

Once you have logged in to your IE-Exchange account, click on 'Funding Opportunity' on the left of the page to see a complete list of open Office of Indian Energy NOFOs. From the list of Funding Opportunities, select the NOFO to which you want to apply, as shown below.

**Funding Opportunity**  
Funding Archive  
My Submissions  
My Account  
Logout  
Manuals  
Questions & Answers

## MY ACCOUNT

### General Information

**Business Email/User Name:** ⓘ  
**Salutation:**  
**First Name:** \*  
**Last Name:** \*



U.S. DEPARTMENT OF ENERGY | Office of Indian Energy

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### INDIAN ENERGY FUNDING OPPORTUNITY ANNOUNCEMENTS

Jump to a FOA:

FOA Number	FOA Title	Announcement Type	Program	LOI Deadline	CP Deadline	FA Deadline	Published Date	Created Date
DE-AC-0000014	1	Letter of Intent (LOI)	Indian Energy		TBD	TBD	7/8/2022 02:45 PM ET	11/19/2020 02:01 PM ET
8736653	1988	Notice of Technical Assistance (NOTA)	Indian Energy		TBD	TBD	7/8/2022 03:17 PM ET	11/19/2020 03:04 PM ET
9947538744	1	Funding Opportunity Announcement (FOA)	Indian Energy		TBD	TBD	6/30/2022 12:07 PM ET	11/19/2020 01:54 PM ET
7837-1124587	28,7837-FOA	Funding Opportunity Announcement (FOA)	Indian Energy		TBD	TBD	5/20/2021 04:17 PM ET	5/20/2021 03:44 PM ET
87735553	Test Title	Funding Opportunity Announcement (FOA)	Indian Energy	TBD	TBD	TBD	8/19/2020 04:26 PM ET	8/19/2020 03:11 PM ET
06-FOA-0000021	Notice of Intent to Publish FOA (NOI)	Notice of Intent to Publish FOA (NOI)	Indian Energy			TBD	12/12/2018 03:13 PM ET	11/6/2018 11:15 AM ET





Under “Documents,” open the NOFO document and read it thoroughly as it will provide detailed information that addresses most questions. The required forms and templates that will comprise a portion of your application are included under “Application Forms and Templates.” These required application documents must be completed and submitted with your application.

***The required Application Forms and Templates provided on IE-Exchange comprise only a portion of your application: the remaining elements are generated by the Applicant. The content of a complete application is defined in the NOFO document.***

To create your application, click “Apply” under the open NOFO description to begin the process.

The screenshot shows the IE-Exchange interface for a test NOFO. It includes sections for Documents, Application Forms and Templates, Contact Information, FAQs, and Submission Deadlines. Three numbered instructions are overlaid on the page:

- 1. Open and read the NOFO document.** An arrow points to the 'DOCUMENTS' section, which contains a link to 'FOA (DE-FOA-0002317)\_M0006'.
- 2. Under Application Forms and Templates, click on “View Required Application Documents” to see forms and templates that are required for the application. Click on each document to download the file. Complete and submit all required documents with your application.** An arrow points to the 'APPLICATION FORMS AND TEMPLATES' section, which lists various forms and templates.
- 3. Apply.** An arrow points to the 'Apply' button in the top right corner.

**NOTE: The Application Forms and Templates comprise only a portion of a full application. The remaining elements are generated by the Applicant.**



The initial step in submitting a full application is to provide general application details. All fields with an asterisk must be completed. Hover over a particular item for its description.

Office of Indian Energy Funding Opportunity

**Fill in all required fields indicated by a red asterisk \*.**

Funding Opportunity

Funding Archive

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**FULL APPLICATION DETAILS FOR FOA #343748347 TEST**

Submission Status: New

Project Title: \*

Abstract: \*

UEI Number: \*  ☐ N/A

Organization Type: \*

Lead Organization: \*

Lead Organization Percent Effort (1-100): \*  %

Other Organizations

Please list each organization that you will be teamed with to perform the project. The Total Percent Effort of the organizations percentages.

