Portfolio Analysis and Management System (PAMS)
User Guide for External PAMS User

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Revision History

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12/21/2012	8.0	Updated 'Guide Me' page screenshot.	REI Systems

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1   INTRODUCTION

The *Portfolio Analysis and Management System (PAMS)* is the premiere online solution to financial awards management. Created in collaboration with the Department of Energy (DOE) - Office of Science, PAMS leverages proven methodologies to deliver effective management and communication of solicitations, proposals, and financial awards. The PAMS experience is role- and user-sensitive, meaning that each user will see only information and action options that are pertinent to him or her. This customized approach minimizes errors in processing, simplifies the application process, and ensures sensitive information stays protected.

This document is a comprehensive guide to PAMS for financial award applicants. Included are step-by-step directions on how to register, apply for financial awards, track your proposals, and take action on any proposal- or financial award-related tasks assigned to you. The user guide begins with a **Getting Started** section, which provides a high-level overview of the proposal process, directions on how to log in and navigate through PAMS, and what you can expect to see in PAMS.

2   GETTING STARTED

Welcome to PAMS! In this section, you will find information on the business processes supported by PAMS, the user roles that support those processes, how to log in and navigate through PAMS, and what you can expect to see while using PAMS.

2.1   Getting Familiar with the PAMS User Interface

The following sections introduce you to the ways you will interact with PAMS.

2.2   Logging In

Follow the steps below to log in to PAMS:

1. Open your Internet browser.
2. Enter the Website address (https://pamspublic.science.energy.gov/) for DOE PAMS and click **Enter**.
3. Enter your user name and password.
4. Click **Log In**.

2.2.1   PAMS Account Is Locked

PAMS locks your account if you try to log in **three times** with an incorrect password. You will have to wait for 30 minutes before attempting to log in again.

2.2.2   Forgot PAMS Password

To reset your password, click the **Forgot Password** link on the login page. You will have to answer your previously set-up security question. If you have forgotten your security question's answer, please contact the PAMS Help Desk (Section 5) for assistance with resetting your password.

Existing User Login

Username

Password

Login

Forgot Password

New User Registration

- Search Solicitations
- Create New PAMS Account

Other Links

→ Recommended Settings
→ Contact Us
→ External User Guide

2.3 Supported Browsers

Table 1 lists the supported browsers that are recommended for access to the complete set of features available in PAMS.

Table 1. Recommended Browsers for PAMS Access

Browser	Version
Internet Explorer	8.0 and above (9.0 is recommended)
Firefox	3.6 and above (11.0 is recommended)
Safari	5.1 and above (5.1 is recommended)
Chrome	20.0 and above (20.0 is recommended)

2.4 System Navigation

As with many other Web-based systems, your primary input tools are your keyboard and mouse. Additionally, most PAMS pages support keyboard navigation. You can use either the *Tab* key or your cursor to move to the next data entry field or link; use the *Enter* key to invoke a link. *Shift + Tab* moves through fields and links in reverse order.

Ref. #	Element	Description
1	Logout	Use *Logout* to exit PAMS. You will have to provide your credentials again to login to PAMS the next time.
2	Home	*Home* takes you to a dashboard page where you can see how many tasks you have, as well as statistics on your recently accessed files.
3	Tabs	There are tabs at the top of most PAMS pages to help you navigate through different modules in the system. The tabs shown here are Home, Proposals, and Institutions.

The blue tab bar, DOE PAMS banner above it, and green menu bar at the very top right of the page can be hidden temporarily by clicking the double-arrows button ⏶ at the far right end of the blue tab bar. To make the blue tab bar, DOE PAMS banner, and green menu bar re-appear, click the double-arrows button ⏷ at the top right of the page. |
| **4** | Left Menu | Within each module, the main menu is often found at the left-hand side of the page. The main menu can be hidden by clicking the double arrow ≪ at the top-left corner of the menu.

To make the left menu re-appear, click the double-arrows button ≫ at the top left of the page. |
| **5** | Grid | A table, or grid, is used when multiple records must be displayed.

The left-most column may have arrows ▶ to indicate that the rows are expandable. Click an arrow to expand a row and view detailed information about the record. You can also click the *Detailed View* link above the grid to expand all rows.

The rows may be filtered by entering information in any one of the textbox fields immediately below the grid's column headings, and clicking the filter icon ▼ next to it. |

Ref. #	Element	Description
		Most grids also have a Search feature. The search pane is accessed by clicking the *Search* link above the grid.
		The Page Size fields allow you to adjust the height of the grid by indicating the greatest number of [collapsed] rows that may appear on a page. Arrow buttons next to the page number allow you to page through when there are multiple pages.
6	Context Menu	The right-most column in a grid is the *Options* column. Available options may vary from record to record. An arrow in the *Options* column means more options are available from which to select. This list of options is often called the context menu.
7	Breadcrumb Navigation	Each page in PAMS displays the navigation path you followed to reach the current page. If the navigation path is too long, it is summarized by the application. Hover over the [▦] icon to view the summarized path details.
8	Floating Toolbar	PAMS has a floating toolbar at the bottom of the page that enables easy access to key functions. Options in the floating toolbar often include [View] Messages, [View] Favorites, [View] Recently Accessed, Print, and Create a Shortcut. Important page buttons may also appear in the floating toolbar.

2.5 System Conventions

Table 2 lists the conventions for messages generated by PAMS. Symbols used as part of these conventions are designed to convey system messages consistently and to provide you with a richer user experience.

Table 2. Types of Messages Generated by PAMS

| Symbol	Denotes
⊗	**Critical Error.** This kind of error must be corrected in order for the system to save your information. If one or more errors of this kind appear on the page and are not corrected, the system will not save the data entered after the last successful save. **Example:** Entering "two" in a field where "2" is called for produces a Critical Error.
▽	**Regular Error.** This kind of error will let you save the information entered. However, if one or more errors of this kind appear on a page and are not corrected, the system will not change the status of the page to "Completed." If these errors occur while updating the budget sheet on a proposal, for instance, the budget sheet will not be marked as complete and you will not be able to submit the proposal. **Example:** Entering no information in a field where data entry is required may produce a Regular Error.
⚠	**Exception.** This symbol denotes either a discrepancy or inconsistency in the information entered. Such errors must be corrected or justified.
ℹ	**Information.** This symbol designates a note containing important information regarding your document or report.
✓	**Success Message.** This symbol appears when a particular process has been executed successfully, such as when information is saved or submitted.

2.6 Search Fields

In this user guide, some search fields have a search requirement similar to the following:

- *Institution Name <u>like</u>: Enter the Institution Name or at least a part of it.*

The word *like*, as used here, means that if you are uncertain of the exact name of the institution (or whatever you are searching for), you can enter a part of the name of the institution you are searching for. For example, if you know that "Water" is part of the institution name (as in <u>*Water*</u>field Company or *Water*man University), enter "water" in the search field and click **Search**. The system searches for and pulls up all institutions with "water" as part of the institution name.

This search method also works for numbers if *like* is a search option. For example, if you know that part of a solicitation number includes "FOA," enter "FOA" only in the search field and click **Search**.

