



Energy Efficiency &
Renewable Energy

EERE Exchange User Guide for Applicants



Exchange User Guide for Applicants
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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](#) (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](#) (eere-exchange.energy.gov/faq.aspx) on its website.

Questions about a current FOA?

For FOA-specific questions, please check the [FAQ page](#) (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.

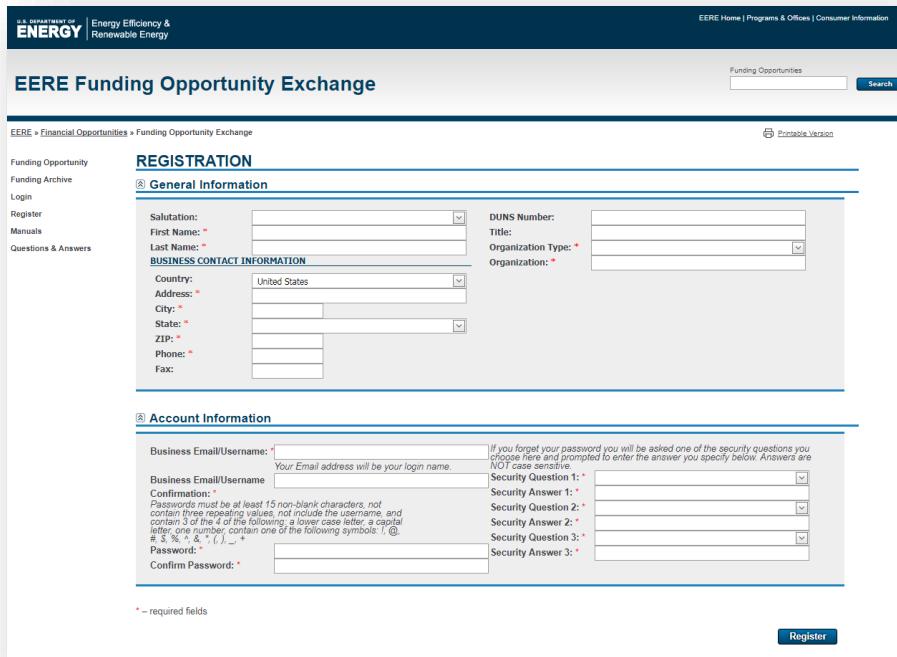
Questions about the Exchange system?

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.

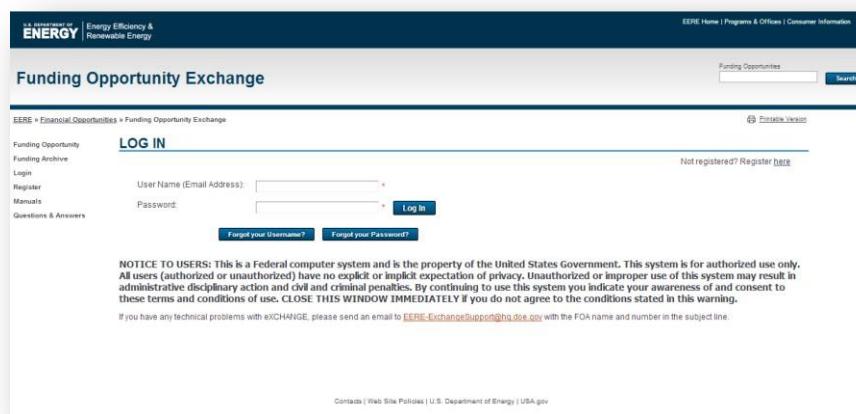


The screenshot shows the 'REGISTRATION' section of the EERE Funding Opportunity Exchange. It includes fields for 'General Information' (Salutation, First Name, Last Name, DUNS Number, Title, Organization Type, Organization) and 'BUSINESS CONTACT INFORMATION' (Country, Address, City, State, ZIP, Phone, Fax). Below this is the 'Account Information' section, which contains fields for Business Email/Username, Confirmation, Password, and Confirm Password. It also includes security questions and answers. A note states: 'If you forget your password you will be asked one of the security questions you choose here and prompted to enter the answer you specify below. Answers are NOT case sensitive.' At the bottom left is a note: '* - required fields'. On the right is a 'Register' button.

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).



