



Appendix 5: Final Technical Report to OSTI User Guide

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

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

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

E-Link Login Sign Up

Identify, submit, edit, and manage STI

Welcome to DOE's submission tool for DOE-funded scientific and technical information. DOE's Office of Scientific and Technical Information (OSTI) preserves all STI submitted to E-Link and disseminates the STI appropriately to the public and DOE community.

Get help Login

What is E-Link?

The Department of Energy (DOE) Energy Link system (E-Link), developed and maintained by the DOE Office of Scientific and Technical Information (OSTI), is to be used solely for submitting scientific and technical information (STI) products, and should be used only for official DOE business.

OSTI ensures that STI is identified, processed, disseminated and preserved as part of the DOE mission. The information provided will be handled in accordance with the access/distribution limitations provided in the metadata record. Unclassified, unlimited STI is announced to the public via various web search tools maintained by OSTI.

It is the responsibility of submitting organizations and their respective releasing officials to ensure that no Protected Personally Identifiable Information (PII) is contained in STI reports and products submitted to OSTI. Refer to E-Link FAQs for a full definition of PII.

How to Submit STI

To submit STI, you must register for an E-Link account. Once approved, you will be given access to the E-Link system. Once you receive your account, click the New Record button and fill in each field, as required.

Recipient (Grantee) Instructions STI Product Metadata Help FAQ For Developers




Sign Up Screen

1. Complete the required fields (marked with a **red * asterisk**).
2. For the “Relationship to DOE” field (**red arrow**), choose “DOE Financial Assistance Awardee (Grantee)” from the dropdown menu.
3. Click the blue Submit button at the bottom left of the page. *The user will then be notified via email that their registration request has been received and will be notified if it is approved.*

OSTI

Help Log in

Requesting Access to: E-Link



*First Name	*Last Name
<input type="text"/>	<input type="text"/>
*Email	*Relationship to DOE
<input type="text"/>	<input type="text" value="Choose One"/>
*Organization	Job Title
<input type="text"/>	<input type="text"/>
DOE Contract Number	Country of Citizenship
<input type="text"/>	<input type="text" value="Choose One"/>
Employer Name	Employer Phone
<input type="text"/>	<input type="text"/>

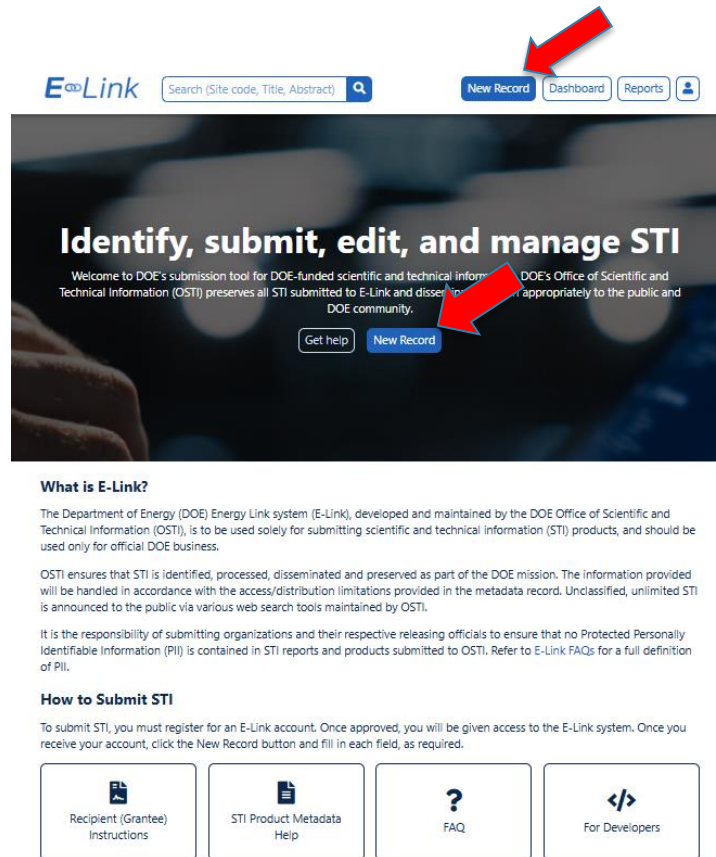
Contact Information

*Street Address	*City
<input type="text"/>	<input type="text"/>
*State	*Zip code
<input type="text" value="Choose One"/>	<input type="text"/>
Primary phone	
<input type="text"/>	

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



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



To initiate submission of your Final Technical Report, click on “[New Record](#)” in either of the boxes indicated by **red arrows** above.