3 WHAT CAN I DO IN PAMS?

The PAMS external user application allows you to perform the following actions:
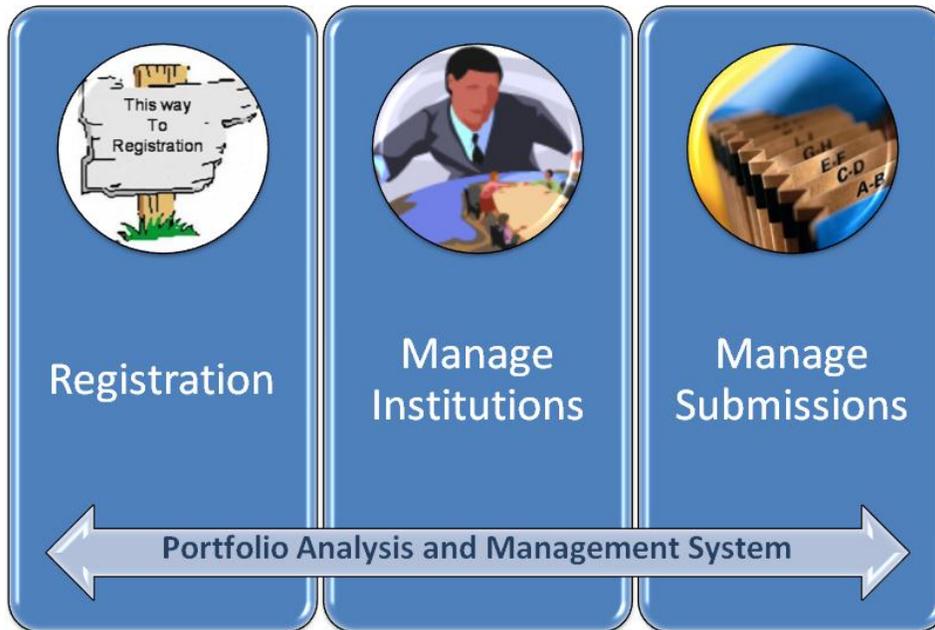
- Register
- Manage Institutions
- Manage Submissions.

The following sections explain each of these actions in detail.

3.1 Registration

The User Registration process in PAMS is a two-step process:

1. Register to PAMS
2. Register to an Institution

Registering to PAMS ensures that you have authorized access to PAMS, whereas registering to an institution ensures that you are associated to an institution. Based on your role, you will be able to manage institutions and/or users within the institution. Once you have registered to PAMS, you will be able to view/update your profile as well.

3.1.1 How Do I Register to PAMS?

1. Visit the PAMS Website (https://pamspublic.science.energy.gov/).
2. Click the **Create New PAMS Account** link at the far right of the page.

3. On the *Having Trouble Logging In* page, click the **No, I have never had an account** link and then click the **Create an Account** button.

4. This will navigate you to the *Create Account* page. Complete the form. Note that fields marked by a ★ are mandatory. Click the **Save and Continue** button when you are finished.

5. Continue the *Create Account* process by completing all required fields (those marked with a ★ are required) and clicking the **Create Account** button in the bottom-right corner of the page.

Create Account

Enter required information as shown below. When finished, click Save and Continue.

Fields with ★ are required.

Personal Information

Prefix (Example: Mr., Ms., Dr.)	
First Name	John
Middle Initial	
Last Name	Smith
Suffix (Example: Jr., Sr., III)	

Contact Information

★ Email Address

[_____] (username@domain.com) ⦿ Preferred
[_____] (username@domain.com) ○ Preferred
[_____] (username@domain.com) ○ Preferred

★ Phone Number

Select Type ▼ [____][____] - [____] Ext. [____] ⦿ Preferred
Select Type ▼ [____][____] - [____] Ext. [____] ○ Preferred
Select Type ▼ [____][____] - [____] Ext. [____] ○ Preferred

Fax Number [____][____] - [____]

Website [_____]

Note

In the **Mailing Address** *fields shown below, you will enter information for ONLY ONE of the following: a Street Address, a Post Office (PO) Box, or a Rural Route:*

- The *Street Number* field is for the number of your dwelling; e.g., if you live at 123 21st Street, *123* is entered in the *Street Number* field, not *21st*. You would enter *21st Street* in the *Street Name* field.
- Use the *Select One* drop-down to specify your specific dwelling type, if that designation is part of your address, e.g., *APT* for apartment, *BLDG* for building, etc.
- The *Number* field next to the *Select One* drop-down is to enter a number for your specific dwelling type, e.g., *APT 3*, *BLDG 5A*, etc.

6. You must read the notice to users and click the **Accept** button to complete the PAMS registration process.

> **Note**
>
> *You are now registered to PAMS and are logged in. You can browse through solicitations and view other information in PAMS, but you will need to register to an institution before you can submit proposals or work with previous submissions.*

3.1.2   How Do I Register to an Institution in PAMS?

After you have created an account in PAMS, you can register to an institution in PAMS if you wish to submit proposals or work with previous submissions.
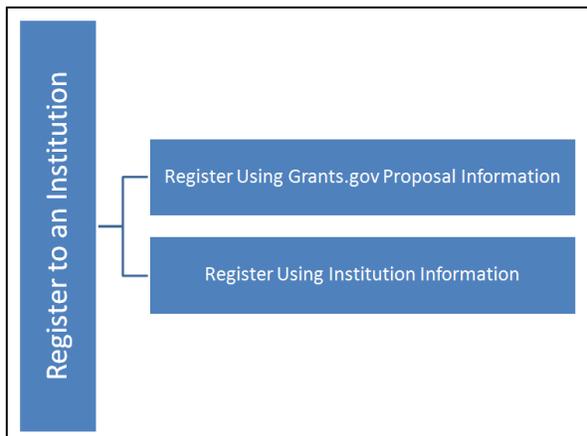
Registering to an institution is performed using one of the following options:

- Register using Grants.gov Proposal Information.
- Register using Institution Information.

3.1.2.1   Register Using Grants.Gov Proposal Information

1. To register to an institution using Grants.Gov proposal information, click the **My institution has submitted a proposal in Grants.gov. I am here to register as an SRO, PI, or POC** link.
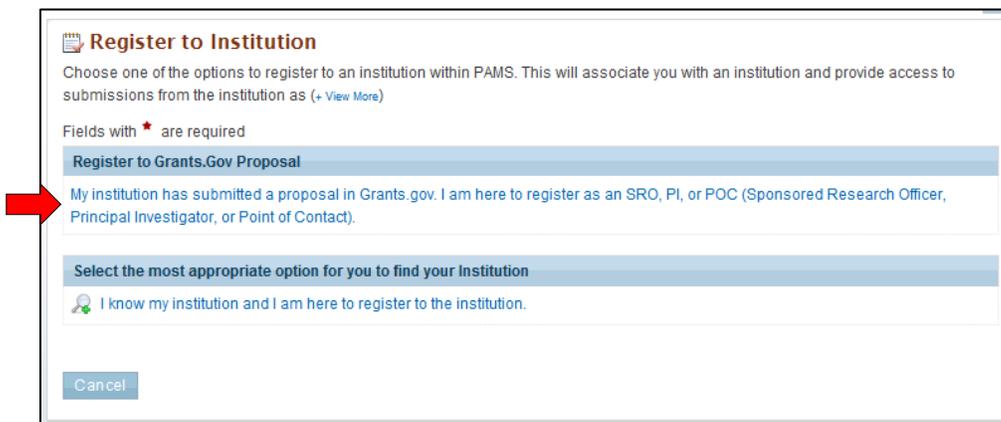
2. The form shown below appears. The next sections discuss the different roles available to you in PAMS and their respective requirements. Please review them before clicking the ***Save and Continue*** button.

3.1.2.2   I Want to Register as a PI for the Institution

The Principal Investigator (PI) is responsible for:

- Composing proposals in response to solicitations
- Overseeing the research activities supported by DOE awards.

Follow these steps to register as a PI:

1. Enter *Proposal ID* and *Email* address.

2. Choose the PI role on the *Register to Institution* page. Click the **Save and Continue** button.

> **Note**
>
> *The proposal ID and email address should match the proposal ID and email address listed in the automated email sent by PAMS upon receiving the SF424 proposal, which was submitted via Grants.gov. Only one PI can register to the institution using the Grants.gov proposal information.*

3. Upon successful verification, you are taken to the *Institutions* tab.

Note *At this point, you are registered as a PI for your specific institution. Additionally, you have been granted access to view the proposal that was used to register to the institution.*

3.1.2.3   I Want To Register as an SRO to the Institution

The SRO role is usually held by a representative from the Sponsored Research Officer (SRO) responsible for submitting proposals to DOE Funding Opportunity Announcements and managing institution information and users in PAMS. In some institutions, the office represented is called the Business Officer (BO) or Administrative Officer (AO).

