Portfolio Analysis and Management System (PAMS) External User Guide

Version 11.3

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Prepared for:

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Revision History

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02/27/2012	1.0	Original	REI Systems
05/18/2102	2.0	Updated the screen shots and content based on changes made to external registration process.	REI Systems
06/08/2012	3.0	Made changes to the document based on comments from DOE.	REI Systems
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07/11/2016	11.3	Changed title page to correct office. Added instructions for changing an award SRO/BO/AO.	REI Systems

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1.0 INTRODUCTION

The *Portfolio Analysis and Management System (PAMS)* is a Web-based system for managing Proposals and Reviews submitted to the DOE Office of Science. The PAMS experience is role- and user-sensitive, meaning that each user will see only information and action options that are pertinent to him orher. 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 and reviewers. It includes step-by-step directions for registering, applying for financial Awards, reviewing Proposals, tracking Proposals, and taking action on any Proposal or Review assigned to you.

The *PAMS External User Guide* comprises the following sections:

- Section 2.0, *Getting Started*, is a high-level system overview, whichincludes:
  - Getting familiar with PAMS
  - Log-in information
  - Supported browsers
  - Navigation through the system
  - System conventions
  - Search fields
  - Pending tasks.
- Section 3.0, *What Can I Do in PAMS?*, provides instructions for system actions that users are apt to employ every time they are in PAMS. These actionsinclude:
  - Registering to PAMS
  - Managing Institutions
  - Managing submissions
  - Viewing Proposal reviews
  - Tasks to complete after submission
  - Reviewing Proposals.
- **APPENDIX A**, Glossary, provides definitions for the acronyms and potentially unfamiliar terms in the User Guide.
- **APPENDIX B**, PAMS Helpdesk Contact Information, provides telephone numbers and email addresses of the PAMS Helpdesk, which is ready to assist you with using thesystem.
- **APPENDIX C**, Proposal Process Flow in PAMS, is a high-level flow diagram of the phases that a Proposal goes through in PAMS.

2.1 GETTING STARTED

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.

2.2 Getting Familiar with the PAMS User Interface

The following sections introduce you to the various ways you will interact withPAMS.

2.3 Logging In

Follow the steps below to log into PAMS:

1. Open your Internet browser.
2. In your browser window, enter the Website address https://pamspublic.science.energy.gov/ for DOE PAMS and press the **Enter** button. If reading this user guide online, merely click the hyperlinked Website address above to go to PAMS.
3. Enter your user name and password.
4. Click the **Log In** button.

Note

PAMS will time out after 30 minutes of inactivity, at which point you will have to log in again.

2.2.1 PAMS Account Is Locked

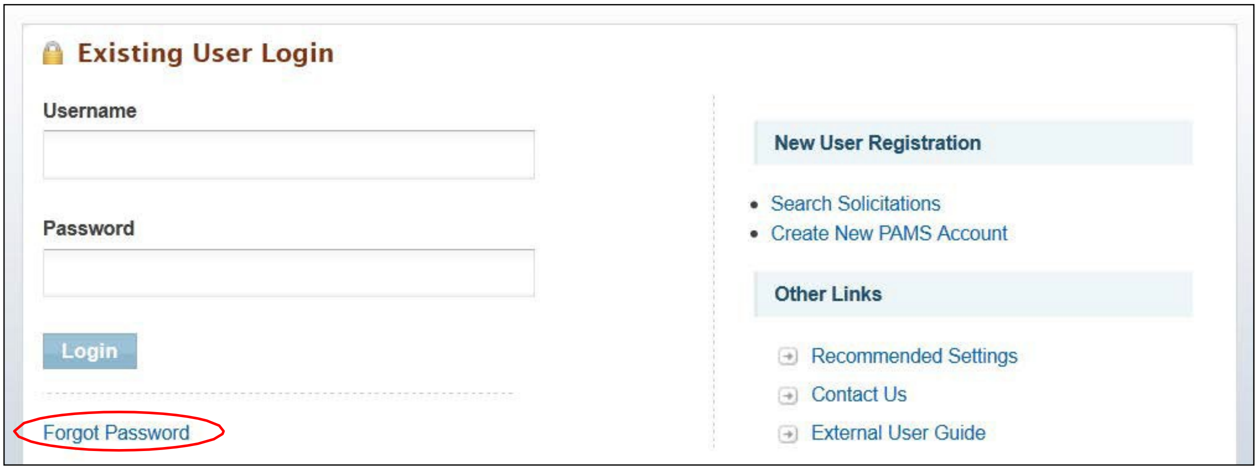
PAMS locks your account if you try to log in **three times** with an incorrect password. You will have to wait 30 minutes before attempting to log in again.

2.2.2 Forgot PAMS Password

To reset your password:

1. Click the **Forgot Password** link on the login page (Figure 1).
2. Answer the security question you set up. You will then receive an email from PAMS with a temporary password. Try logging in again.
3. If you have forgotten the answer to your security question, or are still having login problems, please contact the PAMS Help Desk for assistance (see Appendix B).

Figure 1. PAMS Existing User Login: Forgot Password Link



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	9.0 and above (11.0 is recommended) PLEASE NOTE: Internet Explorer 10.0 is not supported.
Firefox	3.6 and above (3.6 is recommended)
Safari	5.1 and above (5.1 is recommended)
Chrome	20.0 and above (20.0 is recommended)

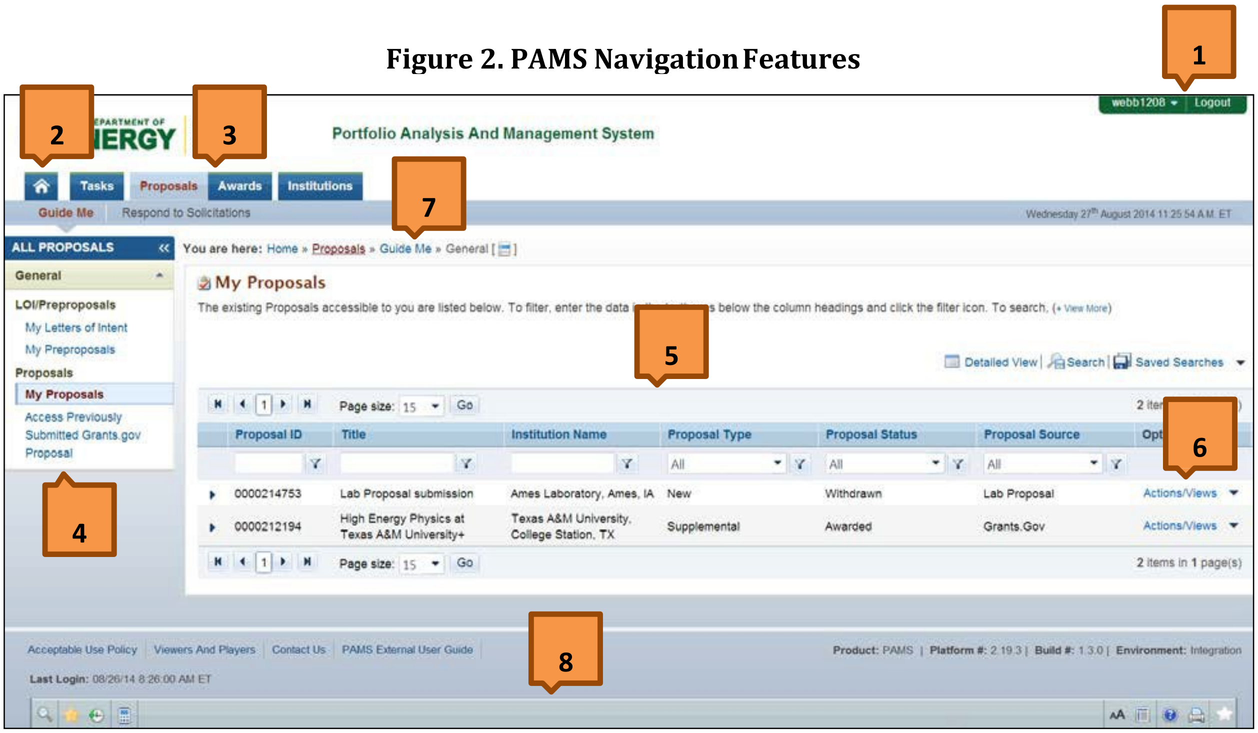
2.4 System Navigation

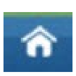
As with many other Web-based systems, your primary input tools are your keyboard and mouse. Additionally, most PAMS pages support keyboard navigation:

- Use the *Tab* key to move the cursor to the next data-entry field or link.
- Use the *Enter* key to open a link.
- Use *Shift+Tab* to move in reverse order through fields and links.

Figure 2 and its accompanying table show and describe the primary navigation features inPAMS.

Figure 2. PAMS Navigation Features



Ref. #	Element	Description
1	Account (username) Dropdown, *Logout* Link	Refer to Section 2.9, View/Update Your PAMS Profile, for more information on the account dropdown. Click the *Logout* link to exit PAMS. To log into PAMS again, you will have to provide your login credentials.
2		Click the Home icon to go to the PAMS *Welcome* page. Once there, click the *Recommended Settings* link to see the browser and system settings that provide optimal viewing of PAMS.
3	Tabs	At the top of most PAMS pages are tabs to help you navigate through different modules in the system. The tabs shownhere are , Tasks, Proposals, Awards, and Institutions. The tabs bar, DOE logo, and Account/*Logout* links can be hidden temporarily by clicking the double-arrows up button at the far right end of the tabs bar. To make these page features re-appear, click the double-arrows down button at the top right of the page.

Ref. #	Element	Description
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 button « 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. Most grids also have a *Search* feature. The search pane is accessed by clicking the *Search* link above the grid. The *Page Size* fields enable 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 Dropdown (also called *Options* column dropdown)	The right-most column in a grid is the *Options* column. Available options will vary from record to record. Click the dropdown arrow next to the link to reveal the options.
7	Breadcrumb Navigation	Each PAMS page 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 Search, Favorites, Recently Accessed, Print, and so on.

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.
	Exception: This symbol denotes either a discrepancy or inconsistency in the information entered. Such errors must be corrected orjustified.
	Information: This symbol designates a note containing important information regarding your document or report.
	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.
	Success Message: This symbol appears when a particular process has been executed successfully, such as when information is saved orsubmitted.
	Tool Tip: This icon is often located near data fields. Hover your mouse over the icon to read a description of the data field. **Example:** 

2.6 Search Fields

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

- Institution Name like: 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 entity 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 *Water*field Company or *Water*man University), enter “water” in the search field and click the **Search** button. 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 the **Search** button.

2.7 Access Tasks

Tasks are action items that are in your queue. They are usually pending actions that are time sensitive and require your immediate attention. You can access all the tasksassigned to you as follows:

1. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 4).

Figure 3. PAMS Home Page – Tasks Tab

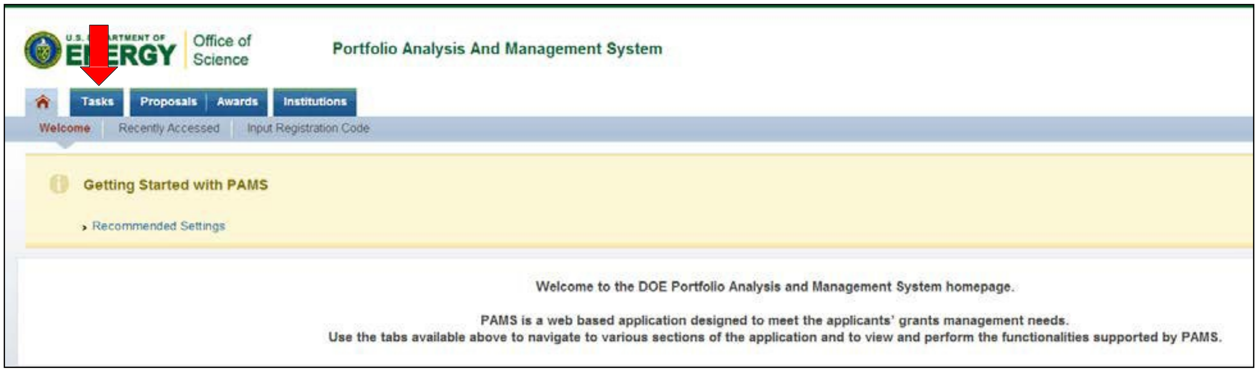
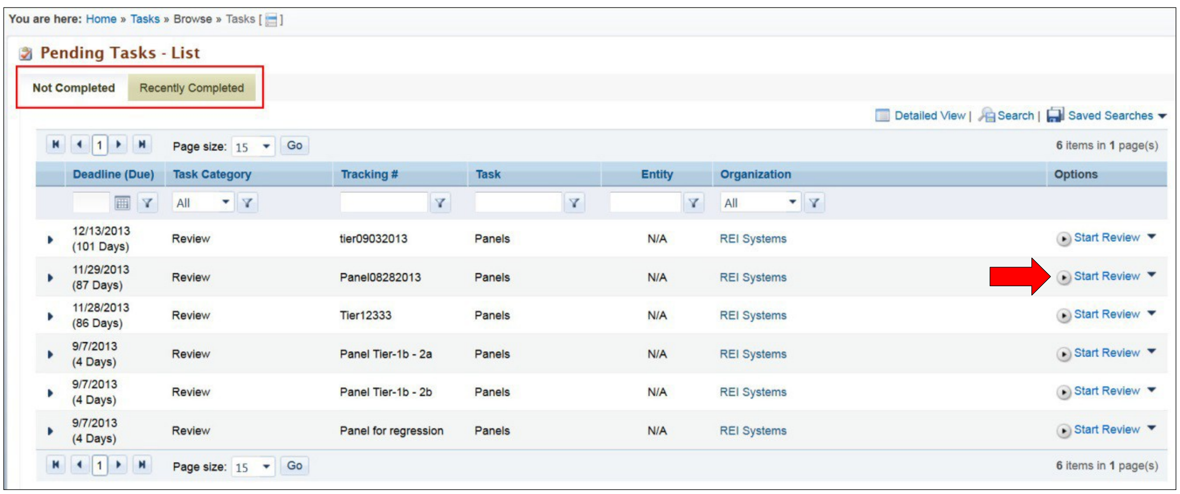
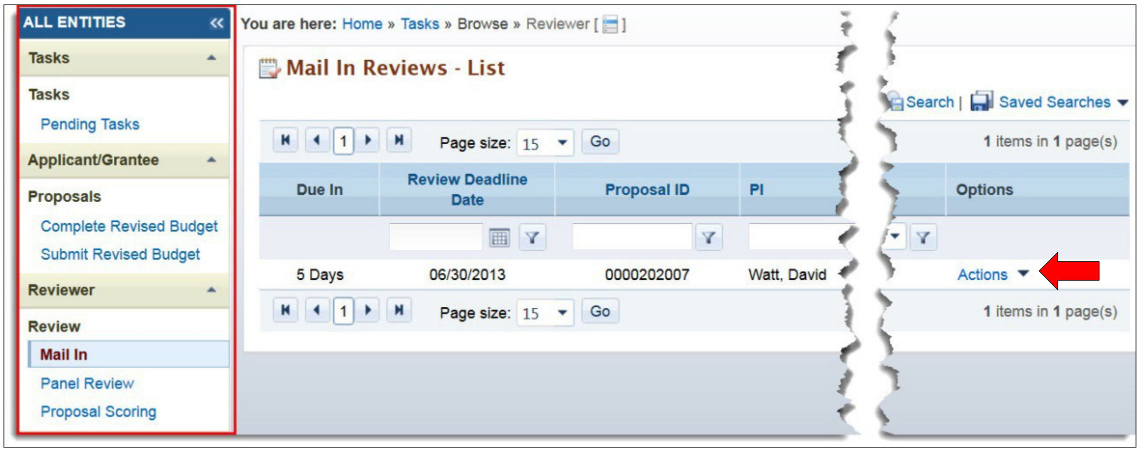


Figure 4. Pending Tasks - List Page



2. By default, the *Pending Tasks – List* page displays all the tasks currently assigned to you that need your prompt attention. Click the **Start** link, under the *Options* column, to begin working on a task.
3. The *Pending Tasks - List* page has two tabs: *Not Completed* and *Recently Completed*. Tasks assigned to you and awaiting action by you are under the *Not Completed* tab. The *Recently Completed* tab enables you to see tasks that have beenprocessed.
4. Alternatively, you can click the task name in the left navigation menu (Figure 5) to view the list of documents requiring that task.