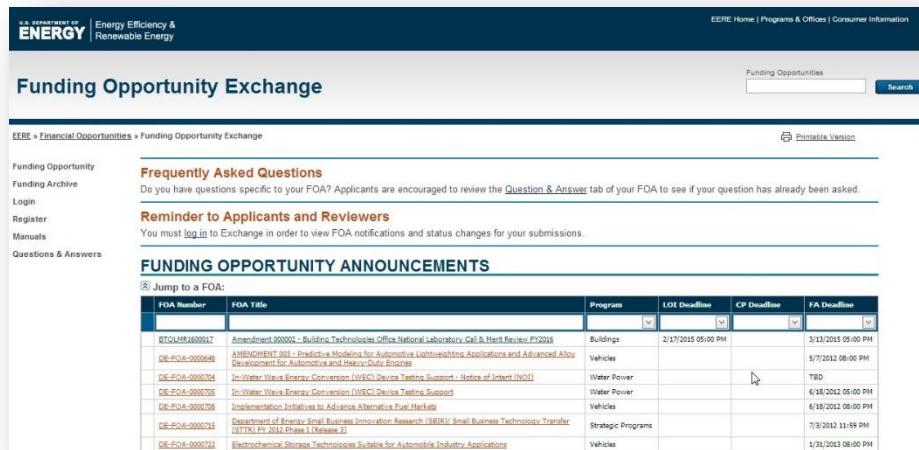
The screenshot shows the 'LOG IN' section of the EERE Funding Opportunity Exchange. It features fields for 'User Name (Email Address)' and 'Password', with a 'Log In' button. Below the fields are links for 'Forgot your Username?' and 'Forgot your Password?'. To the right is a note: 'Not registered? Register here'. At the bottom is a 'NOTICE TO USERS' section containing legal text about system use and a warning about unauthorized use. It also includes a link for technical support: 'If you have any technical problems with eCHANGE, please send an email to eerc-exchangesupport@hq.doe.gov with the FOA name and number in the subject line.' At the very bottom are links for 'Contacts | Web Site Policies | U.S. Department of Energy | USA.gov'.

My Account

To view and update your personal information, change your password, and update security questions and answers, navigate to the [My Account](#) (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

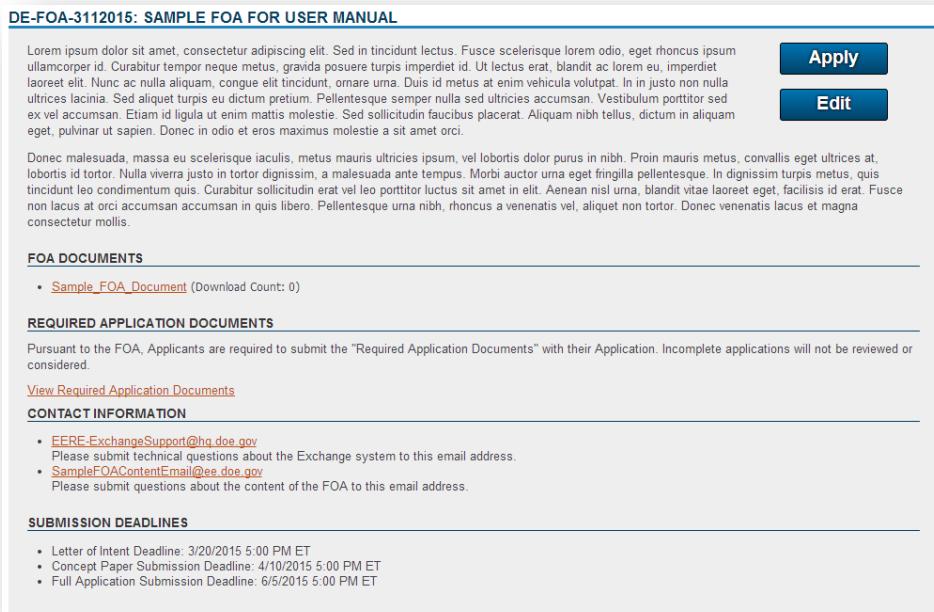
Current FOAs are listed on the main [Funding Opportunity page](#) (eere-exchange.energy.gov/Default.aspx).