Follow these steps to register as an SRO/AO/BO:

1. Enter *Proposal ID* and *Email* address.

2. Choose the **SRO/AO/BO** role on the *Register to Institution* page. Click the **Save and Continue** button.

> **Note**
>
> *The proposal ID and email address should match the proposal ID and email address listed in the automated email sent by PAMS upon receiving the SF424 proposal, which was submitted via Grants.gov. Only one SRO can register to the institution using the Grants.gov proposal information.*

3. If the institution you wish to register to does not have an Administrative SRO/BO/AO in PAMS yet, you will be prompted to register as an Administrative SRO/BO/AO for the institution.

At this point, you will be presented with the following three options:

- Register to the institution as an Administrative SRO/BO/AO
- Invite another user from the institution to register as an Administrative SRO/BO/AO
- Continue with the registration process and just get registered as an Administrative SRO/BO/AO.

4. If you choose to register as an Administrative SRO/BO/AO, click the check box to accept the agreement and click the **Save and Continue** button. This will take you to the *Institutions* tab.

5. If you choose to invite another user to register as an Administrative SRO/BO/AO to the institution, provide all mandatory inputs on page (all fields marked by a ★ are mandatory) and click **Send Email**. This will take you to the *Institutions tab*.

6. If you simply want to register to the institution, you are taken to the *Institutions tab*.

> **Note**
>
> ***At this point, you will be registered to the institution as an SRO. If you chose to be the Administrative SRO, you will also have the Manage Institution and Manage Users privileges. Once you are registered as an SRO to the institution, you will have View and Manage Peer Access privileges to the Grants.gov proposal.***

3.1.2.4 I Want To Register as a Point of Contact (POC) to the Institution

Follow these steps to register as a POC:

1. Enter *Proposal ID* and *Email* address.

2. Choose the *Other (Point of Contact)* option on the *Register to Institution* page. Click the **Save and Continue** button.

> **Note**
> *The proposal ID and email address should match the proposal ID and email address listed in the automated email sent by PAMS upon receiving the SF424 proposal, which was submitted via Grants.gov. Only one POC can register to the institution using the Grants.gov proposal information.*

3. Upon successful registration, you are taken to the *Institutions* tab in the application.

> **Note**
> *At this point, you are registered to the institution as a POC. Additionally you will also be able to view the proposal.*

3.1.2.5   Register Using Institution Information

This section covers two ways to register using institution information.

I Want to Register as a PI/Other User to the Institution

1. To register to an institution using institution information, click the ***I know my institution and I am here to register to the institution*** link.

2. Enter all mandatory information on the page and click the **Search** button. Note that fields marked by a ★ are mandatory. Choose the PI or Other role.

> The first bullet below states *"Institution Name like."* The word **like**, *as used here, means that if you are uncertain of the exact name of the institution you are searching for, you can enter a term that is similar to the name you want. For example, if you know that "Water" is part of the institution name (as in* Wate*rfield Company or* Water*man University), enter "water" in the search field and click* Search. *The system searches for and pulls up all institutions with "water" as part of the institution name.*

- Institution Name like: Enter the Institution Name or at least a part of it
- EIN: Enter the Employer Identification Number
- DUNS: Enter the DUNS number.

3. If you find your institution listed in the grid, click the **Action** link and then click the **Add me to this Institution** link.

4. If you do not find your institution and have to create a new institution, click the **Cannot Find My Institution** button.

5. Enter mandatory inputs to create the institution and click the **Create Institution** button to create a new institution in PAMS. Note that fields marked by a ★ are mandatory.

> **Note**
>
> *In the* **Mailing address** *fields shown below, you will enter information for <u>ONLY ONE</u> of the following: a Street Address, a Post Office (PO) Box, or a Rural Route:*
>
> - The *Street Number* field is for the number of your dwelling; e.g., if you live at 123 21st Street, *123* is entered in the *Street Number* field, not *21st*. You would enter *21st Street* in the *Street Name* field.
> - Use the *Select One* drop-down to specify your specific dwelling type, if that designation is part of your address, e.g., *APT* for apartment, *BLDG* for building, etc.
> - The *Number* field next to the *Select One* drop-down is to enter a number for your specific dwelling type, e.g., *APT 3*, *BLDG 5A*, etc.
> - The *Physical Location Address* fields are **OPTIONAL.** This option can be used when the location where you actually live/work (your physical location) is different from where your mail is sent.

6. Upon successful registration, you are taken to the *Institutions* tab in the application.

> **Note** *At this point, you are registered to the institution as a PI/Other User role.*

I Want to Register as an SRO User to the Institution

1. To register to an institution using institution information, click the **I know my institution and I am here to register to the institution** link.

2. Input all mandatory information on the page and click the **Search** button. Note that fields marked by a are mandatory. Choose the role as SRO.

> *The first bullet below states "Institution Name like." The word like, as used here, means that if you are uncertain of the exact name of the institution you are searching for, you can enter a term that is similar to the name you want. For example, if you know that "Water" is part of the institution name (as in Waterfield Company or Waterman University), enter "water" in the search field and click Search. The system searches for and pulls up all institutions with "water" as part of the institution name.*

- Institution Name like: Enter the Institution Name or at least a part of it
- EIN: Enter the Employer Identification Number
- DUNS: Enter the DUNS number.

3. If you find your institution listed in the grid, click the **Action** link and then click the **Add me to this Institution** link.

4. If the institution you wish to register to does not have an Administrative SRO/BO/AO in PAMS, you will be prompted to register as an Administrative SRO/BO/AO for the institution.

At this point, you will be presented with the following three options:

- Register to the institution as an Administrative SRO/BO/AO
- Invite another user from the institution to register as an Administrative SRO/BO/AO
- Continue with the registration process and just get registered as an SRO.

5. If you choose to register as an Administrative SRO/BO/AO, click the check box to accept the agreement and click the **Save and Continue** button. This will take you to the *Register to Institution* page.

6. If you choose to invite another user to register as an Administrative SRO/BO/AO to the institution, provide all mandatory inputs on the Email page and click the **Send Email** button.

Note that fields marked by a ★ are mandatory. This will take you to the *Register to Institution* page.

7. Upon successful registration, you are taken to the *Institutions* tab.

8. If you do not find your institution and have to create a new institution, click the **Cannot Find My Institution** button.

9. Provide mandatory inputs to create the institution and click the **Submit** button to create a new institution in PAMS. Note that fields marked by a ★ are mandatory.

10. Upon successful registration, you are taken to the *Institutions* tab.

> **Note** ***At this point, you are registered to the institution as an SRO user. Based on your search results, you may or may not have created a new institution in PAMS.***

3.1.2.6 Register to Multiple Institutions

If you are associated with more than one institution, you can simply go to your *Institutions* tab, click **Register to Another Institution** to search for your institution, and register to it in PAMS. This might be required when a user is associated with an institution and has a small business or when a user is associated with a lab and with a university etc.

3.2 Manage Institutions

This section explains the PAMS Manage Institution functionality

3.2.1 *Who Can Become an Administrator for an Institution?*

- When you register as an SRO to an institution that does not yet have an Administrative SRO, you will be presented with the option to become an Administrative SRO for that institution. Upon selecting this option, you are granted administrative privileges for that institution.
- All other users have to be granted administrative privileges by users who already have them.

3.2.2 *What Are Administrative Privileges? What Can I Do with Them?*

The two types of administrative privileges are as follows:

- **Manage Institution Profile:** Users with this privilege can edit institution profile information in PAMS.

- **Manage Users:** Users with this privilege can grant or revoke privileges and peer access for other users registered to the institution. These users can also remove other registered users from the institution.