Figure 5. Left Navigation for Tasks



5. Click the **Actions** link in the *Options* column to view and complete the task.
6. Once the task has been completed, the task moves to the *Recently Completed* tab.

2.8 How to Attach a File in PAMS

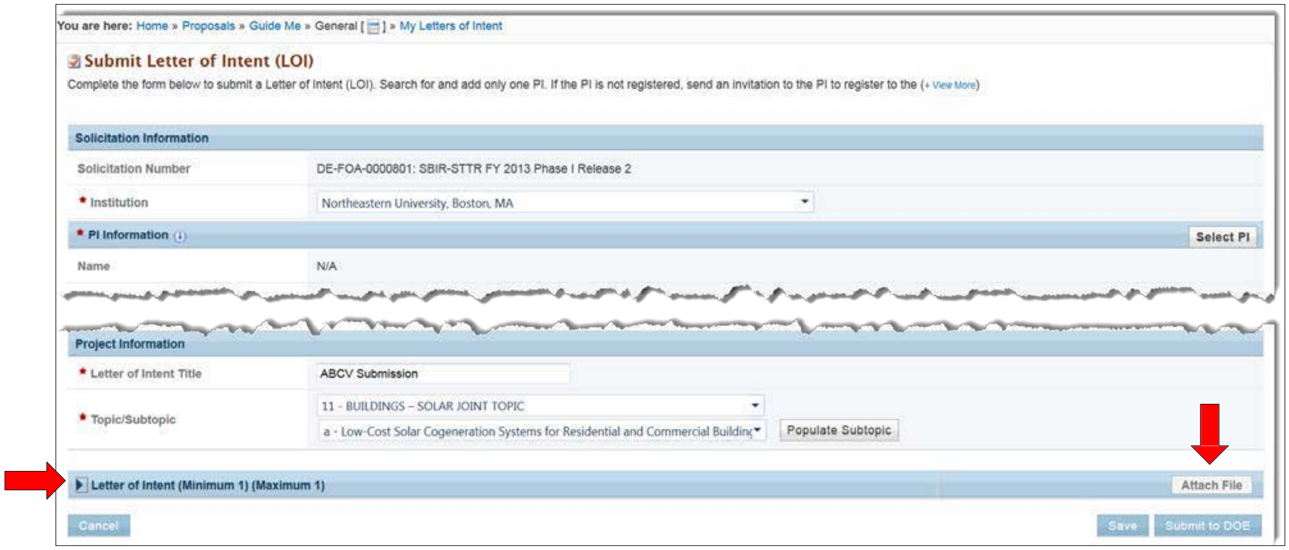
Some PAMS activities, such as submitting Proposals, Preproposals, Letters of Intent (LOI), and Revised Budgets, enable you to attach one or more document files from your personal computer or network. Attaching a file can be either an option or a requirement, depending on the task you are performing.

The following steps explain how to attach document files in PAMS. The Submit Letter of Intent (LOI) screens are used as an example for this procedure.

> Note
>
> ***Attaching a document file is usually the last step in a procedure. For that reason, the* Attach File *button could be grayed-out when you first come to a page, as it is in Figure 6. Fill in all the other mandatory fields first before attempting to attach files.***

1. Expose the attach-file fields, if they not already visible, by clicking either the **Attach File** button at the far right of the page of the section title or the arrow at the far left of the section title (Figure 6).

Figure 6. Attach File:
Screen 1



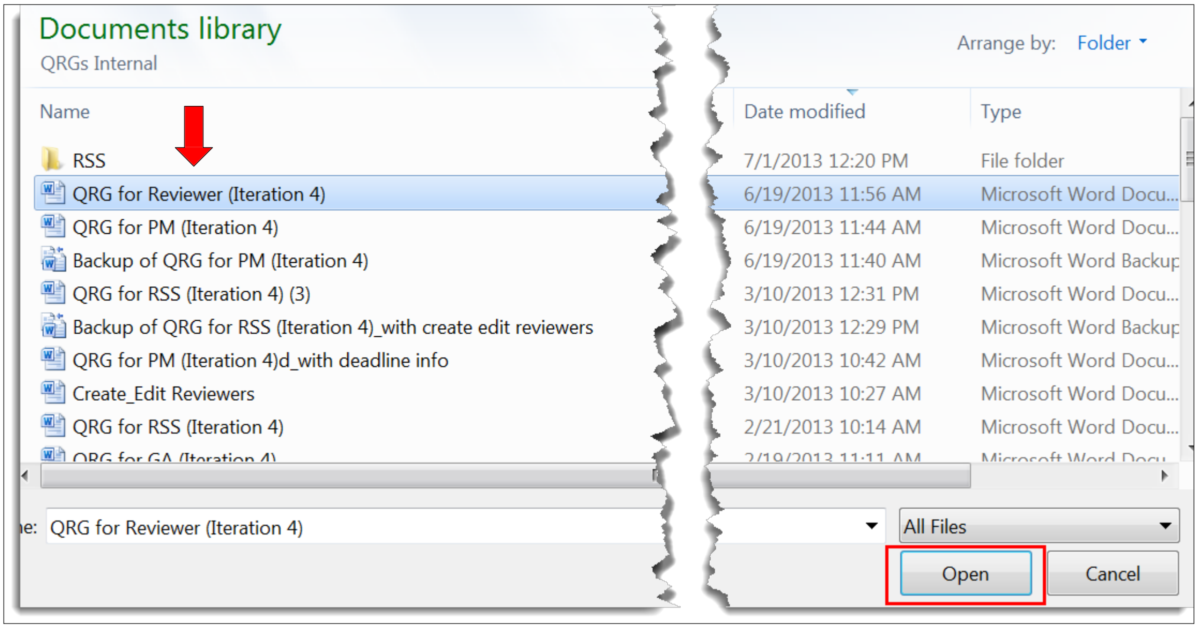
2. Click the **Browse** button (Figure 7) to select a file from your computer or network (Figure 8)

Figure 7. Attach File:
Screen 2

Note

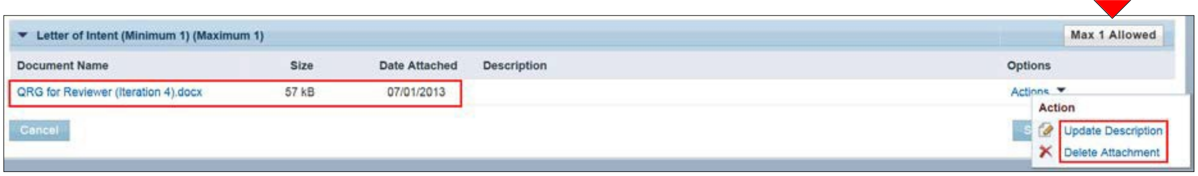
The Documents library page shown in Figure 8 is only a sample. Your document files will look different.

Figure 8. Attach File: Screen 3



3. Highlight the file you wish to attach in PAMS and click the **Open** button.
4. Click the **Upload** button (Figure 7) to attach the document file in PAMS, as shown in Figure 9. (*Max 1 Allowed* means that PAMS only accepts one file attachment for thisfunctionality.)

Figure 9. Attach File: Screen 4



5. If you wish, enter an optional document summary in the *Description* field (Figure 7).
6. In the *Options* column, click the **Actions** dropdown (Figure 9). If necessary, click eitherthe **Update Description** link or the **Delete Attachment** link to perform the respectiveaction.
7. Click the **Save** button (Figure 7) to retain yourwork.
8. Click the **Submit to DOE** button if your work is complete and ready to send to DOE.

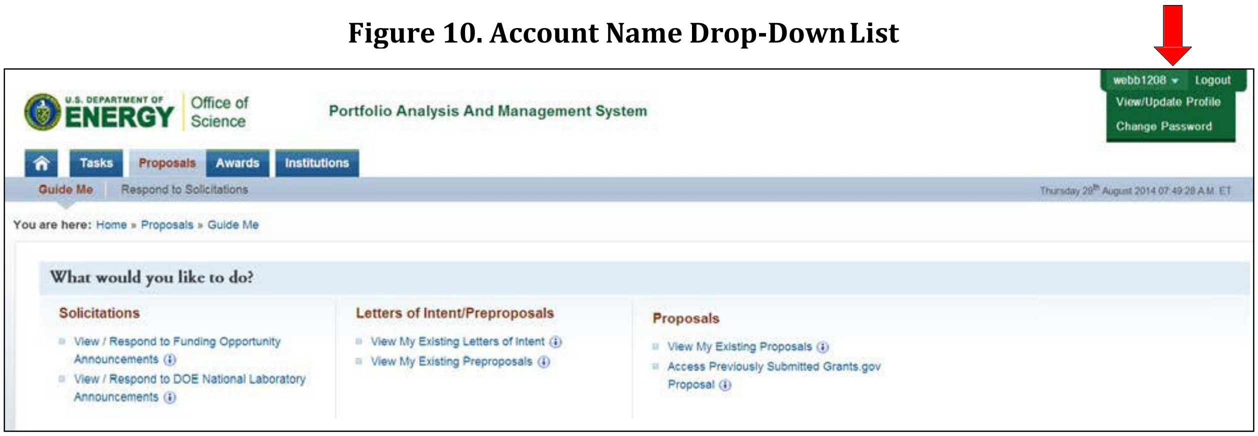
2.9 View/Update Your PAMS Profile

The *View/Update Profile* page (Figure 11) enables PAMS users to view and update their personal PAMS information.

2.9.1 How to View Your Profile

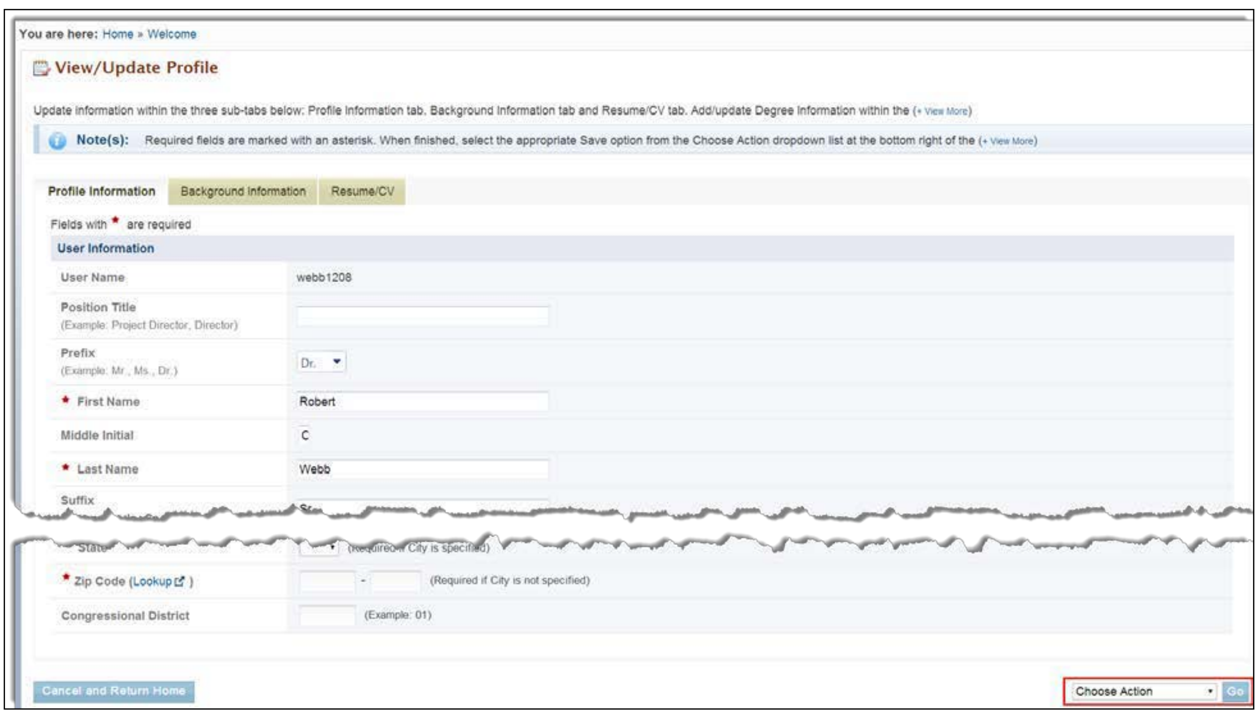
1. From any PAMS page, click the account name drop-down list located in the green bar at the top-right corner of the page (Figure 10).

Figure 10. Account Name Drop-Down List



2. Click the **View/Update Profile** link from the drop-down list to go to the *View/Update Profile* page (Figure 11).

Figure 11. View/Update Profile Page



2.9.2 How to Update Your Profile

1. The *View/Update Profile* page has three sub-tabs: *Profile Information*, *Background Information*,

and *Resume/CV*.

2. Click the tab labels to view the information contained on those pages. If required, update the information in the fields on the page.
3. Alternatively, you may select **Save and Continue** from the *Choose Action* drop-down list at the bottom right corner of the page. Click the **Go** button and proceed to the nexttab.
4. You may also select **Save and Return Home** from the drop-down list to save your changes and return to the PAMS home page.

3.1 HOW DO I REGISTER TO PAMS?

The following sections explain the process of registering to PAMS.

3.2 Registration

Registering to PAMS is a two-step process:

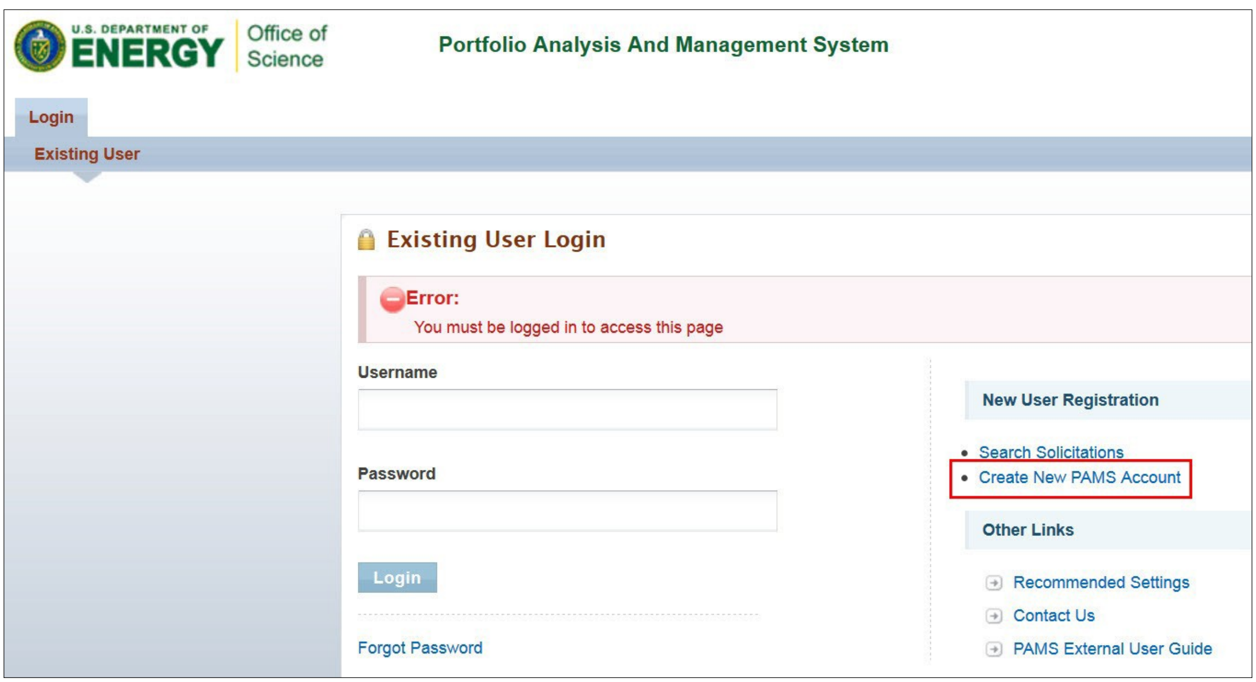
1. Register to PAMS.
2. Register to an Institution.

