



SCIENTIFIC AND TECHNICAL REPORTING

Reference DOE Order 241.1A

All research and development contracts require scientific and technical reporting and shall include instructions requiring the contractor to make all scientific and technical reports, and any other forms of research results relating thereto, including software, available electronically to the U.S. Department of Energy Office of Scientific and Technical Information, in accordance with DOE Order 241.1A *Scientific and Technical Information Management*. The reports required will have been specified in the procurement request.

To minimize the burden associated with reporting, the Department has automated the reporting process. The information below can be used to inform contractors and financial assistance recipients regarding the procedures to be followed.

Electronic Reports - Scientific/technical reports or other STI deliverables must be made available electronically either by submitting through the DOE Energy Link System (E-Link) with the appropriate DOE Form 241, or through harvesting of metadata about the electronic reports with links to the electronic reports posted on permanent web sites. E-Link allows completion of the DOE F 241 online and uploading of associated reports/documents. Appropriate electronic forms can be accessed at <https://www.osti.gov/elink/>. More information about harvesting can be found at <http://www.osti.gov/stip/>. The electronic formats of the technical documents should be in accordance with those specified in *DOE's Guide to the Management of Scientific and Technical Information*, DOE G 241.1-1A, Part II, Section 6, Table 10.

Grantees, Cooperative Agreement Recipients, and Contractors (Other than Site/Facility Management Contractors)

Grantees, cooperative agreement recipients, and contractors (Other than Site/Facility Management Contractors) submitting STI reports or other electronic STI deliverables or products to DOE should use the Web version of the DOE F 241.3, "US DOE Announcement of DOE

Scientific and Technical Information (STI) Form for Financial Assistance Recipients and Non-M&O/M&I contractors.” The form is located at <http://www.osti.gov/elink-2413>. The authorized official of the submitting organization should complete the required fields and “submit” the form in accordance with *DOE’s Guide to the Management of Scientific and Technical Information*, DOE G 241.1-1A. The awarding office’s authorized releasing official then ensures the completion of the required fields and releases the form and STI report or product to OSTI.

Site/Facility Management Contractors

M&O/M&I contractors providing STI reports can choose to make electronic STI announcement records and electronic STI products available via the DOE F 241.1, “*US DOE Announcement of DOE Scientific and Technical Information*,” Web form or batch file, or through harvesting of metadata about their STI reports with links to the electronic reports posted on permanent web sites. Instructions for the web form or batch file options are located under the E-Link menu option - 241 Forms. The organization’s authorized releasing official should ensure the completion of the required fields and release the form to the Office of Scientific and Technical Information (OSTI) in accordance with *DOE’s Guide to the Management of Scientific and Technical Information*, DOE G 241.1-1A.

Software

Scientific and technical computer software must be made available and announced to OSTI using the form DOE F 241.4, “*US DOE Announcement of Computer Software*.” The form is located under E-Link menu option - 241 Forms.