Other Organization(s)

Organization Type	Organization	Percent Of Project	First Name	Last Name	Business Email
No other organization listed					

**Add Team Member**

Project Lead/Principle Investigator (PI):

Details

Salutation:

First Name: \*

Last Name: \*

Title:

Email: \*

Country: \*

Address: \*

City: \*

State: \*

ZIP: \*

Phone: \*

Fax:

**Create Full Application**

Enter the percentage of the work the lead organization will complete, up to 100%. Additional work performed by project partners, if applicable, can be completed in the "Other Organization(s)" section of this page. The total percent effort applied to the project by the lead organization and/or partnering organization(s) must sum to 100%.

Click on "Add Team Member" to add information on any project partners, as necessary.

Click on "Create Full Application" to start the process of applying to an open NOFO.



Once you create an application, IE-Exchange will generate a unique Control Number for your application. Retain this number as it will be used as an identifier and is required on all application documents.

To continue with your application, work through the tabbed application pages, as shown below, to provide the required application information.

**General:** The General page, shown below, may be automatically filled with information that was provided in the initial step of your application. Please confirm that all required information is provided and correct before clicking “Save and Continue.”





**Contact Information:** The second application page is for providing contact information for the designated Business Contact and Project Manager for the proposed project.

**NOTE:** The Project Manager (Project Lead) contact information may be automatically filled with the information provided at the beginning of the application.

Office of Indian Energy Funding Opportunity Exchange

CONTROL NUMBER 8347-1507: FULL APPLICATION DETAILS FOR FOA #343748347 TEST

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General | **Contact Information** | Organizations | Funds and Costs | TRL | Upload and Submit

Please provide one point of contact for both the Business Point of Contact as well as the Project Lead/Principle Investigator (PI). This information may be updated later, prior to the submission date.

Business Point of Contact:	Project Lead/Principle Investigator (PI):
<b>Details</b>	<b>Details</b>
Salutation: <input type="text"/>	Salutation: <input type="text"/>
First Name: * <input type="text" value="Business Contact first name"/>	First Name: * <input type="text" value="Project Manager first name"/>
Last Name: * <input type="text" value="Business Contact last name"/>	Last Name: * <input type="text" value="Project Manager last name"/>
Title: <input type="text"/>	Title: <input type="text"/>
Email: * <input type="text" value="businesscontact@me.com"/>	Email: * <input type="text" value="projectmanager@me.com"/>
Country: * <input type="text" value="United States"/>	Country: * <input type="text" value="United States"/>
Address: * <input type="text" value="1234 Town Wy"/>	Address: * <input type="text" value="1234 Town Wy"/>
City: * <input type="text" value="Golden"/>	City: * <input type="text" value="Golden"/>
State: * <input type="text" value="Colorado"/>	State: * <input type="text" value="Colorado"/>
ZIP: * <input type="text" value="80401"/>	ZIP: * <input type="text" value="80401"/>
Phone: * <input type="text" value="3033214567"/>	Phone: * <input type="text" value="3033243255"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

To provide Business or Project Lead/Principle Investigator (PI) contacts with online access to this submission, including submission edit rights, accessing reviewer comments, and viewing decisions when they are published, please use the [Share Submission](#) function.

Previous Tab | **Save and Continue**

Click "Save and Continue" after you have confirmed the required information is provided and correct.





**Organization:** The third page requires information on the organization(s) involved in carrying out the project, and where the project(s) will be located. Please refer to the NOFO for eligibility requirements pertaining to project participant(s) and project location(s).

**NOTE:** Some of the information fields in the Organizations page will be auto-populated with information provided in previous sections.

Please confirm that all required information is provided and accurate before clicking “Save and Continue” to move to the next page.