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 may 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?

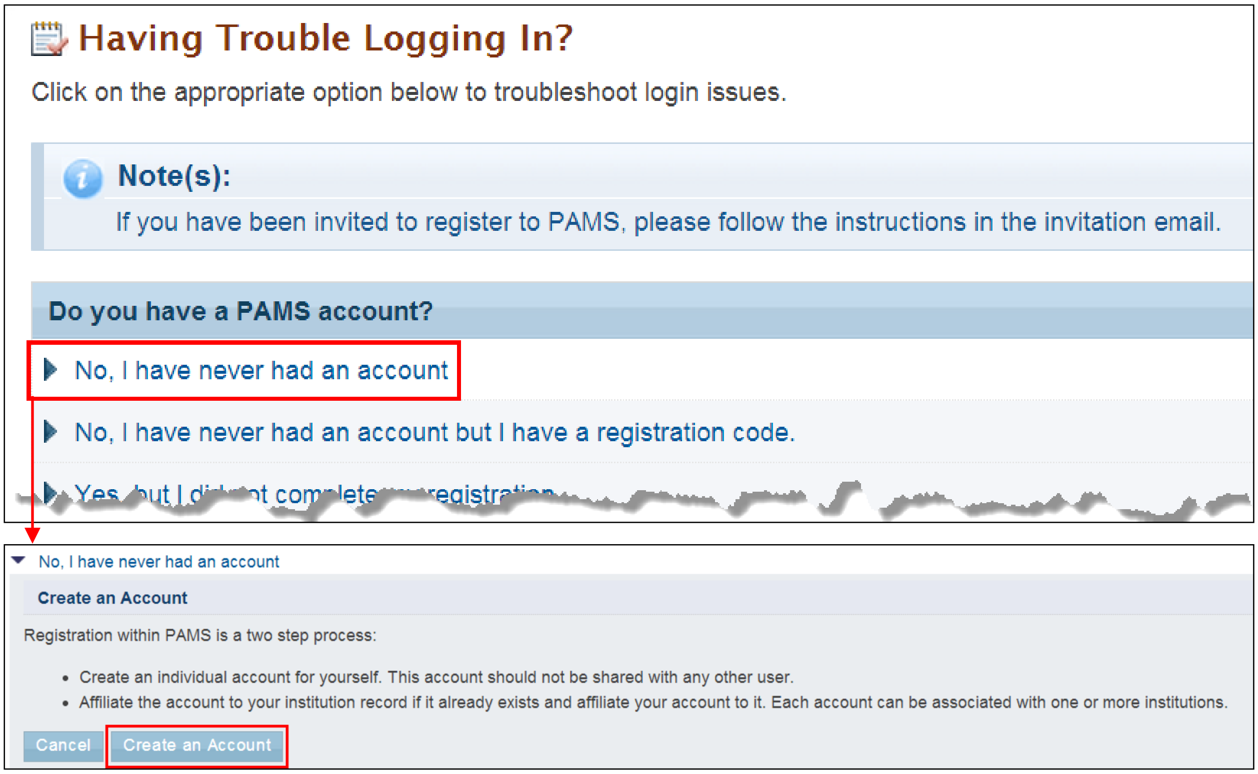
1. Go to the PAMS Website (https://pamspublic.science.energy.gov/).
2. Click the **Create New PAMS Account** link at the far right of the page (Figure 12).

Figure 12. PAMS Login: Create New Account Link



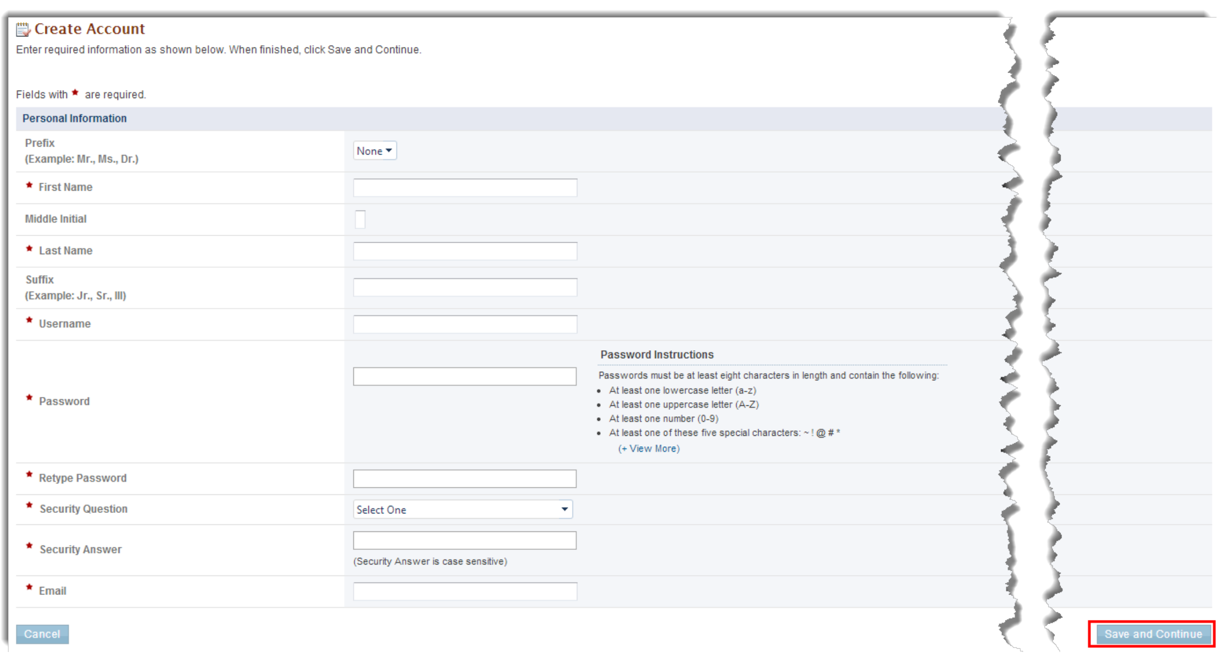
3. On the *Having Trouble Logging In* page (Figure 13), click the **No, I have never had an account** link, which expands. Then click the **Create an Account** button.

Figure 13. Having Trouble Logging In Page



4. This takes you to the *Create Account* page (Figure 14). Complete the form. Note that fields marked by a red star ★) are mandatory.
5. Click the **Save and Continue** button when you are finished, and the page expands further to enable you to enter more account information (Figure15).

Figure 14. Create Account Page



Note

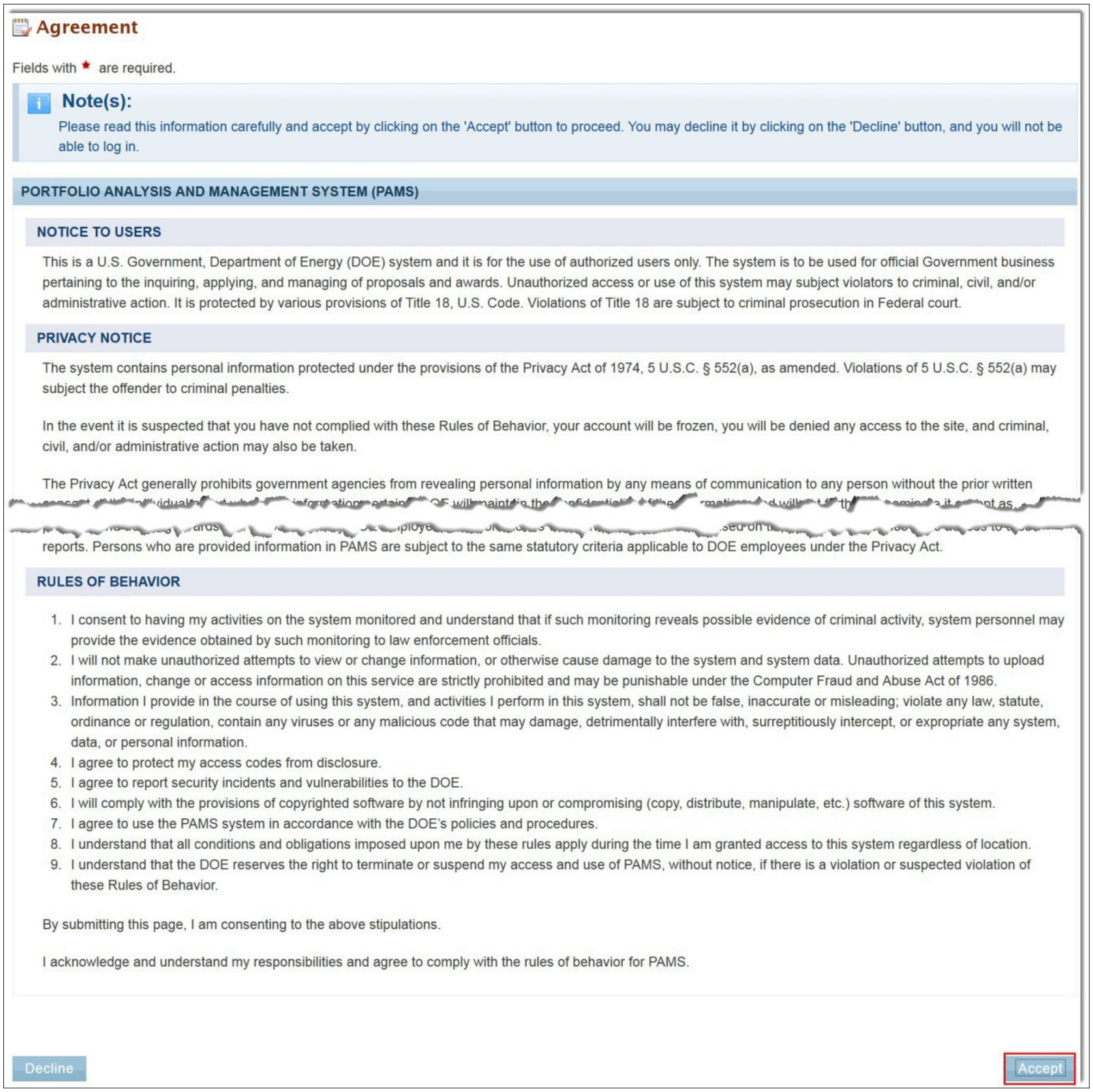
In the* Mailing Address *fields (Figure 15), you will enter information for <u>ONLY ONE</u> of the following: a Street Address, a Post Office (PO) Box, or a Rural Route:

- 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.

Figure 15. Create Account Page Expanded

6. Continue to complete all required fields. When finished, click the **Create Account** button in the bottom-right corner of the page.
7. Next, you must read the PAMS Rules of Behavior Agreement that appears (Figure 16). Clickthe **Accept** button to complete the PAMS registration process.

Figure 16. PAMS Rules of Behavior Agreement



Agreement

Fields with * are required.

Note(s):
Please read this information carefully and accept by clicking on the 'Accept' button to proceed. You may decline it by clicking on the 'Decline' button, and you will not be able to log in.

PORTFOLIO ANALYSIS AND MANAGEMENT SYSTEM (PAMS)

NOTICE TO USERS

This is a U.S. Government, Department of Energy (DOE) system and it is for the use of authorized users only. The system is to be used for official Government business pertaining to the inquiring, applying, and managing of proposals and awards. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. It is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal prosecution in Federal court.

PRIVACY NOTICE

The system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. § 552(a), as amended. Violations of 5 U.S.C. § 552(a) may subject the offender to criminal penalties.

In the event it is suspected that you have not complied with these Rules of Behavior, your account will be frozen, you will be denied any access to the site, and criminal, civil, and/or administrative action may also be taken.

The Privacy Act generally prohibits government agencies from revealing personal information by any means of communication to any person without the prior written

reports. Persons who are provided information in PAMS are subject to the same statutory criteria applicable to DOE employees under the Privacy Act.

RULES OF BEHAVIOR

1. I consent to having my activities on the system monitored and understand that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence obtained by such monitoring to law enforcement officials.
2. I will not make unauthorized attempts to view or change information, or otherwise cause damage to the system and system data. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986.
3. Information I provide in the course of using this system, and activities I perform in this system, shall not be false, inaccurate or misleading; violate any law, statute, ordinance or regulation, contain any viruses or any malicious code that may damage, detrimentally interfere with, surreptitiously intercept, or expropriate any system, data, or personal information.
4. I agree to protect my access codes from disclosure.
5. I agree to report security incidents and vulnerabilities to the DOE.
6. I will comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system.
7. I agree to use the PAMS system in accordance with the DOE's policies and procedures.
8. I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.
9. I understand that the DOE reserves the right to terminate or suspend my access and use of PAMS, without notice, if there is a violation or suspected violation of these Rules of Behavior.

By submitting this page, I am consenting to the above stipulations.

I acknowledge and understand my responsibilities and agree to comply with the rules of behavior for PAMS.

Decline Accept

Note

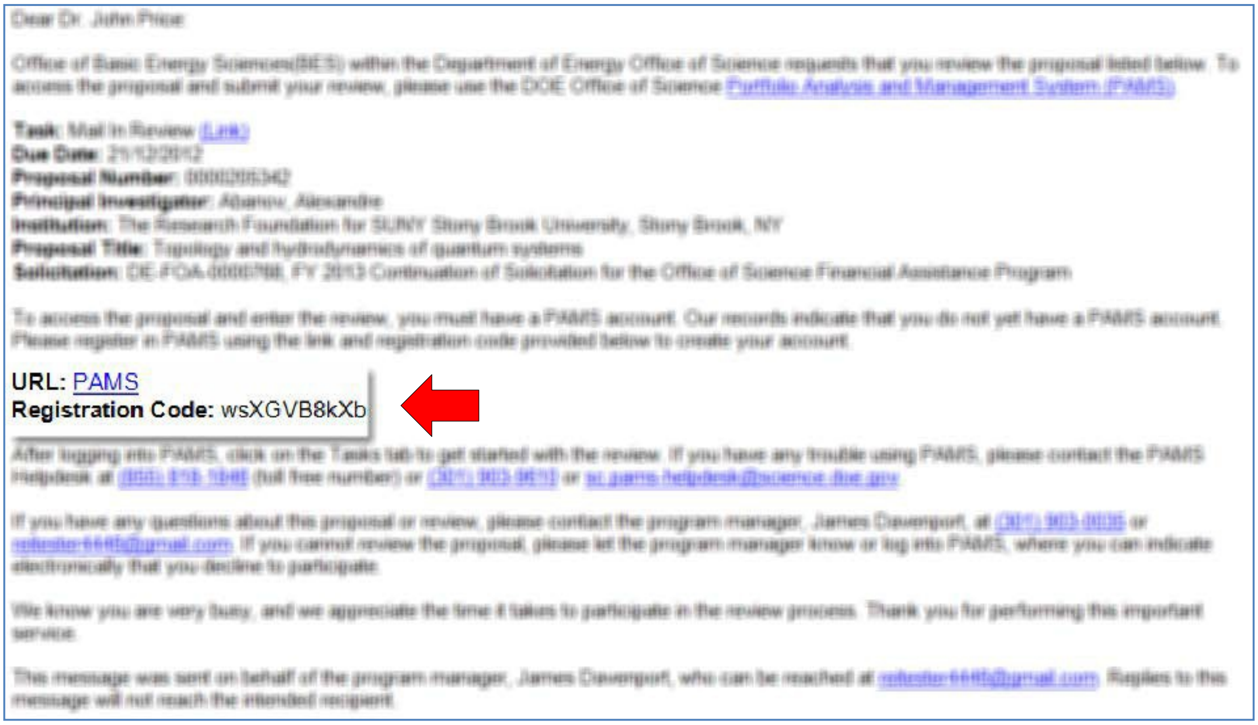
You are now registered to PAMS and are logged in. You can browse through solicitations and view other information in PAMS, but you will need to register to an institution before you can submit proposals or work with previoussubmissions.

