

EERE Exchange User Guide for Applicants



**Exchange User Guide for Applicants
April 2018**

United States Department of Energy
Washington, DC 20585

Table of Contents

Welcome to EERE.....	2
About EERE	2
About the Funding Opportunity Announcement (FOA) Process.....	2
About This Guide.....	2
Need Assistance?.....	2
<i>Questions about a current FOA?</i>	2
<i>Questions about the Exchange system?</i>	2
Getting Started with EERE Exchange	3
Registration.....	3
Username and Password Recovery	3
My Account	4
Current Funding Opportunities.....	4
FOA Submission Process.....	5
Letter of Intent (if applicable)	5
Concept Paper (if applicable)	5
Full Application	6
<i>Creating a Full Application</i>	6
<i>Submitting a Full Application</i>	7
Viewing and Replying to Reviewer Comments.....	7
Reviewing Submission Decisions.....	8
Share Access to Submissions with Other Users	9

Welcome to EERE

About EERE

The Office of Energy Efficiency and Renewable Energy (EERE) works with business, industry, universities, and other organizations to increase the use of renewable energy and energy efficiency technologies. One way EERE encourages the growth of these technologies is by offering financial assistance opportunities for their development and demonstration.

About the Funding Opportunity Announcement (FOA) Process

EERE uses Funding Opportunity Announcements (FOAs) to solicit applications in specific program areas and selects projects based on a merit review process that includes industry and technology experts.

All submissions must conform to the form and content requirements listed in the FOA, including maximum page lengths, and must be submitted via [EERE Exchange](http://eere-exchange.energy.gov) (eere-exchange.energy.gov), unless specifically stated otherwise. EERE will not review or consider submissions submitted other than through EERE Exchange.

About This Guide

This guide will assist applicants in using the EERE Exchange system to find information about current FOAs, submit applications to EERE FOAs, receive feedback on those submissions, and review selection decisions.

Need Assistance?

EERE has published responses to [Frequently Asked Questions](http://eere-exchange.energy.gov/faq.aspx) (eere-exchange.energy.gov/faq.aspx) on its website.

Questions about a current FOA?

For FOA-specific questions, please check the [FAQ page](http://eere-exchange.energy.gov/faq.aspx) (eere-exchange.energy.gov/faq.aspx) to see if your question has been answered previously.

If you do not see a response to your question, please check your FOA listing to see if a specific inbox has been provided for FOA content questions.

Questions about the Exchange system?

For technical questions regarding the EERE Exchange system, please review this guide or send an email to EERE-ExchangeSupport@hq.doe.gov.

Getting Started with EERE Exchange

Registration

In order to apply to current FOAs in the Exchange system, you must register. Simply navigate to eere-exchange.energy.gov/Registration.aspx, click the Applicant button, and complete the short registration form.

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

Username and Password Recovery

Should you need assistance gaining access to your account, the Exchange system offers both username and password recovery options on the [Login page](http://eere-exchange.energy.gov/login.aspx) (eere-exchange.energy.gov/login.aspx).

My Account

To view and update your personal information, change your password, and update security questions and answers, navigate to the [My Account](http://eere-exchange.energy.gov/MyAccount.aspx) (eere-exchange.energy.gov/MyAccount.aspx) page either from the left menu or the link at the top right corner of every page.

Current Funding Opportunities

Current FOAs are listed on the main [Funding Opportunity page](http://eere-exchange.energy.gov/Default.aspx) (eere-exchange.energy.gov/Default.aspx).

Funding Opportunity Exchange

Funding Opportunities

EERE » Financial Opportunities » Funding Opportunity Exchange Printable Version

Frequently Asked Questions
Do you have questions specific to your FOA? Applicants are encouraged to review the [Question & Answer](#) tab of your FOA to see if your question has already been asked.

Reminder to Applicants and Reviewers
You must [log in](#) to Exchange in order to view FOA notifications and status changes for your submissions.