Tips for completing this online form and uploading your report:

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





The New Record will look like this:

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

E^oLink Search (Site code, Title, Abstract)

Create Technical Report/Workshop Report

Required Fields

Record Information

☒

 Report Type

☒

 Site Code

☐

 Product Date

☐

 Report/Product Number(s)

☒

 Title

Author & Contributor

☐

 Author & Contributor

☐

 Author & Contributor Org

Organization(s)

☐

 Originating Research Org(s)

☐

 Sponsoring Org(s)

Upload Full Text

☐

 Full Text

☒

 Distribution Limitation(s)

STI Product/Funding Identifier(s)

☐

 DOE Contract Number(s)

Publisher Information

Document Origin Information

☒

 Language(s)

Related Document Information

Certifications

Record Information

Product Type ⓘ

Site Code ⓘ required

Report Type ⓘ
☒ Final Technical Report

Product Date ⓘ required

Digital Object Identifier (DOI) ⓘ
If a DOI has already been assigned, provide it here.

Report/Product Number(s) ⓘ required

Title ⓘ required

Title Preview
Enter the Title of your project.

Description ⓘ

Description Preview
Optional: Provide a brief summary of the project. This can be copied from the SOPO or Work Plan.

Keyword(s) ⓘ

Select **“Technical Report/ Workshop Report”** from the dropdown menu.

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

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

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

Enter your project’s title.

Optional: Enter a brief project summary.



E-Link Search (Site code, Title, Abstract) [New Record] [Dashboard] [Reports] [User]

Required Fields

- Record Information
 - Report Type
 - Site Code
 - Product Date
 - Report/Product Number(s)
 - Title
- Author & Contributor
 - Author & Contributor
 - Author & Contributor Org
- Organization(s)
- Originating Research Org(s)
- Sponsoring Org(s)
- Upload Full Text
- Full Text
- Distribution Limitation(s)
- STI Product/Funding Identifier(s)
- DOE Contract Number(s)
- Publisher Information
- Document Origin Information
- Language(s)
- Related Document Information
- Certifications

Author & Contributor

Author & Contributor information can be edited by selecting a row below.

Show 10 entries

#	NAME	TYPE
1	No	No

Showing 0 to 0 of 0 entries

[Add Author or Contributor](#)

Authoring & Contributing Organization(s)

Author/contributor information can be edited by selecting a row below.

Show 10 entries

#	ORGANIZATION NAME
---	-------------------

Showing 0 to 0 of 0 entries

[Add Organization](#)

Organization(s)

Originating Research Organization(s)

Can be edited by selecting a row below.

Show 10 entries

#	ORIGINATING RESEARCH
---	----------------------

Showing 0 to 0 of 0 entries

[Add Organization](#)

Sponsoring Organization(s)

Can be edited by selecting a row below. You must have at least one valid DOE Contract Number with at least one Sponsoring Organization.

Show 10 entries

#	SPONSORING ORGANIZATION
---	-------------------------

Showing 0 to 0 of 0 entries

[Add Organization](#)

Add New Author or Contributor

Type: Author

First Name: Type here

Middle Name: Type here

Last Name: Type here (required)

Email: Type here

ORCID ID: Type here

Author Affiliation: Type here

[+ Add Affiliation](#)

[Save & Close](#) [Save & Add Another](#) [Remove](#)

Add New Author or Contributing Organization

Organization Type: Author

Contributing Organization: Type here (required)

[Save](#) [+ Save & Add Another](#)

Add New Originating Research Organization

Originating Research Organization: Type here (required)

[Save](#) [+ Save & Add Another](#)