3.2.3   How Can I Manage Privileges?

- Manage Privileges is the concept of allowing select users to manage the Institution Profile, as well as users registered to the institution.
- Privileges can be managed at an institution level for users.
- Privileges can be managed only for users who are registered to the same institution.
- SRO users who have registered to PAMS via a Grants.gov proposal receive these privileges by default. Other users can be granted these privileges by users who already have the Manage Users privilege.

3.2.4   What Is Peer Access? How Does It Work?

- Peer Access is the concept of allowing select users, who are registered to the institution, to access submissions in PAMS.
- Peer Access can be managed at a submission level, by the users who create the submissions, from the *My Proposals*, *My Preproposals*, and *My Letters of Intent* pages.
- Peer access can also be managed at an institution level, from the Institution Folder, by users who have administrative privileges.
- Peer Access can be extended only to users who are registered to the same institution.
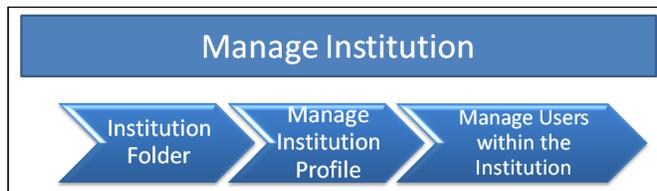
Manage Institution includes the following functionalities in PAMS:

- Institution Folder
- Manage Institution Profile
- Manage Users within the Institution.

3.2.5   Institution Folder

The institution folder is your one-stop shop for all activities associated with the institution. You can:

- Manage the Institution Profile
- Manage Users from the Institution
- Manage Your Submissions.

Follow the steps below to access the Institution Folder:

1. Login to PAMS using your credentials. Click the *Institutions* tab.

2. The *Institutions* tab displays all the institutions you are registered to. Choose the institution, click the **Actions/Views** link, and then click **Institution Folder**.

3. To manage an institution's profile, go to the *Institutions* section. To manage submissions, go to the *Submissions* section.

3.2.5.1   Manage Institution Profile

You can view/update the institution profile in PAMS. Editing the institution profile requires you to have the Manage Institution privilege for the institution. If you registered to PAMS as the Administrative SRO/BO/AO, you will be assigned these privileges by default. If you do not have Manage Institution privileges, you will only be able to view the institution profile. Follow the steps below to view or edit the institution profile:

1. If you have Manage Institution privileges, click the **Update Profile** link. Otherwise, click **View Profile**.

2. If you have the Manage Institution privileges and wish to update the institution profile, update the necessary information and click the **Save and Continue** button.

3. If you do not have the privileges to Manage Institution, you will only be able to view the Institution Profile by clicking the **View Profile** link.


3.2.5.2 Manage Users from the Institution

You can view/manage users registered to the institution in PAMS. Managing the users involves adding, editing their peer access and privileges, or removing them from the institution.

> **Note**
>
> *Managing users requires you to have the Manage Users privilege. If you have not been granted this privilege, you will not be able to do any of the following Manage actions in PAMS.*
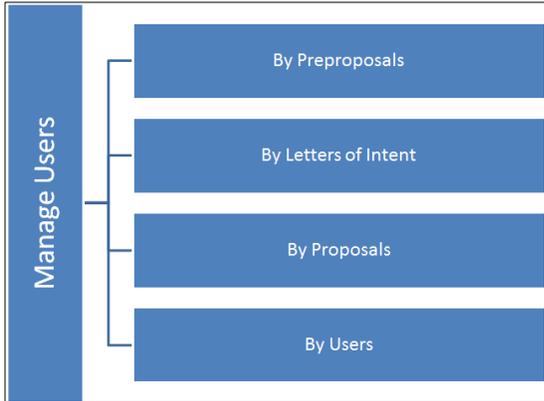
Users in PAMS can be managed at the following levels:

- By Preproposals
- By Letters of Intent
- By Proposals
- By Users.

Follow the steps below to be able to view/manage users:

1. If you have the Manage Users privilege, click the **Manage Users** link to proceed.

2. To manage a user in PAMS, you must first search for the user. If you wish to manage a user at the institution level, click the icon ![icon] next to *By Users*. Provide inputs for first name and last name. Click the **Search** button.

3. If you wish to manage existing users, click the **Actions/Views** link and choose either the **Manage Privileges** or **Remove from Institution** link.

4. If you wish to manage users by submission, click the icon next to *By Preproposals, By Letters of Intent,* or *By Proposals*. Enter the Tracking Number (Preproposal ID, LOI ID, and Proposal ID) or the Project Title and click the **Search** button.

> *The second and third bullets below state "Project Title like" and "Solicitation Number like." The word* **like***, as used here, means that if you are uncertain of the exact project title or solicitation number you are searching for, you can enter a part of the title or number. For example, if you know that "FOA" or "DX" is part of the solicitation number (as in* **FOA-2-05172012** *or* **DX-999888777***), enter "FOA" or "DX" in the search field and click* Search***.***

- Agency Tracking Number: Enter the Proposal ID
- Project Title like: Enter the Project Title or at least a part of it
- Solicitation Number like: Enter the Solicitation Number or at least a part of it.

5. Clicking the **Search** button will take you to a page listing the submissions available in the institutions.

6. Click the **Action** link against the submission. If you have Manage User privileges, click the **Add/Update Users** link. Otherwise, click the **View Users** link. You will be able to view a list of all users who have access to the submission. In case you wish to add more users from the institution to the submission, click the **Add New Perso**n link.

7. If you know the first name, last name, or username of the new person, search for the user within PAMS by entering one or more of those inputs and clicking the **Search** button. Choose a user and click the **Actions** link. Then click the **Add User** link.

8. Once the user is added, you need to select the appropriate peer access option(s) and click the **Save and Continue** button.

> **Note** *You can only add users who are already registered to the institution.*

3.2.6   Manage Users

> **Note** *Managing users requires you to have the Manage Users privilege at the institution or submission level. If you do not have this privilege, you will not be able to do any of the following Manage actions in PAMS.*
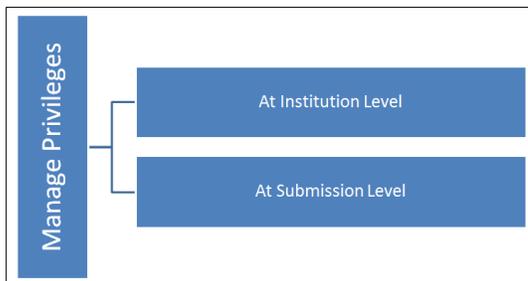
Users can be managed at two levels:

- Institution Level (Privileges)
- Submission Level (Peer Access)

1. To manage privileges at the institution level, go to the **Manage Users** link, click the *By Users* link, and click the **Search** button.
2. Against the user record, click **Action** and then click the **Manage Privileges** link.

3. Check/uncheck the privileges to be assigned to the user and click the **Save and Continue** button.

4. To manage peer access at the submission level, go to the **Manage Users** link and click the *By Preproposals, By Letters of Intent,* or *By Proposals* link—based on the submission—and click **Search**.

*The third bullet below states "Solicitation Number like." The word **like**, as used here, means that if you are uncertain of the exact solicitation number you are searching for, you can enter a part of the number. For example, if you know that "FOA" or "DX" is part of the number (as in **FOA-2-05172012 or DX-999888777**), enter "FOA" or "DX" in the search field and click* Search*.*

- Tracking Number: Enter the LOI Number or the Preproposal Number
- Agency Tracking Number: Enter the Proposal ID
- Solicitation Number like: Enter the Solicitation Number or at least a part of it.

> **Note** *You can manage submission-level peer access from the* **My Preproposals***,* **My Letters of Intent***, and* **My Proposals** *pages also.*

5. From the submission list page, select your submission, click **Actions** and click **Manage Peer Access**. From the users list page, click **Actions** and then click **Manage Peer Access**. Click the **Remove From** link to remove all access from the submission.

