



SCIENTIFIC AND TECHNICAL INFORMATION REPORTING

References:

DEAR 935.010 Scientific and technical reports
DOE Order 241.1B, Scientific and Technical Information Management, or its successor version

Contracts Requiring Scientific and Technical Information Products, including Reports

Scientific and technical information (STI) serves to document results of the work conducted through research and development (R&D) contracts, management and operation (M&O) contracts, other facility management contracts (FMC), and non-major site/facility management contracts. In order to ensure that DOE-funded STI is appropriately managed, such contracts should require scientific and technical information reporting.

Specifically, all of these contracts shall include instructions requiring the contractor to make all STI products, including reports, software and any other form of research results, available electronically to the U.S. Department of Energy (DOE) Office of Scientific and Technical Information (OSTI), DOE's central coordinating office for STI, at www.osti.gov. STI is to be made available to OSTI in accordance with DOE Order 241.1B, *Scientific and Technical Information Management*, or its successor version.

For R&D and non-major site/facility management contracts, the STI products (reports etc.) required are specified in the statement of work. For M&O and FMC contracts, the STI shall be provided in accordance with the Contractor Requirements Document (CRD), Attachment 1 of DOE Order 241.1B, or its successor version.

The majority of STI produced is publicly releasable, with a small percentage requiring controlled access. In the performance of DOE contracted obligations, STI is reportable to OSTI, whether it is publicly releasable, controlled unclassified information, or classified.

Electronic Reporting

To minimize the burden associated with reporting, the Department provides a web-based reporting process to be used by DOE contractors. Scientific/technical reports or other STI deliverables must be made available by announcing and/or providing them in acceptable electronic formats to OSTI. An Announcement Notice (AN) is required for each STI product. Submission options include: (1) The DOE Energy Link System (E-Link) or (2) automated protocols pre-arranged with OSTI.

- E-Link: This web-based system allows completion of the applicable AN online and uploading the associated STI product or identifying the unique persistent identifier (URL) for the corresponding STI product. Information and instructions for E-Link can be accessed at <http://www.osti.gov/mlink/>. Additional information about the submission process is available at <http://www.osti.gov/stip/submittal>.
- Automated protocols: This process enables routine announcement of metadata contained in the Announcement Notices with links to the STI products posted by the contractor on public web sites. More information can be found at <http://www.osti.gov/stip/contractors>.
- Formats and other best practices: Various best practices, including formats, which are defined by stakeholders and participants of the Scientific and Technical Information Program (STIP), are provided on the STIP website, <http://www.osti.gov/stip>.
- Classified STI: Reporting of classified STI or unclassified controlled nuclear information (UCNI) STI products requires site-specific coordination. Contact OSTI for additional guidance at stip@osti.gov.

Procedures

The information below can be used to inform contractors about the procedures to be followed.

M&O or FMC

M&O or FMC contractors providing STI reports can choose to make electronic STI Announcement Notices and electronic STI products available via E-Link by selecting the 241.1 Announcement Notice option, *Announcement of DOE Scientific and Technical Information*, and/or by establishing an automated protocol with OSTI which allows for routine submission of metadata with links to site-hosted full-text products. Instructions for the web Announcement Notice are located at www.osti.gov/mlink. The organization's authorized releasing official should ensure the completion of the required fields in E-Link, review the STI product to

determine public availability or potential limitations on access, and release the STI product to OSTI. Following coordination with OSTI, contractors may also establish automated protocols for routine submissions. Once submitted via E-Link or through automated protocols, STI is then made accessible to the research community, industry, and the public as appropriate through a range of web services managed by OSTI. Refer to the STIP website (www.osti.gov/stip) for information, references, definitions, and instructions about STI, and refer to the OSTI website (www.osti.gov) for links to web products and systems that provide access to Departmental STI.

R&D and Non-Major Site/Facility Management Contractors

R&D and non-major site/facility management contractors submitting STI reports or other STI deliverables or products to DOE should use E-Link (<http://www.osti.gov/mlink>) and choose the 241.3 Announcement Notice option, *US DOE Announcement of DOE Scientific and Technical Information (STI) for use by Financial Assistance Recipients and Non-Major Site/Facility Management Contractors*. The releasing official of the submitting organization should complete the required fields and “submit” the notice via E-Link and upload the scientific and technical report or other STI product. The awarding office’s authorized releasing official then ensures the completion of the required fields, reviews the STI product, determines public availability or potential limitations, and releases the notice and STI product via E-Link to OSTI. STI is then made accessible to the research community, industry, and the public as appropriate through a range of web services managed by OSTI. Refer to the STIP website (www.osti.gov/stip) for information, references, definitions, and instructions about STI, and refer to the OSTI website (www.osti.gov) for links to web products and systems that provide access to Departmental STI.

Other STI Products, including Software

In addition to reports, other types of STI are created by the DOE community which document research results and therefore should be announced to OSTI.

Scientific and technical computer software is one form of STI that must also be made available and announced to OSTI. Use *Announcement of Computer Software*, Announcement Notice 241.4, accessible at <http://www.osti.gov/estsc/241-4.jsp>. Refer to the STIP website (<http://www.osti.gov/stip/softwareannounce>) for additional information about software as well as the Energy Science and Technology Software Center, which provides a database of existing software as well as best practices for software to be announced to OSTI.

Other types of STI created by the DOE community to document research results include journal articles, conference papers/presentations, and publicly available scientific research datasets/collections. A list of STI Products made available through the DOE STI Program is provided in Attachment 3 of DOE O 241.1B, *Scientific and Technical Information Management*.

For the most up-to-date instructions, formats, and examples of STI product types, and information on Announcement Notice options, refer to the STI Program website (www.osti.gov/stip/stitypes).

Questions

Additional questions related to use of E-Link may be emailed to 241user@osti.gov. Questions about OSTI or STI policies may be sent to stip@osti.gov.