

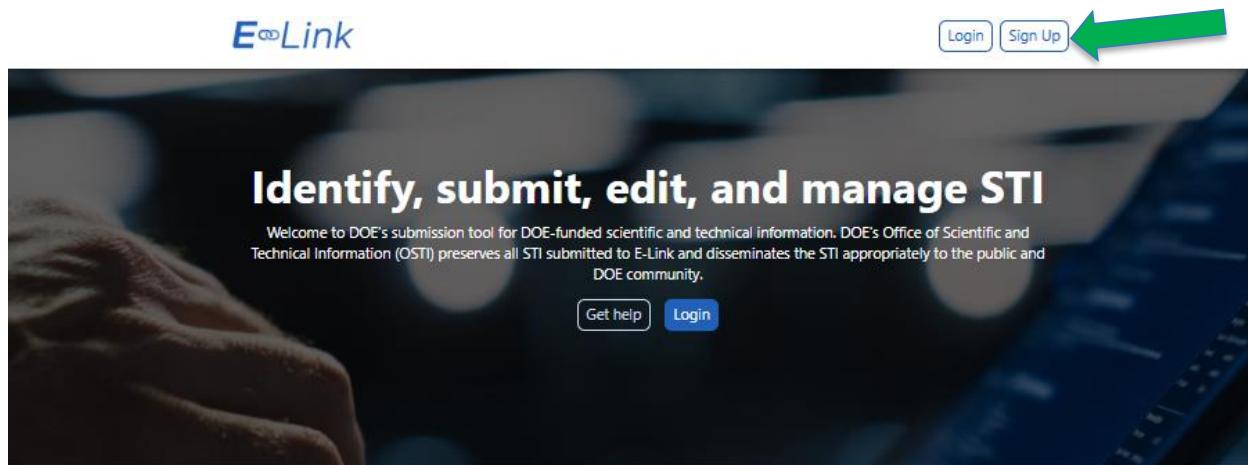


## Appendix 5: Final Technical Report to OSTI User Guide

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/elink/2413-submission.jsp>. There you will see the webpage as in the screenshot below.

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

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



### 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.





## Sign Up Screen

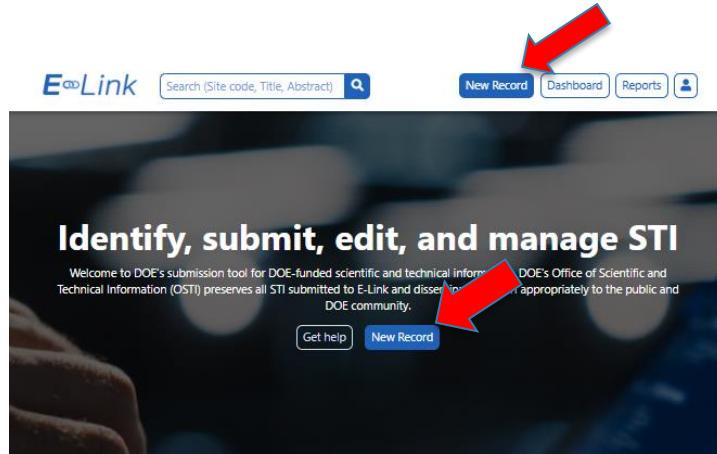
1. Complete the required fields (marked with a red \* asterisk).
2. For the “Relationship to DOE” field (red arrow), choose “DOE Financial Assistance Awardee (Grantee)” from the dropdown menu.
3. Click the blue Submit button at the bottom left of the page. *The user will then be notified via email that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

The screenshot shows a sign-up form for E-Link. The form is titled "Requesting Access to: E-Link". It contains several input fields: "First Name" and "Last Name" (both marked with a red asterisk), "Email" (marked with a red asterisk), "Relationship to DOE" (a dropdown menu with "Choose One" selected, marked with a red arrow), "Organization", "Job Title", "DOE Contract Number", "Country of Citizenship", "Employer Name", "Employer Phone", "Street Address", "City" (both marked with a red asterisk), "State" (a dropdown menu with "Choose One" selected), "Zip code", and "Primary phone". At the bottom left is a blue "Submit" button.

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:



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#### 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.



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 ✓**.