FUNDING OPPORTUNITY ANNOUNCEMENTS

Jump to a FOA:

FOA Number	FOA Title	Program	LOI Deadline	CP Deadline	FA Deadline
BTQM4600047	Amendment 000002 - Building Technologies Office National Laboratory, Cal & Merit Review FY2016	Buildings	2/17/2015 05:00 PM		3/13/2015 05:00 PM
DE-FOA-0000046	AMENDMENT 003 - Predictive Modeling for Automotive Lightweighting Applications and Advanced Alloy Development for Automotive and Heavy-Duty Engines	Vehicles			5/7/2012 08:00 PM
DE-FOA-0000034	In-Water Wave Energy Conversion (WEC) Device Testing Support - Notice of Intent (NOI)	Water Power			TBD
DE-FOA-0000035	In-Water Wave Energy Conversion (WEC) Device Testing Support	Water Power			6/18/2012 05:00 PM
DE-FOA-0000036	Implementation Initiatives to Advance Alternative Fuel Markets	Vehicles			6/18/2012 08:00 PM
DE-FOA-0000035	Department of Energy Small Business Innovation Research (SBIR) - Small Business Technology Transfer (STTR) FY 2012 Phase 1 (Release II)	Strategic Programs			7/9/2012 11:59 PM
DE-FOA-0000034	Electrochemical Storage Technologies Suitable for Automobile Industry Applications	Vehicles			1/31/2013 08:00 PM

From this page, you can find an overview of each FOA, links to FOA documents, Application templates, Submission Deadlines, and more.

DE-FOA-3112015: SAMPLE FOA FOR USER MANUAL

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed in tincidunt lectus. Fusce scelerisque lorem odio, eget rhoncus ipsum ullamcorper id. Curabitur tempor neque metus, gravida posuere turpis imperdiet id. Ut lectus erat, blandit ac lorem eu, imperdiet laoreet elit. Nunc ac nulla aliquam, congue elit tincidunt, ornare uma. Duis id metus at enim vehicula volutpat. In in justo non nulla ultricies lacinia. Sed aliquet turpis eu dictum pretium. Pellentesque semper nulla sed ultricies accumsan. Vestibulum portitor sed ex vel accumsan. Etiam id ligula ut enim mattis molestie. Sed sollicitudin faucibus placerat. Aliquam nibh tellus, dictum in aliquam eget, vulvar ut sapien. Donec in odio et eros maximus molestie a sit amet orci.

Donec malesuada, massa eu scelerisque iaculis, metus mauris ultricies ipsum, vel lobortis dolor purus in nibh. Proin mauris metus, convallis eget ultrices at, lobortis id tortor. Nulla viverra justo in tortor dignissim, a malesuada ante tempus. Morbi auctor urna eget fringilla pellentesque. In dignissim turpis metus, quis tincidunt leo condimentum quis. Curabitur sollicitudin erat vel leo portitor luctus sit amet in elit. Aenean nisl urna, blandit vitae laoreet eget, facilisis id erat. Fusce non lacus at orci accumsan accumsan in quis libero. Pellentesque urna nibh, rhoncus a venenatis vel, aliquet non tortor. Donec venenatis lacus et magna consectetur mollis.

FOA DOCUMENTS

- [Sample FOA Document](#) (Download Count: 0)

REQUIRED APPLICATION DOCUMENTS

Pursuant to the FOA, Applicants are required to submit the "Required Application Documents" with their Application. Incomplete applications will not be reviewed or considered.

[View Required Application Documents](#)

CONTACT INFORMATION

- EERE-ExchangeSupport@hq.doe.gov
Please submit technical questions about the Exchange system to this email address.
- SampleFOAContentEmail@ee.doe.gov
Please submit questions about the content of the FOA to this email address.