3.1.2 How Do I Register to PAMS Using a Unique Registration Code?

If a task has been assigned to you in PAMS and you are not registered to PAMS, you will receive an email relevant to the task. This email will also provide information about registering with PAMS.

The email will provide a PAMS URL and a unique registration code that are needed to complete the registration process. Figure 17 is a sample email, with a PAMS URL and a unique registration code included.

Figure 17. Registration Code Email



1. Click the PAMS URL in the email. This will take you to the *Verify PAMS User* page (Figure18).
2. Enter the registration code and click the **Verify** button. This takes you to the *Create Account* page (Figure 14).

Figure 18. Verify PAMS User Page

Note

The First Name, Last Name, and Email fields on the* Create Account *page are prepopulated and not editable. Once you have completed your profile and are registered to PAMS, you can update these fields from your profile. Edit your profile by choosing View/Update Profile LINK from the account dropdown in the top right corner of any PAMS page (refer to Section 2.9).

3. Enter all mandatory information on the *Create Account* page.
4. Click the **Save and Continue** button when you are finished, and the page expands further to enable you to enter more account information (Figure 15).
5. Continue with the account creation process as described in Section 3.1.1, *How Do I Register to PAMS?*

3.1.3 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 Letters of Intent, Preproposals, certain types of Proposals, or work with previous submissions. As soon as you register to an institution in PAMS, an email is sent from PAMS to the institution’s Administrative SRO/BO/AO (see below) letting that person know that you have joined the institution. If the Administrative SRO/BO/AO does not believe you are authorized to be registered to the institution, he/she may remove you.

Registering to an Institution is performed using one of the following options:

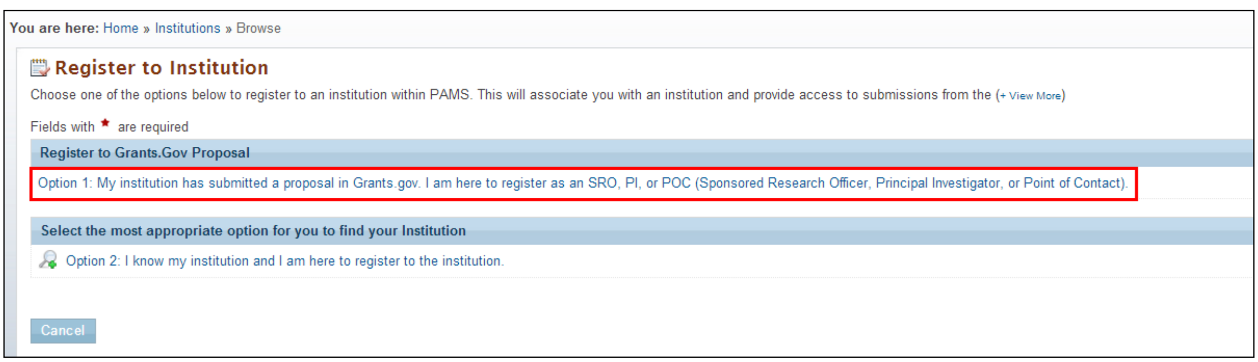
1. Register using Grants.gov Proposal Information.
2. Register using Institution Information.

3.1.3.1 Register Using Grants.Gov Proposal Information

If you are already registered to an Institution—or you do not want to register to an Institution for any other reason—click the Cancel button on this page. Upon doing so, you will be registered to PAMS but will not registered to any Institution.

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 (Figure 19).

Figure 19. Register to Institution Page



2. The form shown in Figure 20 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.

Figure 20. Register to Institution - Grants.gov ProposalPage

3.1.3.2 I Want to Register as a PI for the Institution

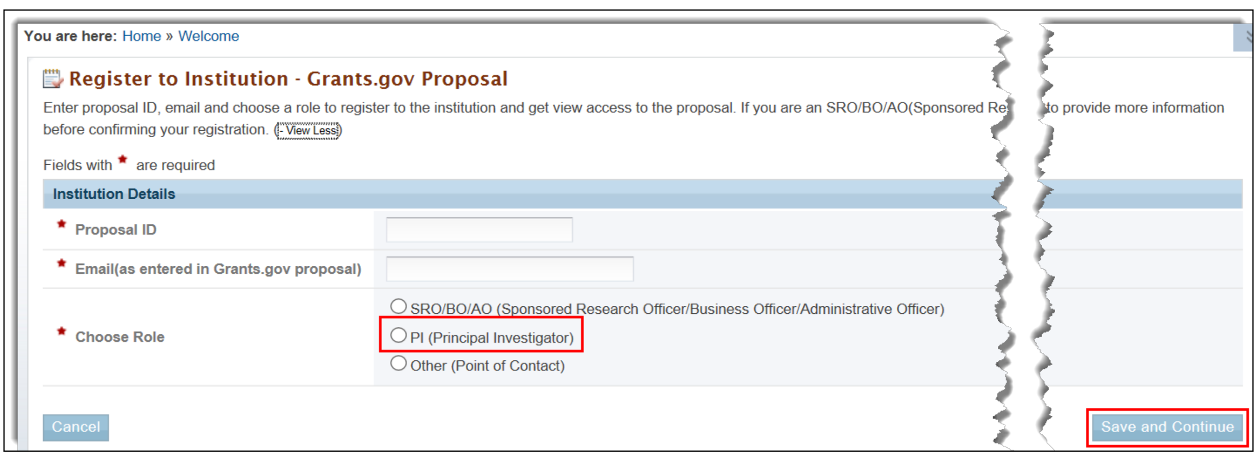
The Principal Investigator (PI) is responsible for:

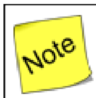
- Composing and possibly submitting LOIs, Preproposals, and certain types of Proposals in response to Solicitations.
- Overseeing the research activities supported by DOE Office of Science

Awards. Follow these steps to register as a PI:

1. Enter the PAMS *Proposal ID* and *Email* address.
2. Select the *PI* role on the *Register to Institution* page (Figure 21). Click the **Save and Continue** button.

Figure 21. Register to Institution as Principal Investigator(PI)





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 SF-424 (R&R) Proposal, which was submitted via Grants.gov. Only one PI can register to the Institution using the Grants.gov Proposal information.

3. You are taken to the *Institutions* tab (Figure 22), where a *Success* message provides registration verification.

Figure 22. Institutions List - PI Registration Success Message

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.***

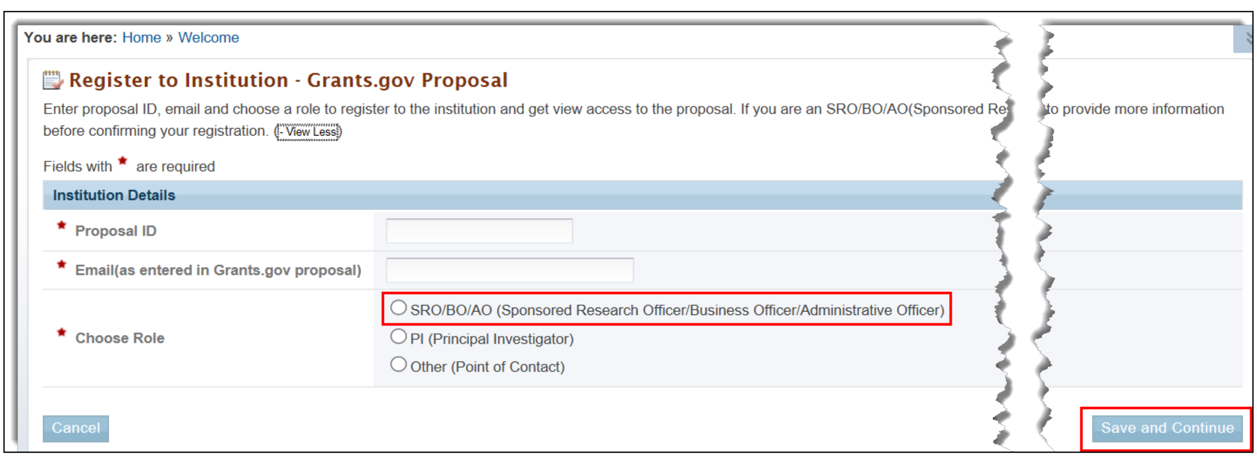
3.1.3.3 I Want To Register as an SRO/BO/AO to theInstitution

The Sponsored Research Officer/Business Officer/Administrative Officer (SRO/BO/AO) role is usually held by an administrative representative responsible for submitting Proposals to DOE Funding Opportunity Announcements (FOA) and/or managing Institution information and users in PAMS.

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

1. Enter *Proposal ID* and *Email* address.
2. Select the **SRO/BO/AO** role on the *Register to Institution* page (Figure 23). Click the **Save and Continue** button.

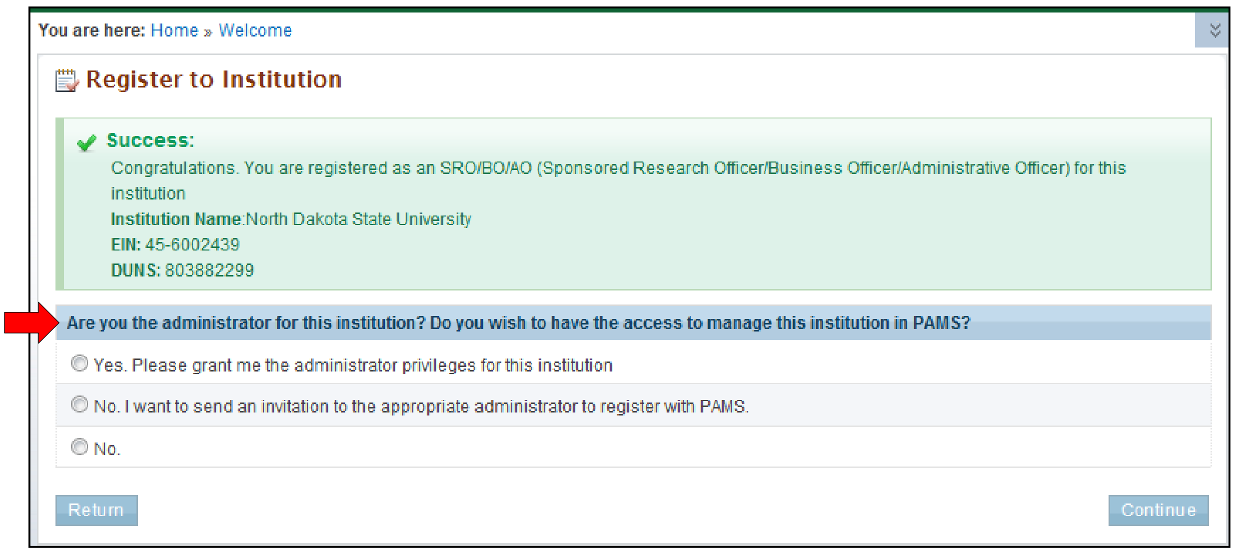
Figure 23. Register to Institution as an SRO/BO/AO

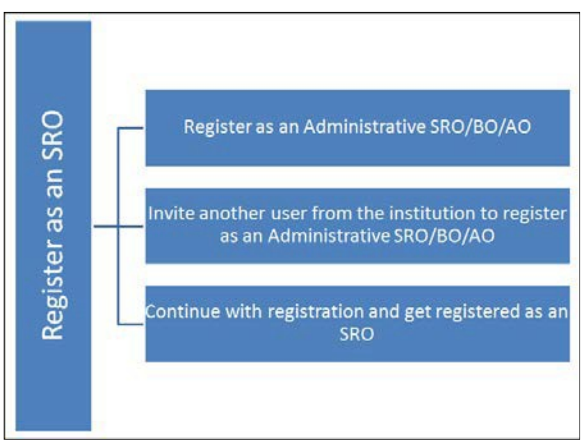


> ***The Proposal ID and email address should match the Proposal ID and email address listed in the automated email sent by PAMS upon receiving the SF-424 (R&R) Proposal, which was submitted via Grants.gov. Only one SRO/BO/AO can register to the Institution using the Grants.gov Proposal information.***

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 (Figure 24). The Administrative SRO/BO/AO is responsible for managing users and the institution profile in PAMS.

Figure 24. Register to Institution as Administrative SRO/BO/AO



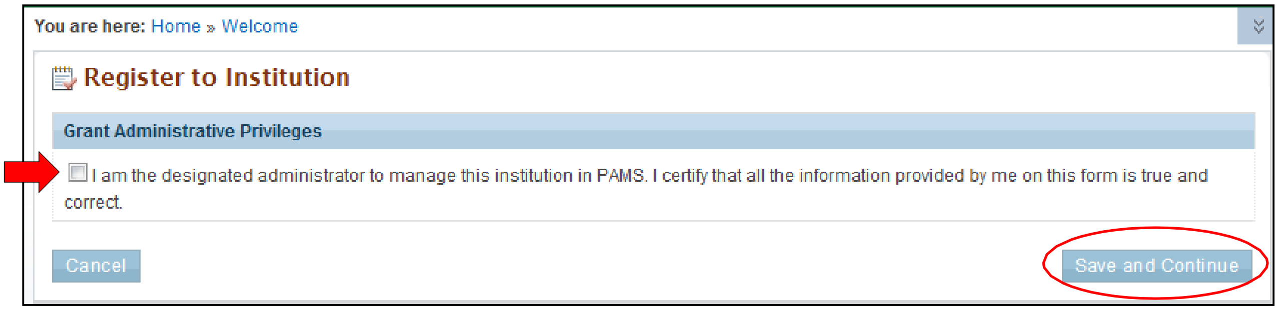


At this point, you will be presented with the following three options:

- 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 only register as an Administrative SRO/BO/AO.

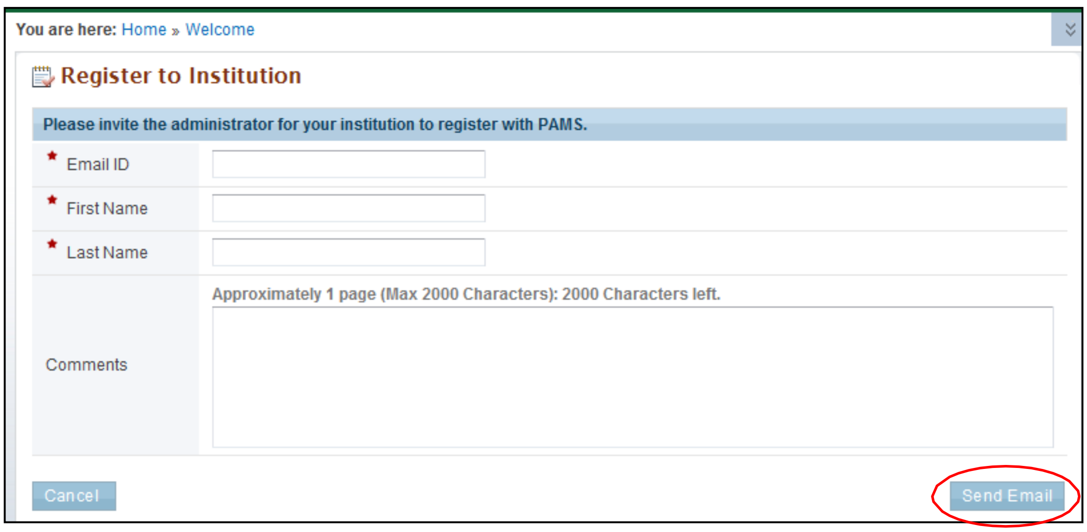
4. If you choose to register as an Administrative SRO/BO/AO, click the check box to accept the agreement and click the **Save and Continue** button (Figure 25). This will take you to the *Institutions* tab.