Add New Sponsoring Organization

Sponsoring Org: Type here (required)

DOE Grant/Contract Number(s): Type here (required)

Non-DOE Contract Number(s): Type here

Award DOI(s): Type here

[Save](#) [+ Save & Add Another](#)

Click on **Add Author** and complete the fields in the pop-up box for the applicable "Author" – see to the right. **Save & Close.**

Click on **Add Organization** and complete the fields in the pop-up box for the Recipient Entity – see to the right. **Save.**

Click on **Add Organization** and complete the fields in the pop-up box for the Recipient Entity – see to the right. **Save.**

Click on **Add Organization** and complete the fields in the pop-up box for the **DOE Office of Indian Energy** and the DOE Grant/Contract award number– see to the right. **Save.**



E-Link Search (Site code, Title, Abstract)

Required Fields

Record Information

☒ Report Type
☒ Site Code
☒ Product Date
☒ Report/Product Number(s)
☒ Title

Author & Contributor

☒ Author & Contributor
☒ Author & Contributor Org

Organization(s)

☒ Originating Research Org(s)
☒ Sponsoring Org(s)

Upload Full Text

☒ Full Text
☒ Distribution Limitation(s)

STI Product/Funding Identifier(s)

☒ DOE Contract Number(s)

Publisher Information

☒ Document Origin Information

Language(s)

☒ Language(s)

Related Document Information

☒ Related Document Information

Certifications

☒ Certifications

Save

Delete Draft

Upload Full Text

Full Text required

FILE

Distribution Limitation(s) (Select All That Apply)

Unlimited Announcement (Available to US and Non-US public)

Distribution Limitation(s) Chosen

UNL

Other Distribution Limitation Information

This is not a distribution limitation; this data is only viewable through E-Link. Other Criteria Related to the Review, Distribution Limitation, Announcement, and/or Restriction of this STI Product (specify).

STI Product/Funding Identifier(s)

DOE Contract Number(s)

Non-DOE Contract Number(s)

R&D Project ID(s)

Work Proposal Number

Work Proposal Revision Number

Work Authorization Number

Work Authorization Revision Number

Other Identifying Number(s)



E²Link Search (Site code, Title, Abstract)

Required Fields

Record Information

- ☒ Report Type
- ☒ Site Code
- ☒ Product Date
- ☒ Report/Product Number(s)
- ☒ Title

Author & Contributor

- ☒ Author & Contributor
- ☒ Author & Contributor Org

Organization(s)

- ☒ Originating Research Org(s)
- ☒ Sponsoring Org(s)

Upload Full Text

- ☒ Full Text
- ☒ Distribution Limitation(s)

STI Product/Funding Identifier(s)

- ☒ DOE Contract Number(s)

Publisher Information

Document Origin Information

- ☒ Language(s)

Related Document Information

Certifications

Document Origin Information

Language(s) required

Country

Related Document Information

Additional Record Information

Type here

Related Identifier(s)

Add research objects or related resources associated with the STI being submitted. Related objects may include publications, data objects, software, or other research objects associated with the STI.

THIS STI PRODUCT (ITEM A)	IDENTIFIER TYPE	IDENTIFIER
<input type="text" value="[is related in this way to]"/>	<input type="text" value="[Select Type]"/>	<input type="text" value="Type here"/>

Certifications

☒ As a user of the E²Link system, I certify that my report and all associated information through this account meet the following conditions:

Protected Personally Identifiable Information (PII) was not detected in the uploaded STI product.

All necessary reviews have been completed as described in DOE O 241.1C and DOE O 471.7, including Export Control reviews as defined in and controlled by U.S. Export Control statutes (see DOE Acquisition Guide Chapter 25).

In accordance with Departmental directives on Intellectual Property/Distribution

English should be preselected.

Check this box to certify that your report meets the requirements.

Click the **Submit** button when you are ready to submit your report.

Click the **Save** button to save your work and return later.



Required Fields – Line by Line Guidance

Record Information

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

Author and Contributor

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

Organization(s)

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

Upload Full Text

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

STI Product/Funding Identifiers

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

Document Language Origin

1. English should be prefilled in this field.

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