SUBMISSION DEADLINES

- Letter of Intent Deadline: 3/20/2015 5:00 PM ET
- Concept Paper Submission Deadline: 4/10/2015 5:00 PM ET
- Full Application Submission Deadline: 6/5/2015 5:00 PM ET

FOA Submission Process

The exact process and information required for each FOA can vary, but the full process is outlined below. Please review each FOA carefully for guidance on the required process and information.

Letter of Intent (if applicable)

A FOA may ask you to submit a Letter of Intent in the Exchange system before the submission deadline. The fields required can vary by FOA, but is generally basic information about the proposed submission and team. This information can be updated later at the Concept Paper and/or Full Application stage. The required fields for a Letter of Intent form can be seen below.

LETTER OF INTENT DETAILS FOR FOA #DE-FOA-3112015 SAMPLE FOA FOR USER MANUAL

General

Submission Status: New

Project Title: *

Abstract: * 4000 Max Characters

Organization Type: *

Lead Organization: * Please do not use acronyms

Lead Organization Percent Effort (1-100): * 0 %

Create Letter of Intent

Once you have created the Letter of Intent, you will be assigned a Control Number to be used as a reference for the duration of the application process. ***Please note that submission of EERE Letters of Intent are not required to continue on in the FOA process, but you are encouraged to submit before the posted deadline if you intend to complete a Concept Paper and/or Full Application.*** Once the Letter of Intent is complete, you will be immediately directed to the next stage of the FOA process.

Concept Paper (if applicable)

A FOA may require you to submit a Concept Paper to the Exchange system before moving on to the Full Application stage. The information required for a Concept Paper varies by FOA and is detailed in the FOA description and associated documentation. A sample Concept Paper form can be seen below.

CONTROL NUMBER 2015-1501: CONCEPT PAPER DETAILS FOR FOA #DE-FOA-3112015
SAMPLE FOA FOR USER MANUAL

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

General | Contact Information | Team Members | Funds and Costs | Upload and Submit

Your Letter of Intent has been completed. You are now in the Concept Paper stage of the submission process. If necessary, update any information on this tab if it has changed since the Letter of Intent and click the 'Save and Continue' button to complete the rest of your Concept Paper.

Submission Status: Not Submitted

Control Number: 2015-1501

Project Title: *

Abstract: * 4000 Max Characters

Organization Type: *

Lead Organization: * Please do not use acronyms

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

[Save and Continue](#)

Once you have finished entering all the required information, navigate to the Upload and Submit tab to certify and submit you Concept Paper. All required information must be completed, and the Submit button must be clicked before the deadline. If your Concept Paper was successfully submitted, a message will be displayed on the screen, and the Exchange system will send an automated email confirming your submission. ***If a concept paper is required and you do not submit before the applicable deadline, you will not be eligible to submit a Full Application.***

Full Application

All FOAs require the submission of a Full Application. The information required for a Full Application varies by FOA and is detailed in the FOA description and associated documentation.

Creating a Full Application

If this is the first stage in the FOA process, click the Apply button on the FOA description to create a Full Application. To create a Full Application from an associated Concept Paper, navigate to the My Submissions page, then click the Control Number link for the associated Concept Paper. Then, click the Create Full Application button in the Concept Paper Response section.

CONCEPT PAPER DETAILS FOR FOA# DE-FOA-3112015
2015-1501: Sample Project for EERE

Concept Paper Response

Response: Encouraged

Overall Summary: Suspendisse elementum sagittis felis, a ornare leo placerat eu. Integer nec aliquet lorem. Suspendisse potenti. Aliquam erat volutpat. Morbi sodales tellus at nibh placerat vehicula. Duis ut pulvinar nunc. Praesent fringilla varius gravida. Maecenas vitae neque condimentum quam fermentum imperdiet ac non dui. Vestibulum tristique pulvinar nibh, vitae imperdiet ante pharetra tempor.

[Create a Full Application for this FOA](#)

Submitting a Full Application

Information from the Concept Paper stage (if required) will be transferred over into the Full Application form, a sample of which can be seen below.