**Record Information**

**Product Type** required  
Technical Report/Workshop Report

**Site Code** required  
USDOE Office of Indian Energy Policy and Programs (IE) (United States) (DOEIE)

**Report Type** required  
Final Technical Report

**Product Date** required  
mm/dd/yyyy

**Digital Object Identifier (DOI)** required  
If a DOI has already been assigned, provide it here.  
(10.NNNNNN/XXXXXXXXXXXXXXXXXXXX)  Auto-Populate Metadata

**Report/Product Number(s)** required  
Type here

**Title** required  
Sup 1 Sub 1 **Bold** **Italic**  Special Characters

Enter the Title of your project.

**Title Preview**  
Enter the Title of your project.

**Description** required  
Sup 1 Sub 1 **Bold** **Italic**  Special Characters   
Optional: Provide a brief summary of the project. This can be copied from the SOPO or Work Plan.

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

**Keyword(s)**  
Type here

**Required Fields**

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

**DRAFT** **New Record** **Dashboard** **Reports** **User Profile**



**E<sup>o</sup>Link**

**DRAFT**

**Required Fields**

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

**Author & Contributor**

**Author & Contributor** Author/contributor information can be added here

Show 10 entries

#	NAME	TYPE
1		

Showing 0 to 0 of 0 entries

**Authoring & Contributing Organization(s)** Author/contributor information can be added here

Show 10 entries

**ORGANIZATION NAME**

Showing 0 to 0 of 0 entries

**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

**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 ORGANIZA**

Showing 0 to 0 of 0 entries

**Add New Author or Contributor**

Type Author

First Name

Middle Name

Last Name  
 required

Email

ORCID ID Type here

Author Affiliation Type here

**Add New Author or Contributing Organization**

Organization Type Author

Contributing Organization Type here

**Add New Originating Research Organization**

Originating Research Organization Type here

**Add New Sponsoring Organization**

Sponsoring Org Type here

DOE Grant/Contract Number(s) Type here

Non-DOE Contract Number(s) Type here

Award DOI(s) Type here

**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<sup>o</sup>Link

Search (Site code, Title, Abstract)

**DRAFT** **New Record** **Dashboard** **Reports**

**Required Fields**

**Record Information**

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

**Author & Contributor**

- Author & Contributor
- Author & Contributor Org

**Organization(s)**

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

**Upload Full Text**

**Full Text** required

**Choose File** Click on **Choose File** and navigate to your saved report in **PDF** format.

**Add A File**

**Distribution Limitation(s)** (Select All That Apply)

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

**Distribution Limitation(s) Chosen**

UNL Select “**Unlimited Announcement**” from the dropdown menu

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

Type here

**STI Product/Funding Identifier(s)**

**DOE Contract Number(s)**

Type here Enter your project’s award number: **DE-IE0000XXXX**. If the number will not stick, leave this field blank.

**Non-DOE Contract Number(s)**

Type here

**R&D Project ID(s)**

Type here

**Work Proposal Number** **Work Proposal Revision Number**

Type here Type here

**Work Authorization Number** **Work Authorization Revision Number**

Type here Type here

**Other Identifying Number(s)**

Type here

**Save** **Submit** **Delete Draft**

E<sup>o</sup>LinkSearch (Site code, Title, Abstract)    

**Required Fields**

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

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)   English should be preselected. 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

[is related in this way to]

**Certifications**

~~I certify that the information contained in this report is accurate and complete, and that the report meets the requirements of 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).~~ Check this box to certify that your report meets the requirements.

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

Ordinance with Departmental directives  
Intellectual Property/Distribution

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



## Required Fields – Line by Line Guidance

### Record Information

- Product Type:** choose “[Technical Report/Workshop Report](#)” from the dropdown menu.
- Site Code:** choose “[USDOE Office of Indian Energy Policy and Programs \(IE\) \(United States\) \(DOEIE\)](#)”
- Product Date:** enter the date that the report is being submitted in mm/dd/yyyy format.
- Report/Product Number(s):** enter the award number ([DE-IE0000XXX](#)).
- Title:** enter the project title on your Assistance Agreement.
  - 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

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

### Organization(s)

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

### Upload Full Text

- 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.
- Distribution Limitation:** select “[Unlimited Announcement \(Available to US and Non-US public\)](#)” from the dropdown menu.

### STI Product/Funding Identifiers

- DOE Contract Number(s):** type in the award number ([DE-IE0000XXX](#))

### Document Language Origin

- 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!