Figure 25. Register to Institution as DesignatedAdministrator



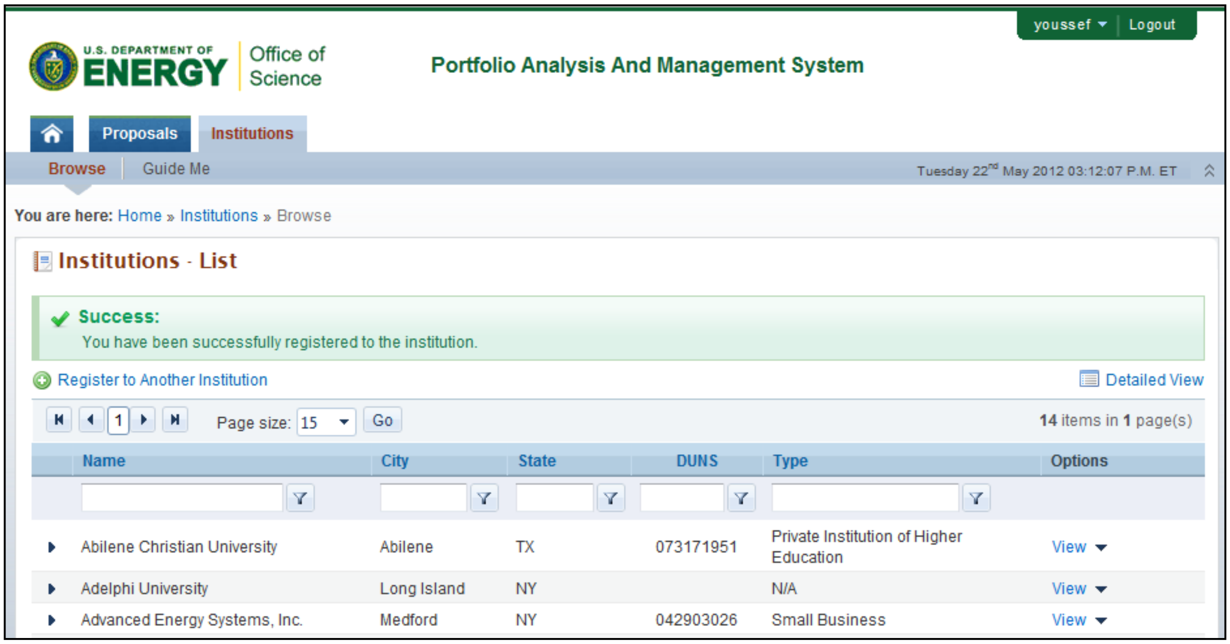
5. If you choose to invite another user to register as an Administrative SRO/BO/AO to the Institution (Figure 26), provide all mandatory inputs on page (all fields marked by a red star are mandatory) and click the **Send Email** button. This will send an email to the person you identified and take you to the *Institutions* tab.

Figure 26. Register to Institution - Invite Another User to Register asAdministrator



6. If you simply want to register to the Institution, you are taken to the *Institutions* tab, wherea *Success* message provides registration verification (Figure 27).

Figure 27. Institutions List - SRO/BO/AO Registration Success Message



Note

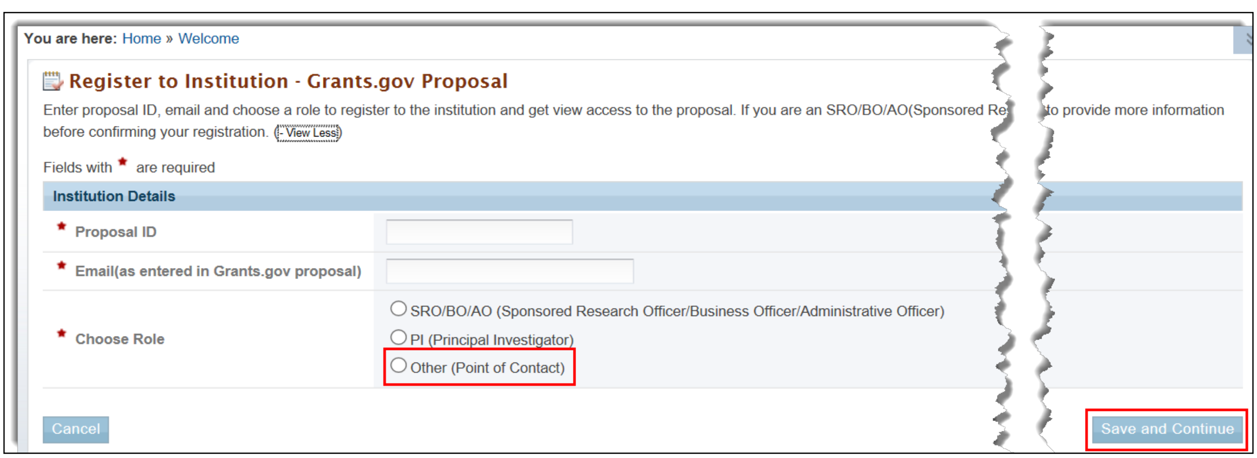
At this point, you will be registered to the Institution as an SRO. Depending on whether you chose to be the Administrative SRO/BO/AO, you will also have the Manage Institution and Manage Users privileges. Once you are registered as an SRO/BO/AO to the Institution, you will have View and Manage Peer Access privileges to the Grants.gov Proposal.

3.1.3.4 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. Select the *Other (Point of Contact)* option on the *Register to Institution* page (Figure 28). Click the **Save and Continue** button.

Figure 28. Register to Institution - as Point of Contact(POC)



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 SF-424 (R&R) 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, where a *Success* message provides registration verification (Figure 29).

Figure 29. Institutions List -Point of Contact Registration Success Message

At this point, you are registered to the Institution as a POC. Additionally you will also be able to view the Proposal.

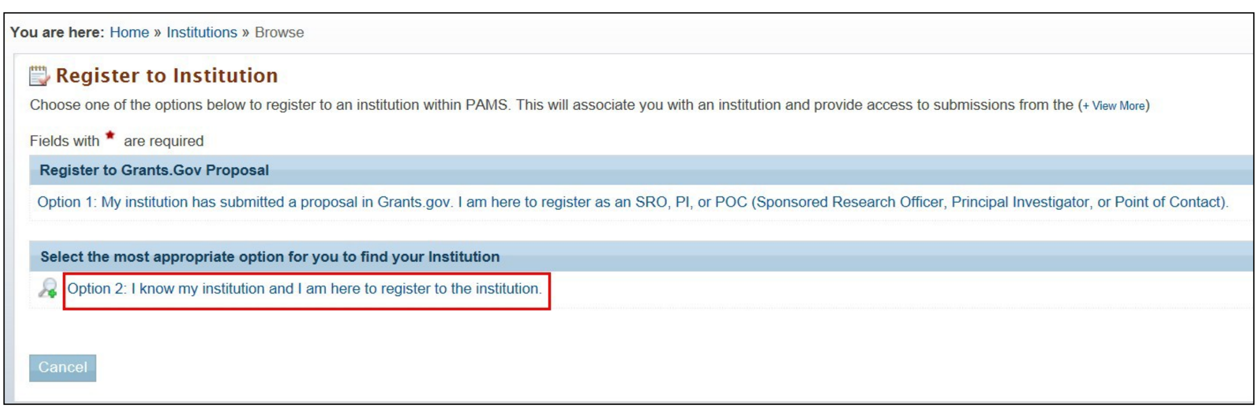
3.1.3.5 Register Using Institution Information

This section covers two ways to register using Institution information.

3.1.3.5.1 I Want to Register as a PI/Other User to the Institution, Using Institution Information

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 (Figure 30).

Figure 30. Register to an Institution, Using Institution Information Page



2. Enter all mandatory information on the page and click the **Search** button (Figure 31). Note that fields marked by a red star are mandatory. Choose the *PI* or *Other* role.

> ***If you are a Reviewer or a POC for any proposal from the institution, please select the "Other" option. You may also select the "Other" option if you are not associated with any proposal from the institution.***

> ***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 the*** *Search* ***button. The system searches for and pulls up all Institutions with "water" as part of the Institutionname.***

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

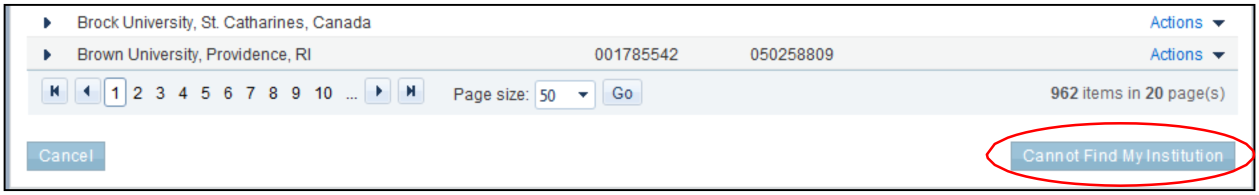
Figure 31. Registering to an Institution – Search Button

3. If you find your Institution listed in the grid, click the **Action** link and then click the **Add me to this Institution** link (Figure 32).

Figure 32. Registering to an Institution – Adding Self

4. If you do not find your Institution, search again until you find it. If you suspect your institution is not in the system, click the **Cannot Find My Institution** button (Figure 33).

Figure 33. Registering to an Institution –Cannot Find My Institution Button

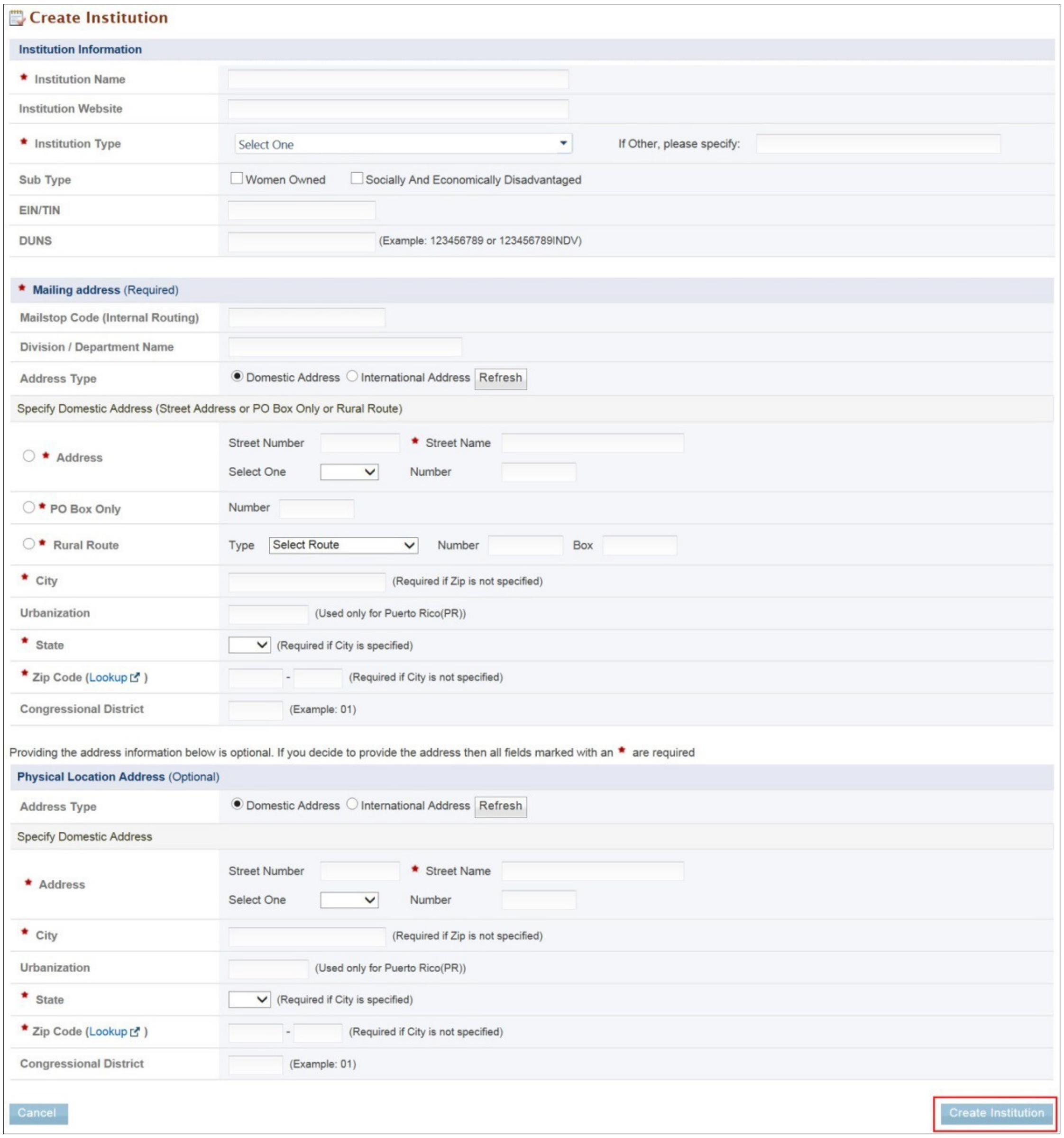


5. Enter mandatory inputs to create the Institution and click the **Create Institution** button to create a new Institution in PAMS on the *Create Institution* page (Figure 34). Note that fields marked by a red star are mandatory.

In the* Mailing Address *fields (Figure 34), 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 21^{st} Street, *123* is entered in the *Street Number* field, not *21^{st}*. You would enter *21^{st} 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.

Figure 34. Create Institution Page



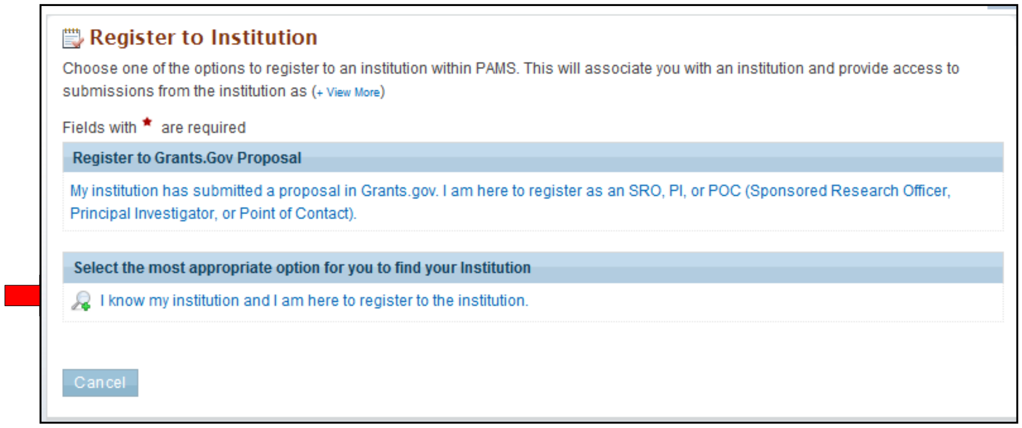
6. Upon successful registration, you are taken to the *Institutions* tab, where a*Success* message confirms registration verification.

At this point, you are registered to the Institution as a PI/Other Userrole.

3.1.3.5.2 *I Want to Register as an SRO/BO/AO User to the Institution Using Institution Information*

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 (Figure 35).

Figure 35. Register to an Institution as an SRO/BO/AO

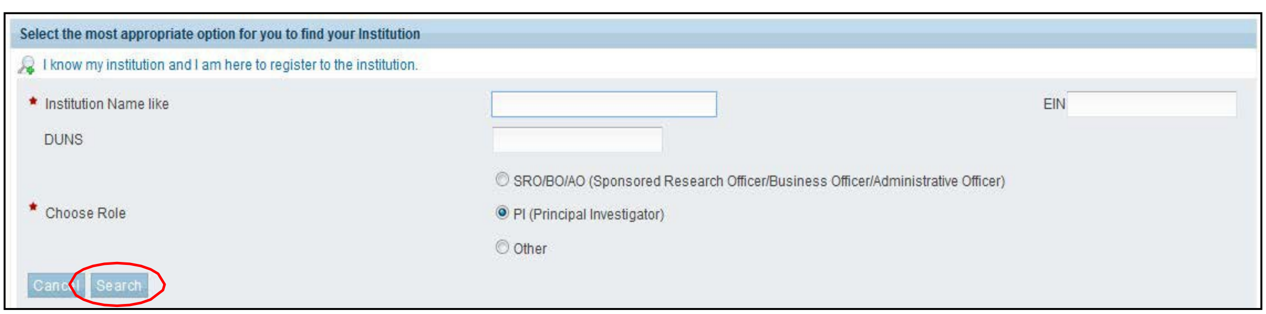


2. Input all mandatory information on the page and click the **Search** button. Note that fields marked by a red star are mandatory. Choose the role as *SRO/BO/AO* (Figure36).