Office of Indian Energy Funding Opportunity Exchange

CONTROL NUMBER 8347-1507: FULL APPLICATION DETAILS FOR FOA #343748347 TEST

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General | Contact Information | **Organizations** | Funds and Costs | FTR | Upload and Submit

**Lead Organization**

Organization	Organization Type	Percent of Project	First Name	Last Name	Business Email
Lead Org Name	Indian/Native American Tribal Government	100	Josh	Gregory	josh.gregory@hq.doe.gov

**Lead Organization POCs**

Salutation	First Name	Last Name	Title	Business Email	Project Lead/Principal Investigator (PI)	Business POC
	Business Contact first name	Business Contact last name		businesscontact@me.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Project Manager first name	Project Manager last name		projectmanager@me.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Lead Organization Location**

Please list every location that the work will be performed in association with the Lead Organization. The Total Percent of Work Location associated with the Project is comprised of the percentage of work location by the lead organization and all other organizations percentages. If one of the locations will serve as your primary location of work please check the box accordingly.

Is Primary	City	State	Zip	Percentage of Work
No locations of work listed				

**Add Location of Work**

**Other Organizations**

**Other Organization(s)**

Please list each organization that you will be teamed with to perform the project. The Total Percent Effort of the Project is comprised of the percentage of the project performed by the lead organization and all other organizations percentages.

Organization Type	Organization	Percent Of Project	First Name	Last Name	Business Email
No other organization listed					

**Add Team Member**

**Organization Location**

Please list every location that the work will be performed in association with the Other Organization(s). The Total Percent of Work Location associated with the Project is comprised of the percentage of work location by the lead organization and all other organizations percentages. If one of the locations will serve as your primary location of work please check the box accordingly.

Is Primary	Organization	City	State	Zip	Percentage of Work
No locations of work listed					

**Add Location of Work**

Total Percent Effort of the Project: 100 %  
Total Percent of Work Location: 0 %

Click “Save and Continue” after you have confirmed the required information is provided and correct.

**Previous Tab** **Save and Continue**



**Funds and Costs:** The fourth page requires project funds and cost information and the proposed period of performance of the project. Please refer to the NOFO for requirements pertaining to project funds, cost sharing, and project performance period.

**Please review the cost share statements in this tab thoroughly before moving on to the next tab.**

Please confirm that all required information is provided and accurate before clicking “Save and Continue” to move to the next tab.

The screenshot shows the 'Funds and Costs' tab of the 'Office of Indian Energy Funding Opportunity Exchange' application. The title is 'CONTROL NUMBER 8347-1507: FULL APPLICATION DETAILS FOR FOA #343748347 TEST'. A yellow banner states: 'This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.' The 'Funds and Costs' tab is selected, showing a table with columns: 'Federal Share (DOE) (In Whole Dollars)', 'Non-Federal Share (In Whole Dollars)', 'Total Projected Costs', 'Proposed Cost Share Percentage', and 'Minimum Cost Share'. The table contains one row with values: '\$0', '\$0', '\$0', 'N/A', and '20%'. Below the table, there is a checkbox for 'I certify that I have reviewed the Funding Opportunity Announcement, and this application is eligible for a reduced cost share obligation.' and a text field for 'Proposed Period of Performance (months):'. A yellow callout box with an arrow points to the 'Save and Continue' button, stating: 'Click “Save and Continue” after you have confirmed the required information is provided and correct.'

**Technology Readiness Level (TRL):** The TRL page, shown below, is for identifying the current state of technology readiness level of the proposed technology.

**NOTE:** This page may not be required to be completed during the application submission process, and if it is not, the page will not be available.

The screenshot shows the 'Technology Readiness Level (TRL)' tab of the 'Office of Indian Energy Funding Opportunity Exchange' application. The title is 'CONTROL NUMBER 8347-1507: FULL APPLICATION DETAILS FOR FOA #343748347 TEST'. A yellow banner states: 'This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.' The 'TRL' tab is selected, showing a list of TRL levels from 1 to 9. Below the list, there is a text field for 'Current TRL of the proposed technology (1-9):' and a text field for 'Estimate TRL the technology will reach at project end (2-9):'. A yellow callout box with an arrow points to the 'Save and Continue' button, stating: 'Click “Save and Continue” after you have confirmed the required information is provided and correct.'