Note *You cannot manage peer access or privileges for yourself. You can only manage other users in PAMS.*

3.2.7   Remove from Institution

Follow the steps below to remove a user from the institution:

1. From the *Institution Folder,* identify the user to be removed by clicking the **Manage Users** link, the *By Users* link, and the **Search** button.
2. Click **Actions** and then click **Remove from Institution** to remove the user from the institution.

> **Note**
>
> *Once a user has been removed from an institution, he/she cannot be added back through PAMS. The user needs to contact the PAMS Helpdesk staff to be added back to the institution. Call (855) 818-1846 (Toll-free), (301) 903-9610 or email sc.pams-helpdesk@science.doe.gov .*

3.3 Manage Submissions

Submissions in PAMS include the following:

- Proposals
- Preproposals
- Letters of Intent
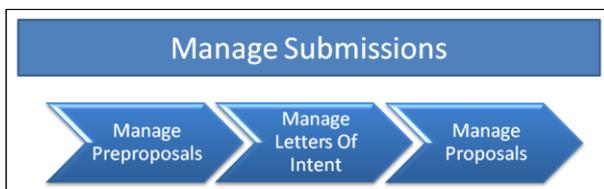
You can use PAMS to manage submissions as follows:

- Create/Edit/Delete/Submit Submissions
- View Submissions created by other users of the institution (provided you have access).

3.3.1 How Do I Respond to a Solicitation?

Responding to a solicitation could be through an LOI, a Preproposal, or a Proposal. The flow below summarizes the process for responding to a solicitation:
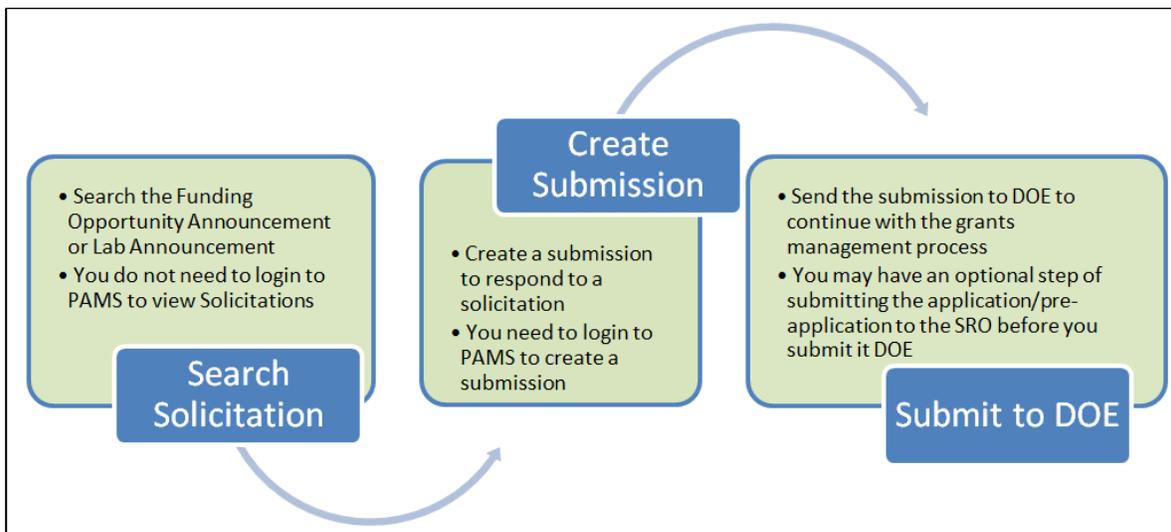
3.3.2 How Do I Search Solicitations?

The first step in managing submissions is to identify the solicitation. Once the solicitation is identified, you can respond with the appropriate submission requested.

3.3.3 I Am Not Logged in to PAMS

1. On the login page of PAMS, click the **Search Solicitations** link. The link is located under *New User Registration* on the right side of the page.
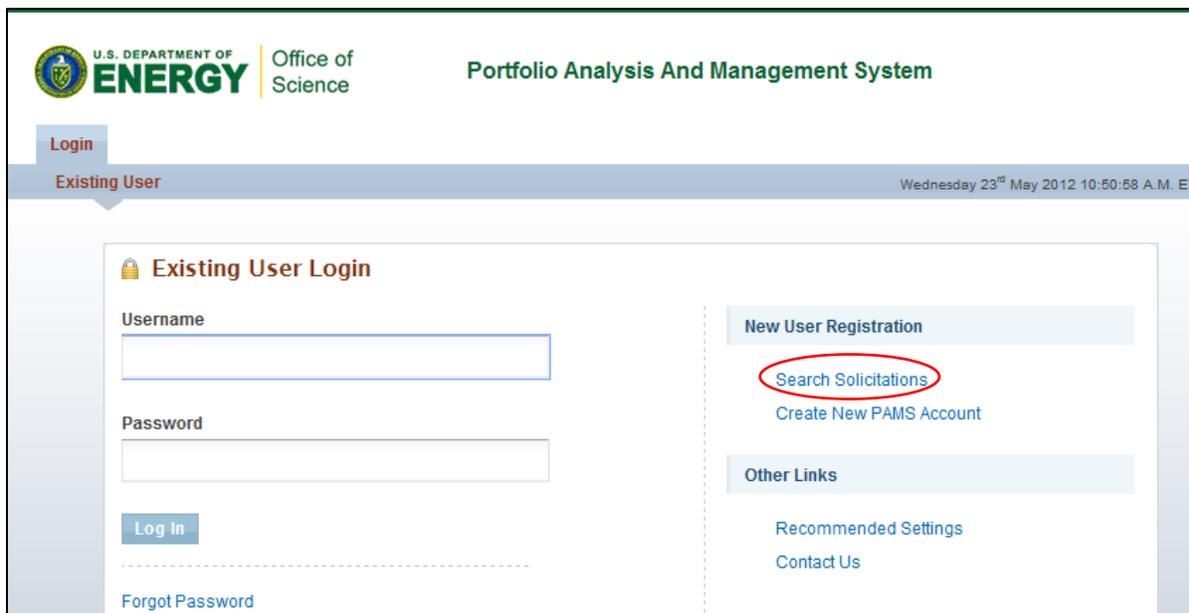
2. Choose an appropriate solicitation list. You can view the Funding Opportunity Announcements by clicking the **View a list of Funding Opportunity Announcements** link, or you can view Lab Announcements by clicking the **View a list of DOE National Laboratory Announcements.**
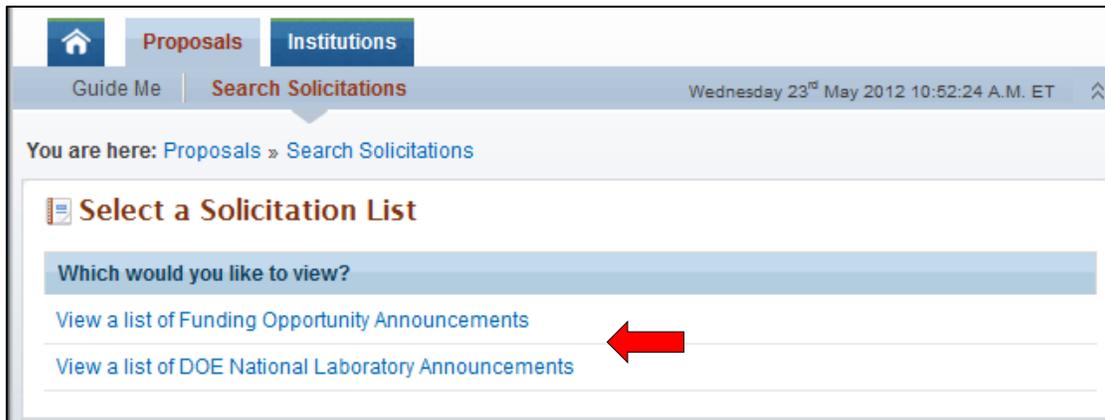
3.3.4 I Am Logged in to PAMS