Note	***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 the*** *Search* ***button. The system searches for and pulls up all Institutions with "water" as part of the Institutionname.***

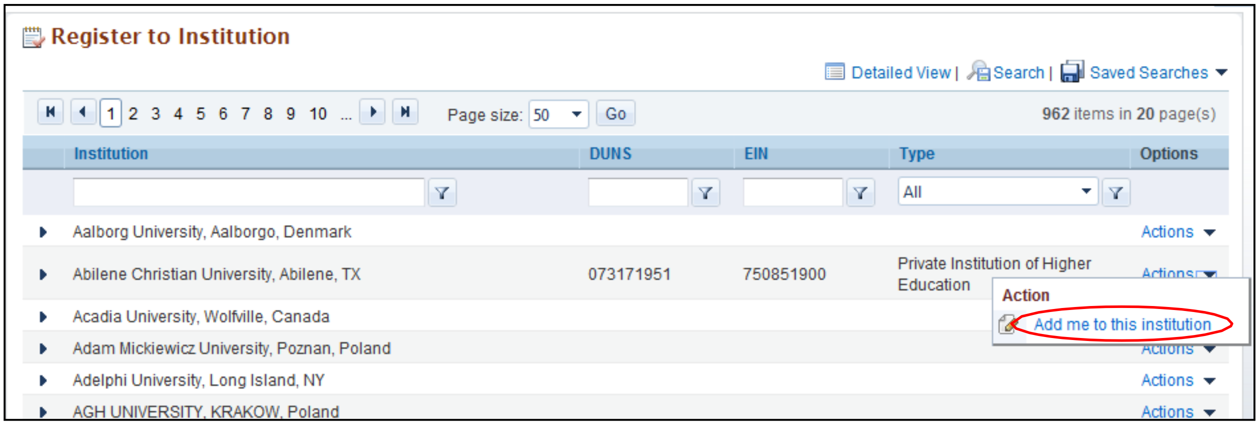
- Institution Name like: Enter the Institution Name or at least a part of it
- EIN: Enter the Employer Identification Number(optional)
- DUNS: Enter the DUNS number (optional).

Figure 36. Register to an Institution - Selections



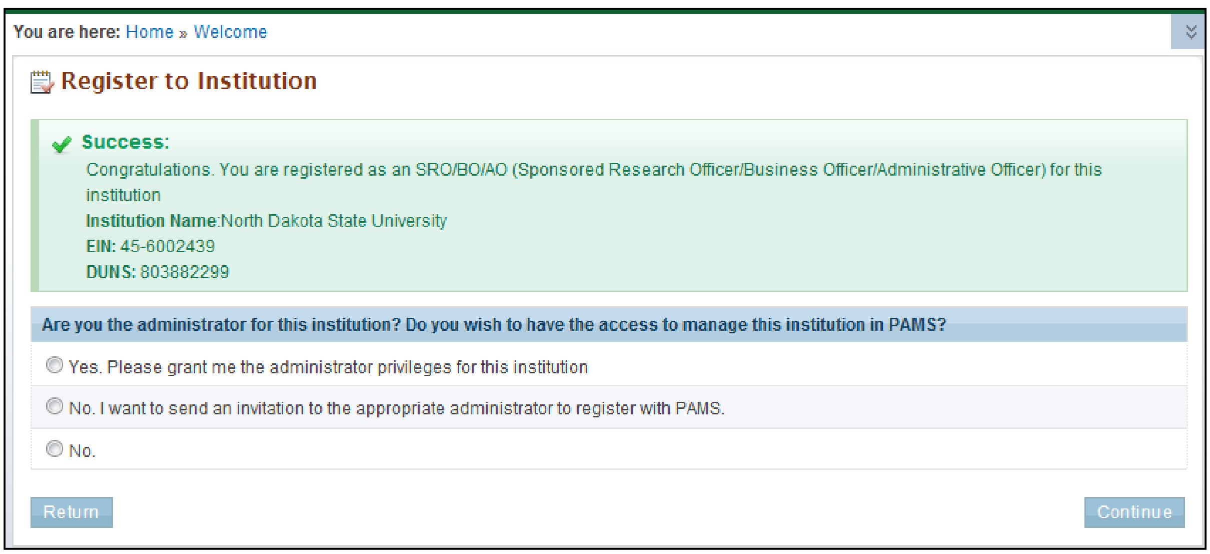
3. If you find your Institution listed in the grid, click the **Action** link and then click the **Add me to this Institution** link (Figure 37).

Figure 37. Register to an Institution - Add Me to ThisInstitution



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 (Figure 38).

Figure 38. Register to an Institution - as an Administrative SRO/BO/AO

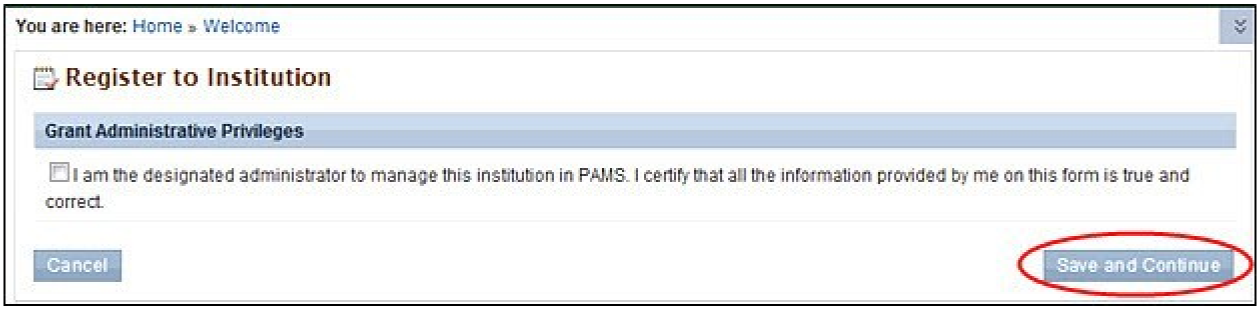


At this point, you are presented with the following three options:

- 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 only register as an SRO.

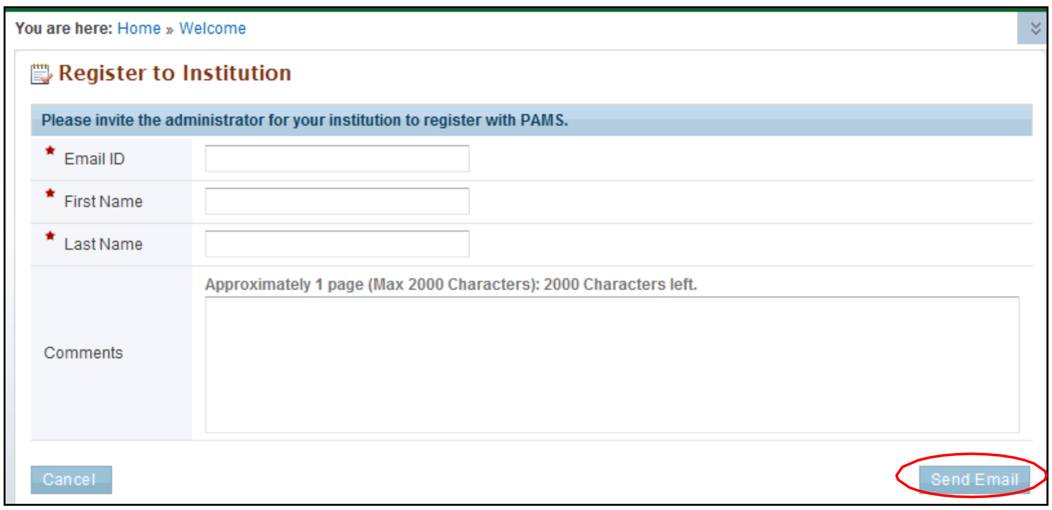
5. If you choose to register as an Administrative SRO/BO/AO, click the check box to accept the agreement and click the **Save and Continue** button (Figure 39). This will take youto the *Register* *to Institution* page (Figure 40).

Figure 39. Register to Institution as an Administrative SRO/BO/AO



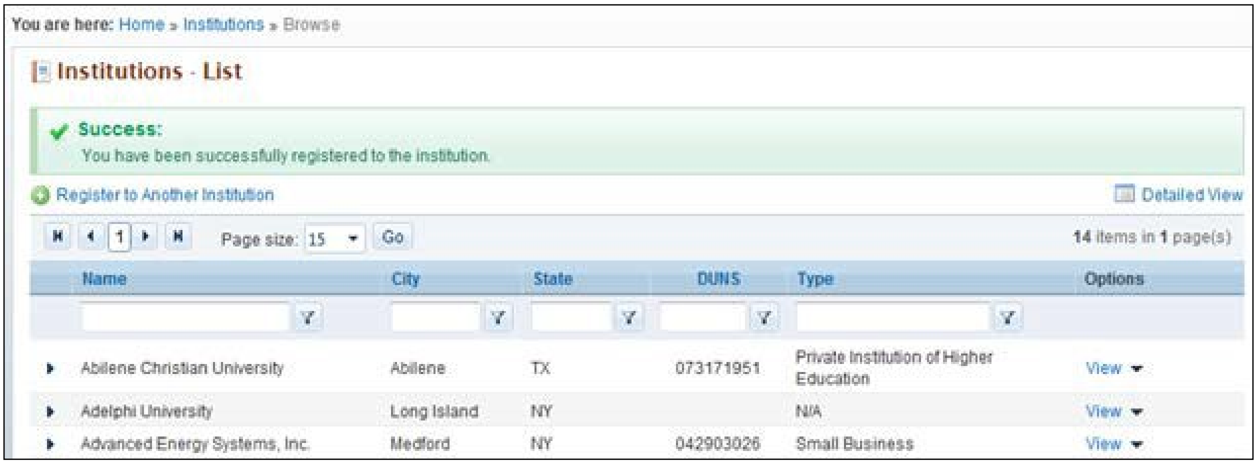
6. If you choose to invite another user to register as an Administrative SRO/BO/AO to the Institution, provide all mandatory inputs on the Email page and click the **Send Email** button. Note that fields marked by a red star are mandatory. This will take you to the *Register to Institution* page (Figure 40).

Figure 40. Register to Institution - Invitation to Administrator



7. Upon successful registration, you are taken to the *Institutions* tab, where a *Success* message provides registration verification (Figure 41).

Figure 41. Register to Institution Success Message



8. If you do not find your Institution, search again until you find it. If you suspect your institution is not in the system, click the **Cannot Find My Institution** button (Figure 33).
9. On the *Create Institution* page (Figure 34), 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 red star are mandatory.

Note

In the* Mailing Address *fields (Figure 34), 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.

10. Upon successful registration, you are taken to the *Institutions* tab, where a *Success* message provides registration verification.

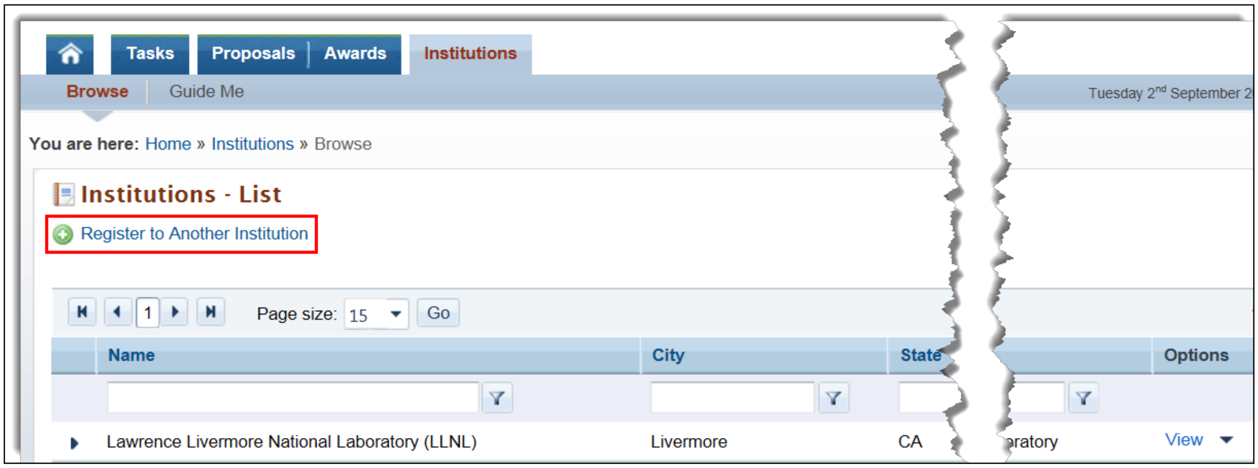
Note

At this point, you are registered to the Institution as an SRO/BO/AO user. Based on your search results, you may or may not have created a new Institution in PAMS.

3.1.3.6 Registering to Multiple Institutions

If you are associated with more than one Institution, go to the *Institutions* tab (Figure 42). Click the **Register to Another Institution** link, above the grid, to search for your Institution and register to it in PAMS. Such action 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.

Figure 42. Institutions List - Registering to Multiple Institutions



4.1 HOW DO I MANAGE INSTITUTIONS IN PAMS?

This section explains the PAMS Manage Institution functionality.

4.2 Who Can Become an Administrator for an Institution?

- When you register as an SRO/BO/AO to an Institution that does not yet have an Administrative SRO/BO/AO, you are presented with the option to become an Administrative SRO/BO/AO for that Institution. Upon selecting this option, you are granted administrative privileges for that Institution. These privileges include Manage Users and Manage Institution Profile.
- All other users have to be granted administrative privileges by users who already have them.

4.3 What Are Administrative Privileges? What Can I Do with Them?

The two types of administrative privileges are:

- **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.

4.4 How Can I Manage Privileges?

- Manage Privileges is the concept of allowing select users to manage the Institution Profile and 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.

4.5 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. For more information, refer to Section. 4.5.3.2
- Peer access can also be managed at an Institution level, from the Institution Folder, by users who have administrative privileges. For more information, refer to Section4.5.2.
- Peer Access can be extended only to users who are registered to the same Institution.

4.5 Institution Folder

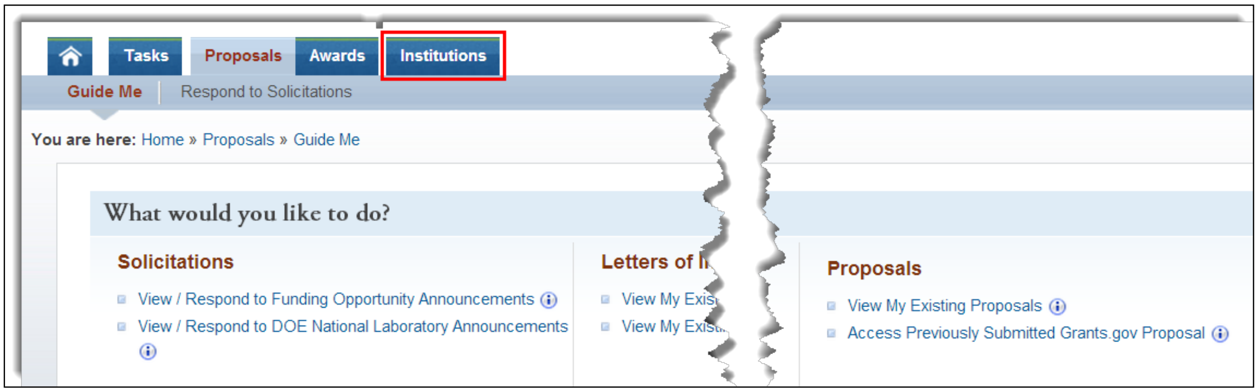
The Institution Folder is a one-stop site for all activities associated with the Institution. Depending on assigned privileges, a user can:

- Manage the Institution Profile
- Manage Users from the Institution
- Manage Submissions (i.e., proposals, preproposals, and LOIs).