## Submitting a Complete Application

**Upload and Submit:** The final steps for completing and submitting your application are done in the Upload and Submit page, shown below. This is where you will upload all the required documents for a complete application, as specified in the NOFO, before submitting your application.

***Each file will need to be uploaded individually. Please make sure that each file is in the correct format (.pdf, .docx, etc.) as specified in the NOFO.***

All required information for each tab as described above must be completed and all required elements of a complete application, as specified in the NOFO, must be uploaded and the 'Submit' button must be clicked before the deadline. **Note that by submitting you are certifying that you are authorized to submit an application.**

Office of Indian Energy Funding Opportunity Exchange

CONTROL NUMBER 8347-1506: FULL APPLICATION DETAILS FOR FOA #343748347 TEST

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General | Contact Information | Organizations | Funds and Costs | TR | **Upload and Submit**

Please upload your submission in the format specified for each file below. Prior to the submission deadline, if you decide to make changes to your submission, you may remove your existing submission and replace it with an updated version. Note: Filenames must be 250 characters or less.

Title	Description	Allowed File Types	File Name
Workplan	Workplan (Required, 5 page limit, excluding milestone table, Microsoft Word format, Template provided)	.doc, .docx	No file uploaded <a href="#">Add New File</a>
Resume File	Resume File (Required, Adobe PDF format, 2 pages each)	.pdf	No file uploaded <a href="#">Add New File</a>

**Additional Files:**  
No Additional Files were uploaded for this Submission.

☐ I have reviewed and agree to the terms and conditions in the FOA.

☐ By clicking the Submit button, I certify that I am authorized to submit on behalf of Lead Org Name

[Upload New Additional File](#)

[Submit](#) [Previous Tab](#)

**1. To upload required files, click "Upload New Additional File."**



After clicking “Upload New Additional File,” shown above, the file upload function appears along with a file description text box, as shown below.

**CONTROL NUMBER 8347-1506: FULL APPLICATION DETAILS FOR FOA #343748347 TEST**

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General | Contact Information | Organizations | Funds and Costs | TRL | Upload and Submit

Please upload your submission in the format specified for each file below. Prior to the submission deadline, if you decide to make changes to your submission, you may remove your existing submission and replace it with an updated version. Note: Filenames must be 250 characters or less.

Title	Description	Allowed File Types	File Name
Workplan	Workplan (Required, 5 page limit, excluding milestone table, Microsoft Word format, Template provided)	.doc, .docx	No file uploaded <a href="#">Add New File</a>
Resume File *	Resume File (Required, Adobe PDF format, 2 pages each)	.pdf	No file uploaded <a href="#">Add New File</a>

**Additional Files:**

[Browse...](#)  
[Upload](#)  
Description:  
  
[Done](#) [Cancel](#)

☐ I have reviewed and agree to the terms and conditions in the FOA:  
☐ By clicking the Submit button, I certify that I am authorized to submit on behalf of Lead Org Name.

[Submit](#)  
[Previous Tab](#)

**2. Use the “Browse” function to locate the file to be uploaded, then click “Upload.”**

**3. Provide a brief description of the uploaded file, then click “Done.”**

**Repeat steps for each required application file.**

After uploading all required application files and confirming that all required information is provided and accurate, agree to the terms and conditions of the NOFO by checking the boxes, as shown below. Finally, click the “Submit” button to submit your application.

**CONTROL NUMBER 8347-1503: FULL APPLICATION DETAILS FOR FOA #343748347 TEST**

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General | Contact Information | Organizations | Funds and Costs | TRL | Upload and Submit

Please upload your submission in the format specified for each file below. Prior to the submission deadline, if you decide to make changes to your submission, you may remove your existing submission and replace it with an updated version. Note: Filenames must be 250 characters or less.