The screenshot shows the 'Funding Opportunity Exchange' section of the EERE website. At the top, there's a navigation bar with links to 'EERE Home', 'Programs & Offices', and 'Consumer Information'. Below that is a search bar labeled 'Funding Opportunities' with a 'Search' button. On the left, there's a sidebar with links to 'Funding Opportunity', 'Funding Archive', 'Login', 'Register', 'Manuals', and 'Questions & Answers'. The main content area has sections for 'Frequently Asked Questions' and 'Reminder to Applicants and Reviewers'. Below these is a table titled 'FUNDING OPPORTUNITY ANNOUNCEMENTS' with columns for 'FOA Number', 'FOA Title', 'Program', 'LOI Deadline', 'CP Deadline', and 'FA Deadline'. The table lists several entries, each with a brief description and deadline information.

FOA Number	FOA Title	Program	LOI Deadline	CP Deadline	FA Deadline
DE-FOA-0000012	Amendment 000002 - Building Technologies Office National Laboratory Cell & Hertz Review PY2016	Buildings	2/17/2015 05:00 PM		3/13/2015 05:00 PM
DE-FOA-0000049	AMENDMENT 0001 - Predictive Modeling for Automotive Lighting Applications and Advanced Alloy Development for Automotive and Household Applications	Vehicles			5/7/2012 08:00 PM
DE-FOA-0000724	In-Water Wave Energy Conversion (WEC) Device Testing Support - Notice of Intent (NOI)	Water Power			TBD
DE-FOA-0000725	In-Water Wave Energy Conversion (WEC) Device Testing Support	Water Power			6/18/2012 05:00 PM
DE-FOA-0000726	Improving Fuel Economy and Reducing Alternative Fuel Markets	Vehicles			6/18/2012 06:00 PM
DE-FOA-0000715	Department of Energy Early Stage Innovation Research (ESRI) Small Business Technology Transfer	Strategic Programs			7/3/2012 11:59 PM
DE-FOA-0000722	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.



The screenshot shows a detailed view of a specific FOA. At the top, it says 'DE-FOA-3112015: SAMPLE FOA FOR USER MANUAL'. There are 'Apply' and 'Edit' buttons on the right. The page contains sections for 'FOA DOCUMENTS' (with a link to a sample document), 'REQUIRED APPLICATION DOCUMENTS' (with a note about incomplete applications), 'CONTACT INFORMATION' (with email addresses for support and content), and 'SUBMISSION DEADLINES' (listing three deadlines). The text is mostly placeholder lorem ipsum.

DE-FOA-3112015: SAMPLE FOA FOR USER MANUAL

Apply Edit

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.
- SampleFOACContentEmail@eeeee.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: *	<input type="text"/>
Abstract: *	<input type="text"/> 4000 Max Characters
Organization Type: *	<input type="text"/>
Lead Organization: *	<input type="text"/> Please do not use acronyms
Lead Organization Percent Effort (1-100): *	<input type="text"/> 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: *	Sample Project for EERE			
Abstract: *	<p>Lore ipsum dolor sit amet, consectetur adipiscing elit. Morbi efficitur nunc eu posuere elementum. Integer dictum blandit nisl, vel malesuada leo tincidunt eget. Aliquam erat volutpat. Quisque semper ante id tempus convallis. Cras interdum, mi nec</p> <div style="border: 1px solid #ccc; padding: 5px; height: 100px;">4000 Max Characters</div>			
Organization Type: *	Business > 1000 Employees			
Lead Organization: *	Company XYZ <small>Please do not use acronyms</small>			
Lead Organization Percent Effort (1-100): *	100	<input type="button" value="▼"/>	%	
Save and Continue				

Once you have finished entering all the required information, navigate to the Upload and Submit tab to certify and submit your 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: * Sample Project for EERE
Abstract: * Lorum ipsum dolor sit amet, consectetur adipiscing elit. Morbi efficitur nunc eu posuere elementum. Integer dictum blandit nisl, vel malesuada leo tincidunt eget. Aliquam erat volutpat. Quisque semper ante id tempus convallis. Cras interdum, mi nec 4000 Max Characters
Organization Type: * Business > 1000 Employees
Lead Organization: * Company XYZ Please do not use acronyms
Lead Organization Percent Effort (1-100): * 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: Epellentesque 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 EEERE-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.