Follow the steps below to access the Institution Folder:

1. Log into PAMS and click the **Institutions** tab on the *Guide Me* page (Figure 43).

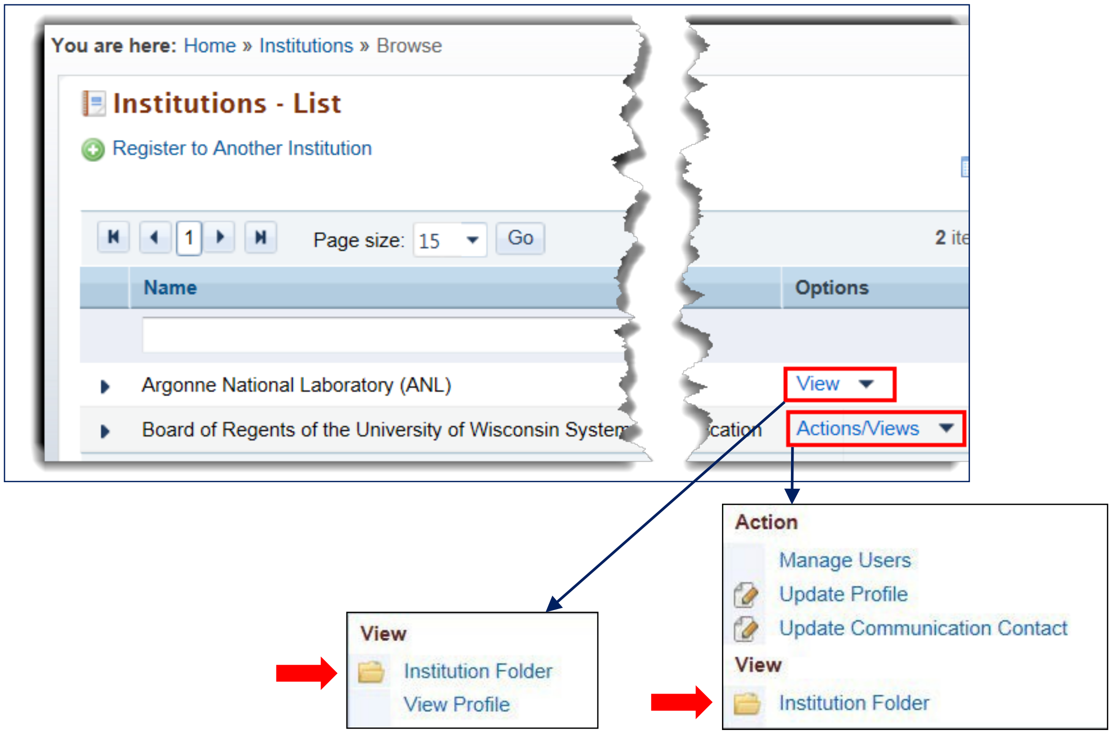
Figure 43. Guide Me Page



2. This takes you to the *Institutions - List* page (Figure 44), which displays the Institutions to which you are registered. Your assigned privileges determine whether the *Options* column dropdown link for the Institution is labeled *View* or *Actions/Views*.
   a. If the dropdown link is *View*, you can read all contents of the *Institution Folder*.
   b. If the dropdown link is *Actions/Views*, you can both read and take actions on the contents of the *Institution Folder*.

> Note
>
> ***If the institution you want is not listed, click the Register to Another Institution link above the grid. For more information, refer to Section 3.1.3, [How Do I Register to an Institution in PAMS?](#)***

Figure 44. Institutions List - Page



3. Choose the Institution you want and click the **View** link or the **Actions/Views** link and then the **Institution Folder** link to go to the *Institution Folder* home page (Figure 45, Figure 46, or Figure 47).

Note ***The Awards link is always under Documents on the Institution Folder home page (Figure 45). Click this link to go to the Institution Awards – List page (Figure 48), which shows all the awards the Institution has received. From this page, users can see award Status and whether or not an award has been added to their Portfolios. Users can also click the Award Folder link under Options and go to the Award Folder homepage.***

Figure 45. Institution Folder Home Page (View Privilege Only)

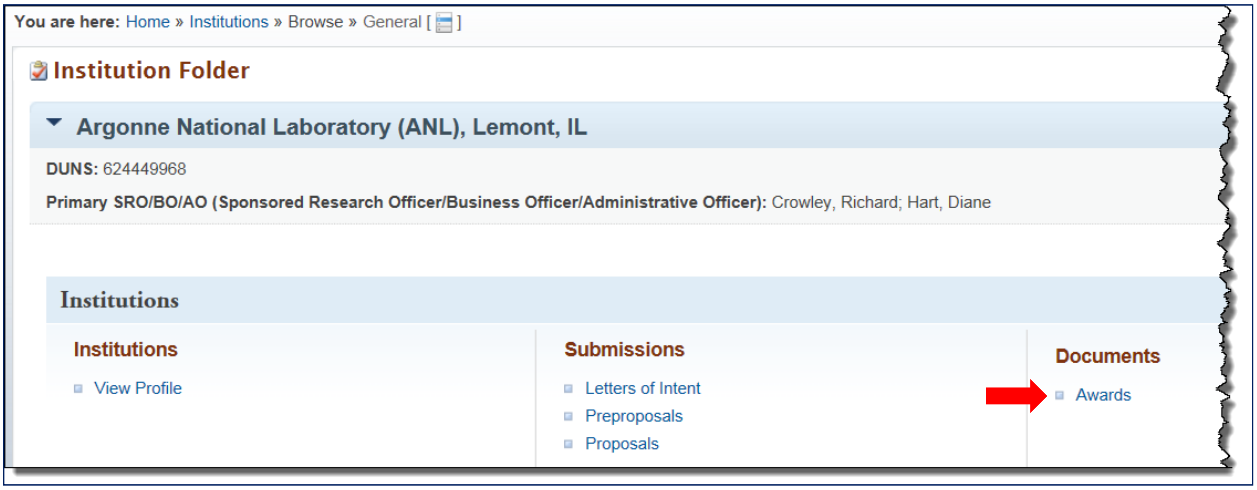
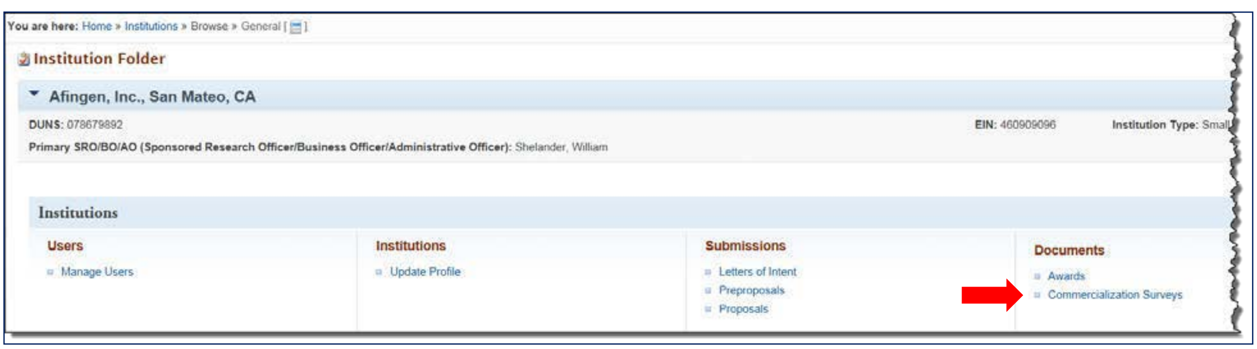


Figure 46. Institution Folder Home Page (Admin Privileges for non-SBIRInstitution)

Figure 47. Institution Folder Home Page (Admin Privilege for SBIRInstitution)



Note

The Institution Folder home page for an SBIR Institution (Figure 47) includes the Commercialization Surveys link under the Documents column. Click this link to go to the Commercialization Surveys – List page (Figure 49). From this page, users can read a PDF version of any survey (Figure 50) submitted by the Institution by clicking the View Commercialization Survey link under Options.

Figure 48. Institution Awards - List Page

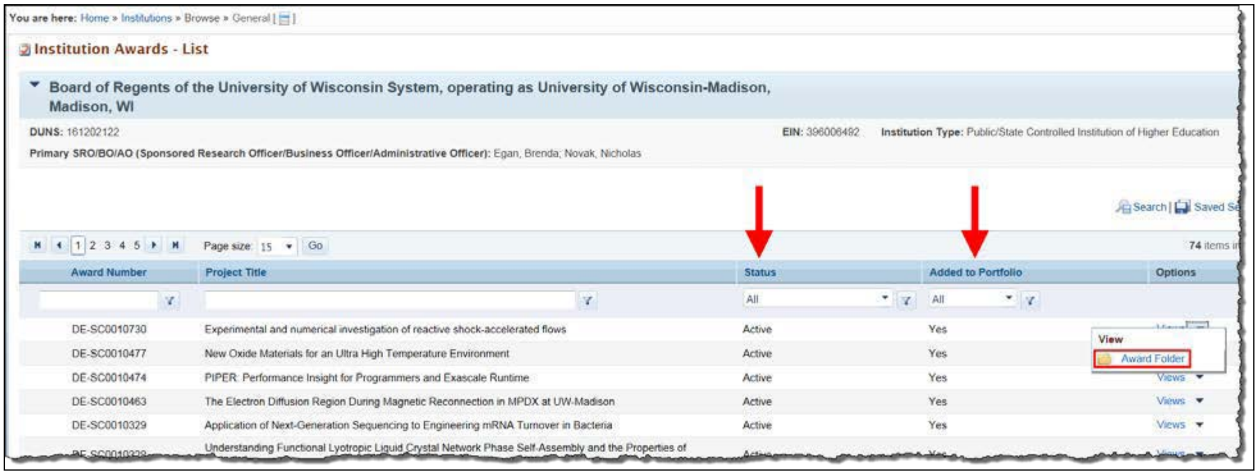
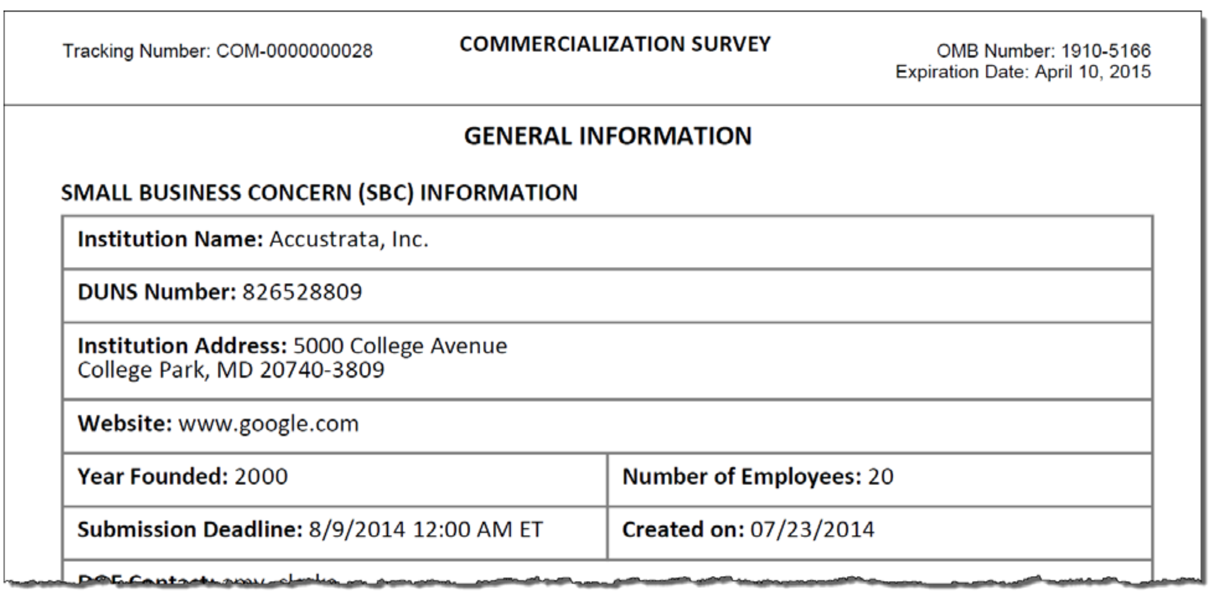


Figure 49. Commercialization Survey - List Page

Figure 50. Commercialization Survey, PDF Version



Tracking Number: COM-0000000028

COMMERCIALIZATION SURVEY

OMB Number: 1910-5166
Expiration Date: April 10, 2015

GENERAL INFORMATION

SMALL BUSINESS CONCERN (SBC) INFORMATION

Institution Name: Accustrata, Inc.	
DUNS Number: 826528809	
Institution Address: 5000 College Avenue College Park, MD 20740-3809	
Website: www.google.com	
Year Founded: 2000	**Number of Employees:** 20
Submission Deadline: 8/9/2014 12:00 AM ET	**Created on:** 07/23/2014

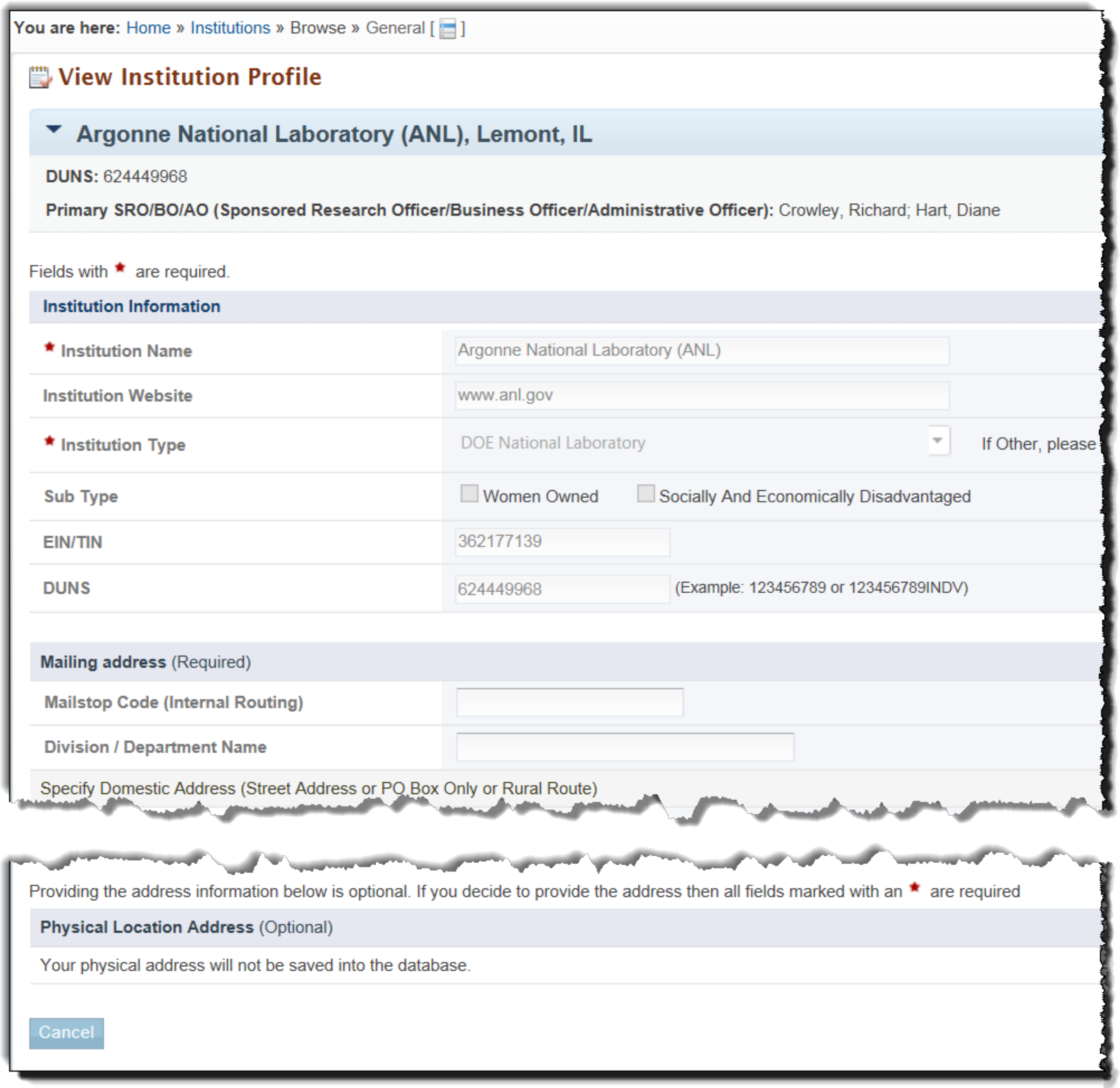
4.5.1 Manage Institution Profile

Depending your assigned privileges, you can view only or view and update an Institution Profile in PAMS. To update the profile, a user must have the Manage Institution privileges for the Institution. If you registered to PAMS as the Administrative SRO/BO/AO, you are assigned Manage Institution privileges by default. If you do not have the manage privileges, you can only view the Institution profile.