1. Click the **Proposals** tab and then click the **Respond to Solicitations** link.
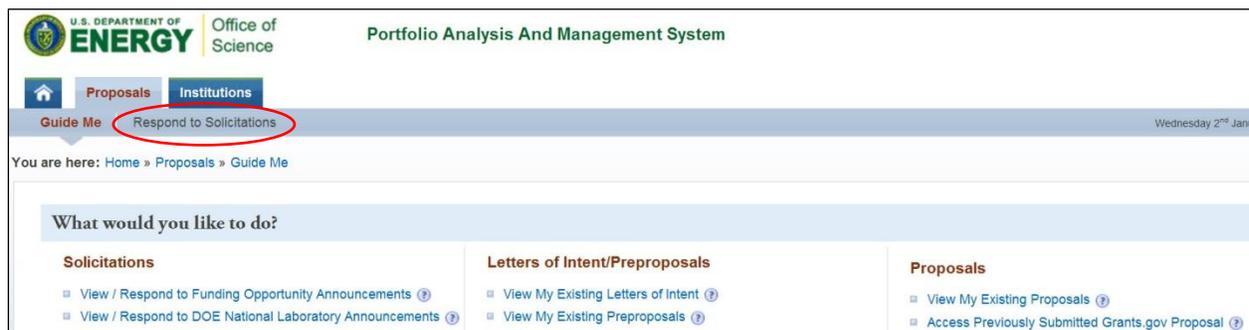
2. Choose the solicitation list. You can view the Funding Opportunity Announcements by clicking the **View a list of Funding Opportunity Announcements** link, or you can view Lab Announcements by clicking the **View a list of DOE National Laboratory Announcements**.
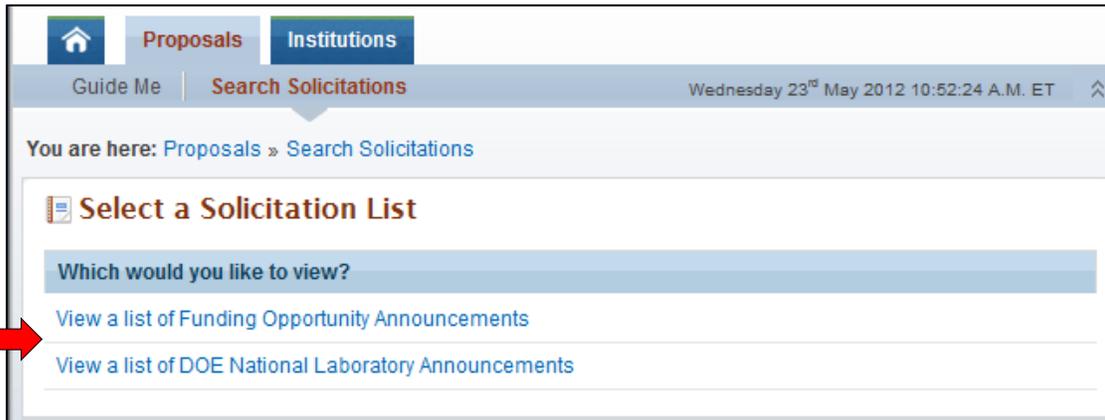
Once you have identified the solicitation of interest, you can create and submit a Preproposal (Section 3.3.4.1), an LOI (Section 3.3.4.2), or a Proposal (Section 3.3.4.3) to respond to it. (Press **Ctrl** and click the hyperlink, immediately above, to go directly to the section you want.)

3.3.4.1 Create and Submit a Preproposal

Follow the steps below to create and submit a Preproposal:

1. Click the Actions/Views link of the Solicitation to which you are responding.
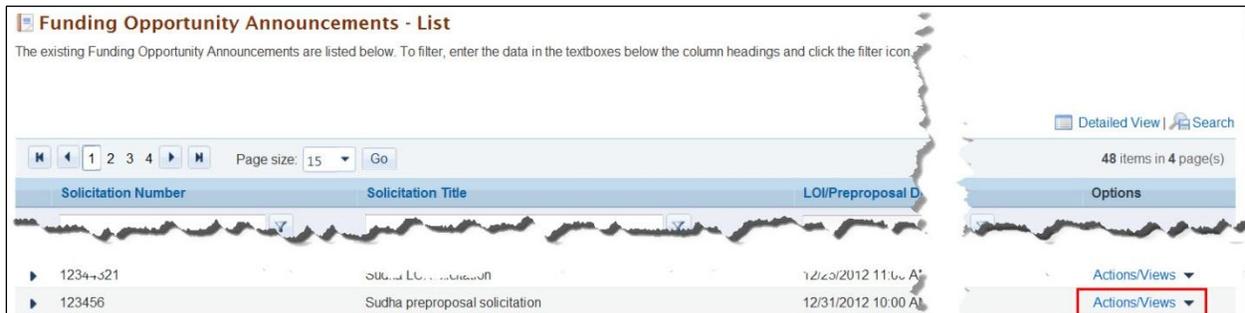
2. Click the Submit Preproposal link.

3. Provide the required information on the *Submit Preproposal* page. Note that fields marked by a ★ are mandatory.

> *The* **Solicitation Number** *for which you are submitting a Preproposal is prepopulated on the Submit Proposal page (see red arrow below). Verify that the Solicitation Number is the one you want.*

4. If the required *Institution* field is not filled in, click the drop-down arrow and select an institution from the list.

5. If the required *PI Information* fields are marked "N/A," then a PI must be selected. Click the **Select PI** button and choose one as follows:

   a. Search for a PI using the filter fields marked with $\boxed{Y}$ icons or click the Search link above the grid to enter criteria and perform a search.

   b. If the PI's name is in the Select PI list, click the Actions link against the PI record and then click Select PI. You are returned to the Submit Preproposal page with the selected PI's information now replacing the "N/A"s that were there.

   c. If the PI's name does not appear in the list, and the PI is not registered to the institution in PAMS, click the Invite PI link at left above the grid.

>
>
> *You may also invite a PI to register to PAMS by phone, email, or in person. However, PAMS conveniently provides the* **Invite PI** *link above the grid.*

6. Complete the form by entering the required information marked by a ★.

7. In the *Preproposal* section at the bottom of the page, click the **Attach File** button to enable you to find and attach a document from your computer or network.

a. Click the **Browse** button to open your computer's document libraries so you can find the document you want to attach.

b. When you find the document you want, click once on its title to highlight it. Then click the **Open** button, and the filename of the document you selected appears in the *Document* field.

c. Enter a *Description* if you like and click the **Attach** button.

d. When the document has completed uploading, you will see something similar to the following figure. The document filename is in place under *Document Name*, with its *Size* and *Date Attached*.

e. Click the **Actions** link to either *Update Description* of the document or *Delete Attachment*.

8. At the bottom right of the page, click the **Save** button to save the document in the *My Preproposals* list page for later completion if you have not finished or click the **Submit to DOE** button to submit the Letter of Intent.

An on-screen *Success Message* informs you that your Preproposal has been submitted. In addition, an email is sent to you confirming the submission.

<table>
<tr><td>Note</td><td>To see your existing Preproposals at any time:
• Click the Proposals tab at the top of the page.
• On the Guide Me page, under Letters of Intent/Preproposals, click the View My Existing Preproposals link.</td></tr>
</table>

3.3.4.2 Create and Submit an LOI

Follow the steps below to create and submit an LOI:

1. Click the Actions/Views link of the Solicitation to which you are responding.

2. Click the Submit Letter of Intent link.

<table>
<tr><td>Note</td><td>The Solicitation Number for which you are submitting an LOI is prepopulated on the Submit Letter of Intent (LOI) page (see red arrow below). Verify that the Solicitation Number is the one you want.</td></tr>
</table>

3. Provide the required information on the *Submit Letter of Intent (LOI)* page. Note that fields marked by a ★ are mandatory.

a. If the required Institution field is not filled in, click the drop-down arrow and select an institution from the list.

b. If the required PI Information fields are marked "N/A," then a PI must be selected. Click the **Select PI** button and choose one as follows:

   i. Search for a PI using the filter fields marked with ![icon] icons or click the **Search** link above the grid to enter criteria and perform a search.

   ii. If the PI's name is in the *Select PI* list, click the **Actions** link against the PI record and then click the **Select PI** link. You are returned to the *Submit Letter of Intent (LOI)* page with the selected PI's information now replacing the "N/A"s that were there.

   iii. If the PI's name does not appear in the list, and the PI is not registered to the institution in PAMS, click the **Invite PI** link at left above the grid.