**CONTROL NUMBER 2015-1501: FULL APPLICATION DETAILS FOR FOA #DE-FOA-3112015
SAMPLE FOA FOR USER MANUAL**

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

General | Contact Information | Team Members | Location(s) of Work | Funds and Costs | Upload and Submit

Submission Status: Not Submitted

Control Number: 2015-1501

Project Title: *

Abstract: * 4000 Max Characters

Organization Type: *

Lead Organization: * Please do not use acronyms

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

[Save and Continue](#)

Once you have finished entering all the required information, navigate to the Upload and Submit tab to certify and submit your Full Application. All required information must be completed, and the Submit button must be clicked before the deadline. If your Full Application was successfully submitted, a message will be displayed on the screen, and the Exchange system will send an automated email confirming your submission. ***If you do not submit before the applicable deadline, your Full Application will not be reviewed or considered.***

Viewing and Replying to Reviewer Comments

Some FOAs allow applicants to view comments on Full Applications made by reviewers and may allow applicants to upload a document replying to those comments. These comments and the file upload are only available during a certain period of time specified in the FOA. To view these comments, and upload a reply if one is allowed, navigate to the My Submissions page, then click the Control Number link for the Full Application. If comments are available, they will appear in the Review Comments section, as seen below.

Reviewer Comments

1.

Sample Review Criteria 1

Strengths: Eollentesque quis tempus tortor. Pellentesque malesuada ac odio et facilisis. Proin accumsan nulla quis felis elementum, convallis sollicitudin dolor tempor.

Weaknesses: Etiam sit amet tortor eleifend nibh dictum ultricies. In hac habitasse platea dictumst. Aliquam erat volutpat. Cras sed eros odio.

Sample Review Criteria 2

Strengths: Phasellus id hendrerit urna. Praesent enim nulla, pellentesque eget imperdiet vulputate, mollis a diam.

Weaknesses: Aliquam convallis odio sit amet dolor gravida volutpat. Nulla vehicula ut tortor ac cursus. Vivamus ante erat, sodales eget feugiat ut, luctus vitae nibh.

Below the review comments, if applicable, you will be able to upload a single Reply to Reviewer Comments file in PDF or Word document format, as seen below. Once a file is uploaded, you will receive a message both on screen and in an email from the Exchange system confirming your file submission. This file can be removed and replaced up until the window for viewing and/or replying to reviewer comments has closed. After this point, you may view the file in the list of submission files in the Submission Details section of the page.

Reply to Reviewer Comments

The reply to reviewer comments window for this FOA is open until 7/21/2015 5:00 PM, meaning this document can be updated and resubmitted up until this time.

Reviewing Submission Decisions

Once the review of your submission has been completed, decisions and associated comments will be posted in the Exchange system. To view the decision and comments, navigate to the My Submissions page, then click the Control Number link for the submission, and review the Concept Paper/Full Application Response section.

FULL APPLICATION DETAILS FOR FOA# DE-FOA-3112015

2015-1501: Sample Project for EERE

Full Application Response

Response: Selected for Negotiation

Overall Summary: Mauris elementum, nunc quis ullamcorper sagittis, libero turpis sagittis tortor, sit amet venenatis nisi nibh eu est. Proin at sem nisl. Praesent condimentum finibus arcu, sit amet scelerisque dui. Nunc imperdiet ac magna et ultrices. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Cras interdum elit et nulla placerat lobortis. Vestibulum non odio tempor, porta nibh ut, placerat arcu.

Share Access to Submissions with Other Users

At any point in the submission process, you may share your submission with other Exchange users using the Share Submission feature. Sharing a submission with another user will give that user access to edit, view submission decisions, and view reviewer comments for all stages of a FOA (Concept Paper and Full 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.

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](#)

When sharing your submission, if you know the user already has an 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 Exchange. **Please note that the submission will not be automatically shared if you invite a user to join Exchange, you must share the submission on this page once they have registered an account.** All users with access to the submission are listed on the Submission Details page.

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.

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](#)

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