Title	Description	Allowed File Types	File Name
Workplan	Workplan (Required, 5 page limit, excluding milestone table, Microsoft Word format, Template provided)	.doc, .docx	No file uploaded <a href="#">Add New File</a>
Resume File *	Resume File (Required, Adobe PDF format, 2 pages each)	.pdf	No file uploaded <a href="#">Add New File</a>

**Additional Files:**

No Additional Files were uploaded for this Submission.

[Upload New Additional File](#)

☒ I have reviewed and agree to the terms and conditions in the FOA:  
☒ By clicking the Submit button, I certify that I am authorized to submit on behalf of Organization Name.

[Submit](#)  
[Previous Tab](#)



If your application was successfully submitted, a message will be displayed on the screen, and the IE-Exchange system will send you an automated email confirming your submission.

***Please confirm that your application was successfully submitted prior to the deadline. If you do not submit before the deadline, your application will not be reviewed or considered.***

IE-Exchange is designed to enforce the deadlines specified in a particular NOFO. The “Apply” and “Submit” buttons will be automatically disabled at the defined submission deadline. Applicants who experience issues with submission prior to the NOFO deadline should contact the Exchange helpdesk for assistance ([ExchangeHelp@hq.doe.gov](mailto:ExchangeHelp@hq.doe.gov)). If you are on the IE-Exchange site, you can use the “Contact Us” link at the bottom of each page or “Exchange Help” at the top of each page.

The Exchange helpdesk will assist Applicants in resolving issues. However, those Applicants who are unable to submit their applications because they are submitting them at the last minute, when network traffic is at its heaviest, will not receive assistance from the Exchange helpdesk.

Questions may also be sent to the Office of Indian Energy mailbox at [IndianEnergy@hq.doe.gov](mailto:IndianEnergy@hq.doe.gov) or contact the Office of Indian Energy Helpdesk at 240-562-1352.







## Share Access to Submissions with Other Users

### Share Submission

To make updates to the list of shared users allowed to edit this submission, click the Share Submission button.

**EXISTING USERS WHO CAN EDIT THE SUBMISSION:**

Submission Initiated By: Chris Abguvat (testapplicant@test.com) on 6/14/2016 12:42:03 PM ET

Salutation	FirstName	LastName	Organization	Title	Email Address	Date Shared
	Erin	Test	National Energy Technology Laboratory		erintest@netl.gov	4/30/2018 12:24:52 PM

Share Submission

At any point in the submission process, you may share your submission with other IE-Exchange users using the Share Submission feature. Sharing a submission with another user will give that user access to edit a NOFO application. To share your submission, navigate to the My Submissions page, then click the “Control Number” link for the submission and scroll down to the Share Submission section, as seen below.

When sharing your submission, if you know the user already has an IE-Exchange account, you can enter their email, and the submission will be shared right away. If the user does not have an account, you can invite them to register for IE-Exchange. **Please note that the submission will not be automatically shared if you invite a user to join IE-Exchange: you must share the submission after they have registered and created an account.** Note that all users with access to the submission are listed on the Submission Details page.

To remove someone from the list of shared users, simply click the “Remove Share” link in the table, as seen below.

### ALLOW OTHERS TO EDIT THIS SUBMISSION

#### 0038-1504: Sustainable Biomass Sources

Sharing a submission allows you to give access to other eXCHANGE users to view and edit this submission. Providing access to this submission also gives users access to other stages of the submission process (concept paper and full application). Users with shared access to the submission are able to view, make changes to, and submit the submission. All changes to the submission are logged to indicate the user making the update.

Upon entering an e-mail address the system will determine if the user has already registered in eXCHANGE. If they are not registered you may invite them via e-mail, and assign them once they have registered. If you have questions about this process please contact [EERE-ExchangeSupport@hq.doe.gov](mailto:EERE-ExchangeSupport@hq.doe.gov).

#### Add New Submission Editor

Please provide the user email: 

Submit

#### Existing users who can edit the submission

Salutation	FirstName	LastName	Organization	Title	Email Address	Date Shared	
	Erin	Test	National Energy Technology Laboratory		erintest@netl.gov	4/30/2018 12:24:52 PM	Remove Share

Back