> **Note** *You may also personally invite the PI to register to PAMS by phone, email, or in person. However, PAMS conveniently provides the **Invite PI** link above the grid.*

4. Complete the form by entering the required information marked by a ★.

   a. If you are responding to an SBIR Solicitation, the Project Information fields will look like this:

   b. To properly fill out the *Topic/Subtopic* fields:
      i. First click the **Select Topic** down arrow (▼) and select a topic from the list that appears.
      ii. Click the **Populate Subtopic** button.
      iii. Click the **Select Subtopic** down arrow (▼) and select a subtopic from the list that appears.

5. In the *Letter of Intent* section at the bottom of the page, click the **Attach File** button to enable you to find and attach a document from your computer or network.

   a. Click the **Browse** button to open your computer's document libraries so you can find the document you want to attach.

b. When you find the document you want, click once on its title to highlight it. Then click the **Open** button, and the filename of the document you selected appears in the *Document* field.

c. Enter a *Description* if you like and click the **Attach** button.

d. When the document has completed uploading, you will see something similar to the following figure. The document filename is in place under *Document Name*, with its *Size* and *Date Attached*.

e. Click the **Actions** link to either *Update Description* of the document or *Delete Attachment*.

6. At the bottom right of the page, click the **Save** button to save the document in the *My Letters of Intent (LOI)* list page for later completion if you have not finished or click the **Submit to DOE** button to submit the Letter of Intent. An on-screen *Success Message* informs you that your LOI has been submitted. In addition, an email is sent to you confirming the submission.

> *To see your existing LOIs at any time:*
> - *Click the* Proposals *tab at the top of the page.*
> - *On the* Guide Me *page, under* Letters of Intent/Preproposals*, click the* View My Existing Letters of Intent *link.*

3.3.4.3 Create and Submit a Proposal

You can submit a proposal in PAMS only in response to DOE National Laboratory Announcements. For Funding Opportunity Announcements, proposals must be submitted through Grants.gov only. Follow the steps below to create and submit a proposal:

1. Search for DOE National Laboratory Announcements from the *Search Solicitations* tab. Click the **Actions/Views** link for a Solicitation and then click the **Submit Proposal** link that appears next.
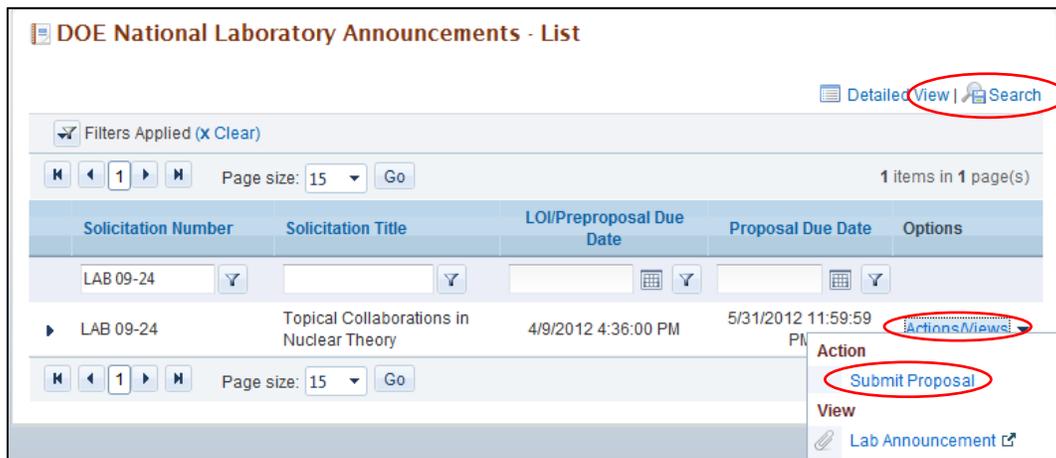
2. Provide the required input information on the *Cover Page* (fields marked by a ★ are mandatory), choose the save options, and click **Go** to start working on the *Budget* section.

✔ Cover Page	✔ Budget	✔ Subawards *(optional)*	✖ Attachments

Fields with ★ are required

Solicitation Information

Solicitation Number	TA-Sol-LOI-223451: TA-Sol-LOI-223451
★ Institution	Select One ▼

★ Principal Investigator Information ⑦   [Change PI]

Name	Rick, Hello
Position/Title of PI	
Phone Number	123-456-7897
Email Address	reitester1120211@gmail.com
Address	HC 908 BOX 1235, Herndon, VA 20175 ✎

Project Information

★ Proposal Title	test
★ Program Manager	Select One ▼
★ Proposal Type	New ▼

FWP Information ✎

#	FWP Number	Target Year
1.	555555555555	2013

Field Work Proposal Number
(if applicable) ⑦

3. On the *Budget* page, provide the necessary information for each year (fields marked by a ★ are mandatory). Complete each section by clicking the [icon] icon against each section. Choose the appropriate save option and click **Go** to continue to the next section.

> *Note*
>
> ***When entering budget information for multiple budget periods, simply click the* Copy From Previous Period *link (which appears in the screenshot immediately above) to copy data over from the previous period. This will eliminate you having to duplicate budget information for every year; you will merely have to edit the information after copying it over.***

B. Other Personnel ✎

# of Personnel	Project Role	Months ⓘ	Requested Salary($) ⓘ	Fringe Benefits ($) ⓘ	Funds Requested ($)
				Total Other Personnel	Not Provided
			Total Salary, Wages and Fringe Benefits (A+B)		$0.00

C. Equipment Description ✎

#	Equipment Item	Funds Requested ($)
	Total Equipment	Not Provided

D. Travel ✎

#	Item	Funds Requested ($)
1.	Domestic Travel Costs (Incl. Canada, Mexico, and U.S. Possessions)	Not Provided
2.	Foreign Travel Costs	Not Provided
	Total Travel	$0.00

E. Participant/Trainee Support Costs ✎

#	Item	Funds Requested ($)
1.	Tuition/Fees/Health Insurance	Not Provided
2.	Stipends	Not Provided
3.	Travel	Not Provided
4.	Subsistence	Not Provided
5.	Other	Not Provided
	Number of Participant/Trainees	(Not Provided)
	Total Participant/Trainee Support Costs	$0.00

F. Other Direct Costs ✎

#	Item	Funds Requested ($)
1.	Materials and Supplies	Not Provided
2.	Publication Costs	Not Provided
3.	Consultant Services	Not Provided
4.	ADP/Computer Services	Not Provided
5.	Subawards/Consortium/Contractual Costs	Not Provided
6.	Equipment or Facility Rental/User Fees	Not Provided
7.	Alterations and Renovations	Not Provided
8.	Other	Not Provided
	Total Other Direct Costs	$0.00

4. *Use the **Subawards** tab only if you are submitting separate budgets for subawards. If not, please ignore this section and leave it blank.* To provide subaward budgets:
   a. Go to the *Subawards* tab and click the **Add Subaward** link.
   b. Provide budget information (similar to the *Budget* page information in Step 3 above) for each subaward you wish.
   c. When you have finished providing the necessary information, choose the appropriate save option and click **Go** to continue to the next section.

5. On the *Attachments* tab, upload any necessary attachments. Choose **Save Attachments** to do so. Once all sections are complete, choose **Submit to DOE** and click **Go** to submit the proposal to DOE.

3.3.4.4 Reopen and Resubmit a Submission

> *Once you have reopened a submission, you can modify and resubmit it to DOE. Please note, however, that once reopened, a submission will no longer be considered by DOE until you resubmit it.*
>
> *Also, once the due date has passed, you WILL NOT be able to make the resubmission to DOE.*

You can reopen a submitted Preproposal, Letter of Intent, or Proposal (only for lab and interagency Proposals submitted in PAMS); modify it; and resubmit it **before the due date** of the original submission. Follow the steps below to reopen a submission:

1. Click the **Proposals** tab.

2. Click the **View My Existing Letters of Intent**, **View My Existing Preproposals**, or **View My Existing Proposals** link to navigate to the respective list.
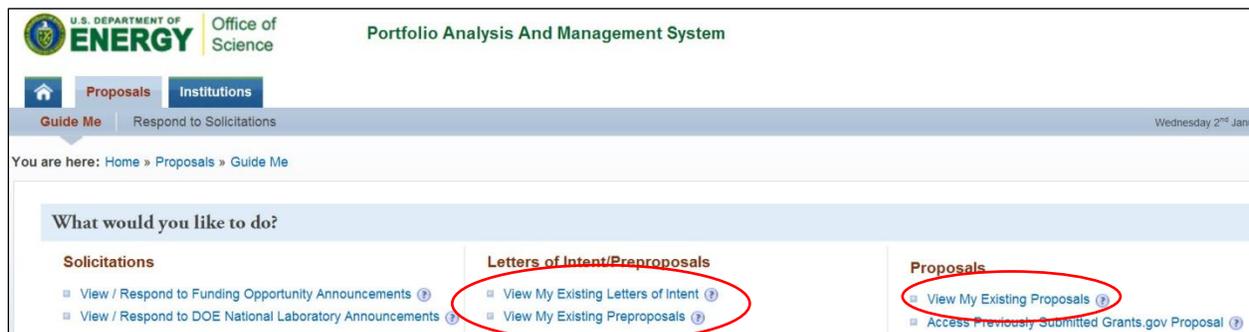
3. From the *My Letters of Intent*, *My Preproposals*, or *My Proposals* page, click the **Action** link.

4. Click the **Reopen Preproposal, Reopen Letter of Intent,** or **Reopen Proposal** link to reopen a submission that has already been submitted to DOE.
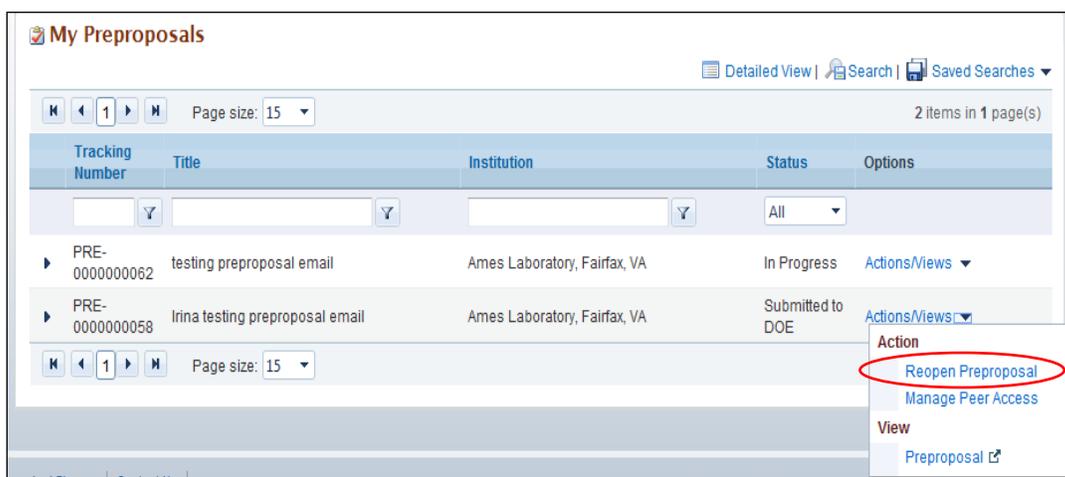
5. Edit the Preproposal, Letter of Intent, or Proposal, as required, and resubmit it to DOE using the options at the bottom of the page.

3.3.4.5   I Have Received an Invitation from DOE to Submit a Proposal in PAMS

> *Note* ***This applies to National Labs and Other Federal Agencies only.***

DOE can send invitations to National Labs and Interagencies to submit proposals. These invitations are sent as emails, and recipients must be registered to the institution to submit a proposal in PAMS.

A link in the email enables you to submit a proposal. Clicking this link automatically creates a proposal and takes you to the *My Proposals* page. Then proceed as follows:

1. Once you are on your *My Proposals* page, edit the *In-Progress* proposal with the title *Invite to Submit to DOE Office of Science (change me)*.
2. To edit the proposal, select **Edit Proposal** under *Actions/Views*. To allow another person to edit the proposal, you must give that person peer access by selecting **Manage Peer Access** under *Actions/Views*.
3. Refer to the *Create and Submit a Proposal* section of this document for detailed instructions on how to submit a proposal in PAMS.

3.3.4.6   I Want To View Submissions from My Institutions

Follow the steps below to view any submissions associated with an institution:

1. Click the **Proposals** tab
2. Click **View My Preproposals**, **View My Letters of Intent,** or **View My Proposals** to see the list of submissions.
3. Click **Actions** and then click the **View** link to view the submission.

3.3.4.7   I Want To Manage Peer Access for a Submission

Peer Access is the concept of allowing select users to access submissions in PAMS. Peer Access can be managed at a submission level, by the users who created the submissions, from the *My Proposals*, *My Preproposals*, and *My Letters of Intent* pages.

Peer access can also be managed at an institution level, from the *Institution Folder*, by users who have Administrative privileges. Peer Access can be extended only to users who are registered to the same institution. Follow the steps below to manage peer access for a submission:

1. Click the **Proposals** tab after logging in to PAMS. Click the appropriate **View** links.

2. This will take you to the *My Preproposals*, *My Letters of Intent*, or the *My Proposals* page. Choose a submission record, click the **Action** link, and then click the **Manage Peer Access** link.

3. You will now be taken to the *Manage Peer Access - User List* page. Click the **Add New Person** link to add a new user registered to the institution to the submission. Click **Manage Peer Access** to manage existing user access.

4. Select check boxes to update peer access for users.

5. When you click **Add User**, you are taken to list page of existing users. Choose a user record, click the **Action** link, and then click **Add User**.

6. On the *Manage Peer Access – User* page, choose the privileges to be assigned to the user and click the **Save and Continue** button.

7. You are taken to the *View Users – List* page, where you will see a *Success* message. The new user who was added will be displayed in the page's grid.

> **Note**
>
> *For submissions with the status 'Submitted to DOE,' the only privileges that can be managed are View and Manage Peer Access. For 'In Progress' submissions, the following privileges can be managed :*
>
> - *View*
> - *Edit*
> - *Delete*
> - *Submit to DOE*
> - *Manage Peer Access.*

> **Note**
>
> *Any users with the Edit, Delete, Submit to DOE, or Manage Peer Access privilege will, by default, be assigned the View privilege. If you are the submission creator, you will be assigned all submission-level privileges by default.*

4 GLOSSARY

Acronym	Definition
AO	Administrative Officer
BO	Business Officer
DOE	Department of Energy
LOI	Letter of Intent
ET	Eastern Time
PAMS	Portfolio Analysis and Management System
PI	Principal Investigator
POC	Point of Contact
SBIR	Small Business Innovation Research
SC	Office of Science
SRO	Sponsored Research Officer

5   PAMS HELPDESK CONTACT INFORMATION

If you have any questions regarding PAMS or if you have any trouble accessing your information in PAMS, please contact the PAMS Helpdesk staff as follows:

Phone	Hours of Operation	Email
(855) 818 -1846 (Toll-free) (301) 903-9610	9:00 AM – 5:30 PM Eastern Time (ET) Monday – Friday	sc.pams-helpdesk@science.doe.gov