Follow the steps below to view or update the Institution profile:

1. Log in to PAMS.
2. On the *Guide Me* page (Figure 43), click the **Institutions** tab to go to the *Institutions – List* page (Figure 44).
3. To **view** the Institution Profile:
   a. Choose the institution you want on the *Institutions – List* page.
   b. In the *Options* column for that institution, click the **Views** link and the **View Profile** link to go to the *View Institution Profile* page (Figure 51).
   c. Click the **Cancel** button when done to return to the *Institutions – List* page.

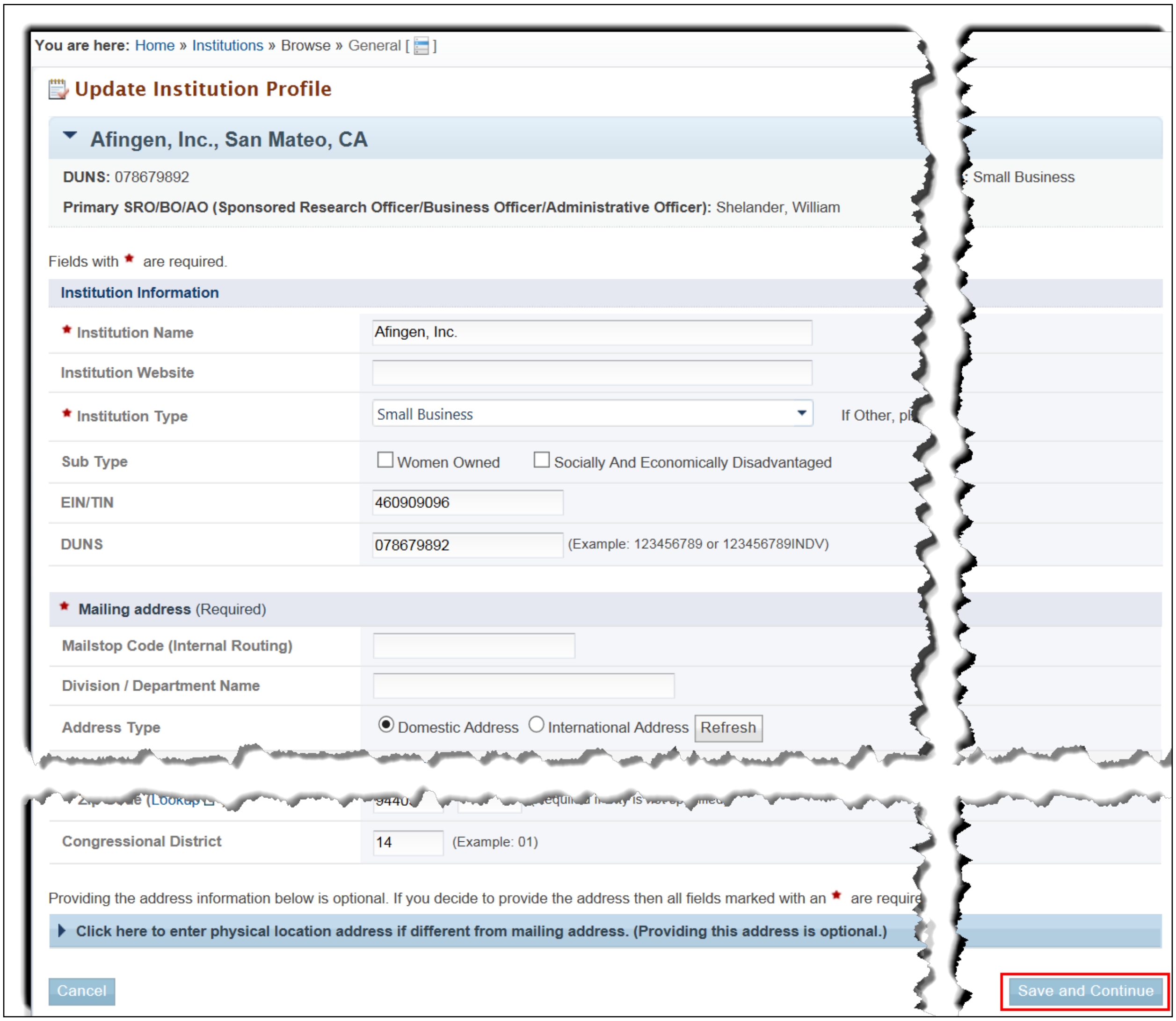
Figure 51. View Institution Profile Page



4. To **update** the Institution Profile:
   a. Choose the institution you want on the *Institutions – List* page.
   b. In the *Options* column for that institution, click the **Actions/Views** link and the **Update Profile** link to go to the *Update Institution Profile* page (Figure52).

      OR
   c. If you are on the *Institution Folder* home page (Figure 46 or Figure 47), click the **Update Profile** link under the *Institutions* column.

Figure 52. Update Institution Profile Page



5. Update the institution information, as necessary, and click the **Save and Continue** button when finished. A *Success* message on the *Institutions – List* page informs you that the profile was updated successfully.

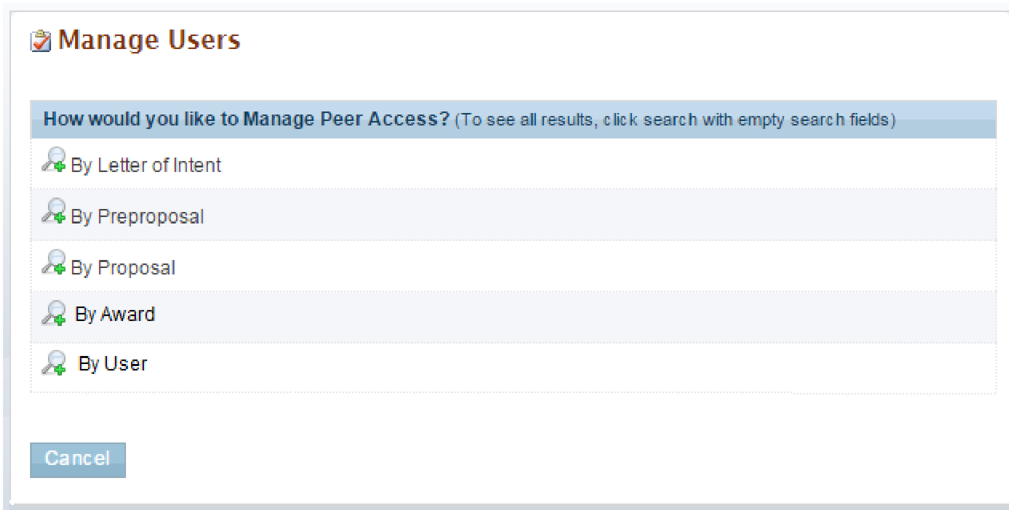
4.5.2 Manage Users at the Institution Level

If you have the Manage Users privilege, you can add users to the Institution, edit their peer access and privileges, or remove them from the Institution. PAMS users can be managed at the **Institution Level** (By Users) and the **Submission Level** (By Letters of Intent, By Preproposals, and ByProposals).

Follow the steps below to manage users at the Institution level:

1. From the *Institution Folder* home page (Figure 46 or Figure 47) or the Institutions - Listpage **Actions/Views** link (Figure 44), click the **Manage Users** link.
2. This takes you to the *Manage Users* page (Figure53).

Figure 53. Manage Users Page – Institution Level

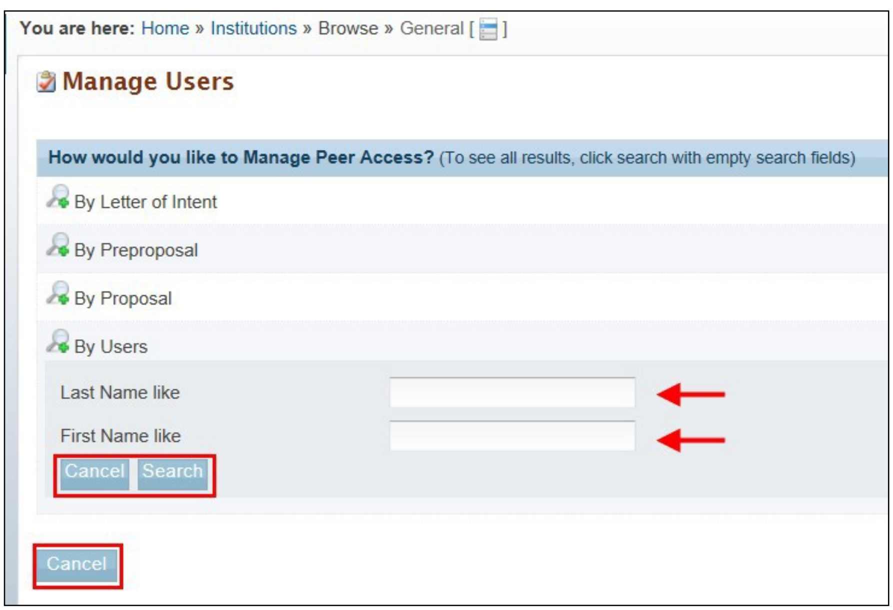


Note

To manage an Institution user's privileges at the Institution level, you first have to search for that user.

3. Click the icon next to *By Users*. This expands the page adding two name fields (Figure 54) as available search parameters.

Figure 54. Search "By Users" Name Fields

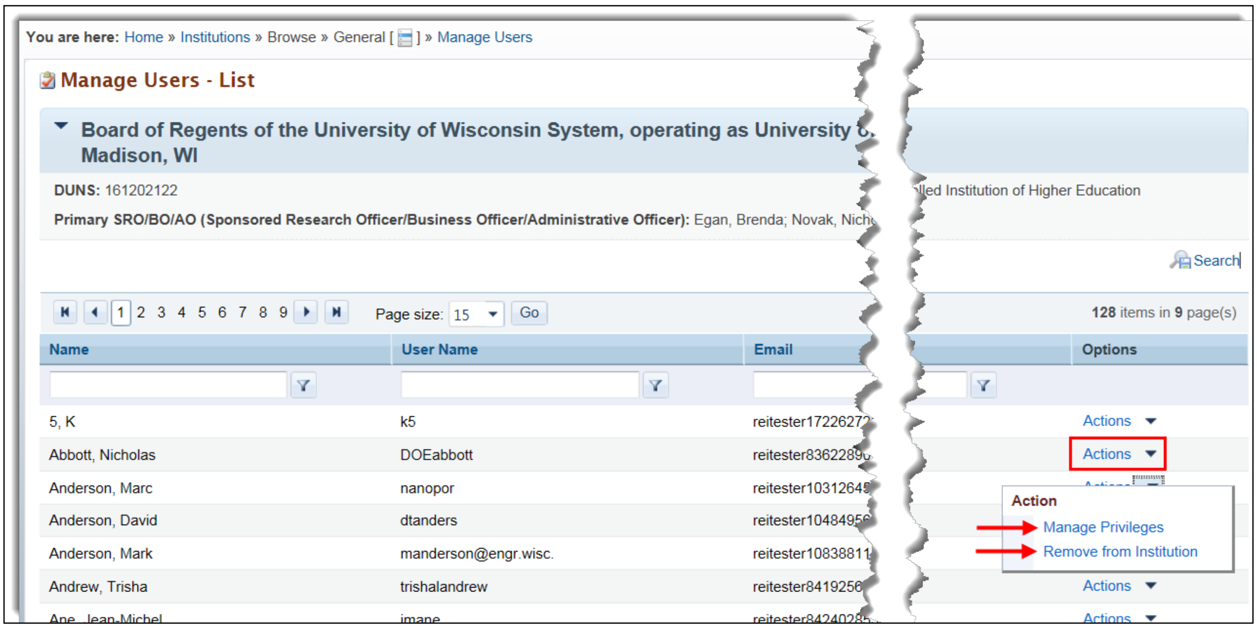


a. Enter data for the **Last Name like** and **First Name like** fields. If you are not sure of any part of the user's name, leave the fields blank to return all possible search results. Click the **Cancel** button under the *First Name like* field to stop any further search action.

Note ***The word "like," as used for the search name fields in Figure 54, means that if you are uncertain of the exact name of the user you are searching for, you can enter part of the name. For example, if you know that the user's first name begins with "A" and the last name begins with "D," enter "A" and "D" in the appropriatefield.***

b. Click the **Search** button, and the search results are displayed on the *Manage Users –List* page (Figure 55).

Figure 55. Manage Users – List Page

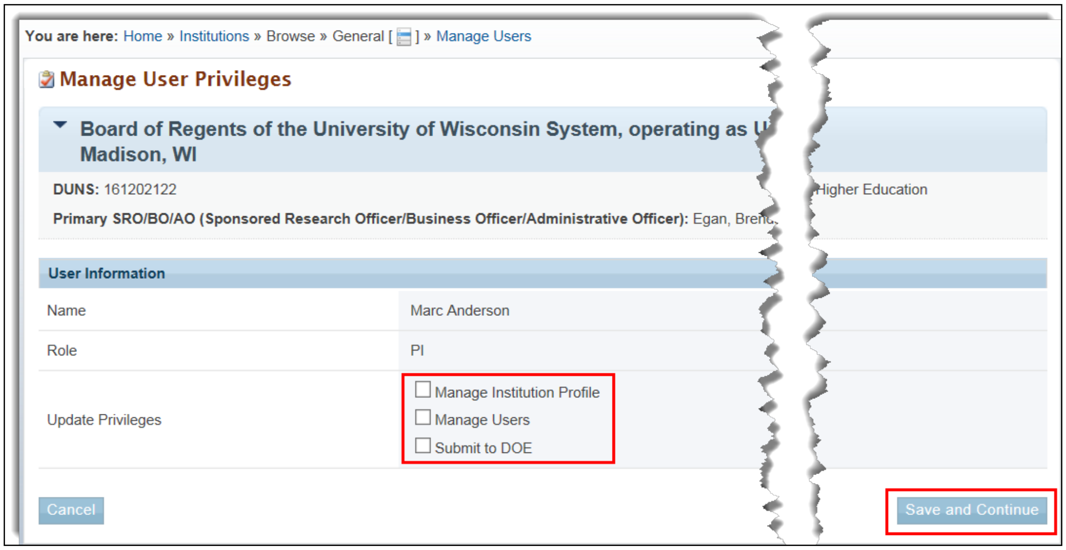


4.5.3 Manage Privileges for Institution User

To manage privileges for an Institution user:

1. On the *Manage Users – List* page (Figure 55), click the **Actions** link and click the **Manage Privileges** link to go to the *Manage User Privileges* page (Figure 56).
2. In the *Update Privileges* section, select or unselect the available privilegescheckboxes.
3. When finished, click the **Save and Continue** button. A *Success* message on the *Manage Users – List* page informs you that user privileges were successfully updated.

Figure 56. Manage User Privileges Page

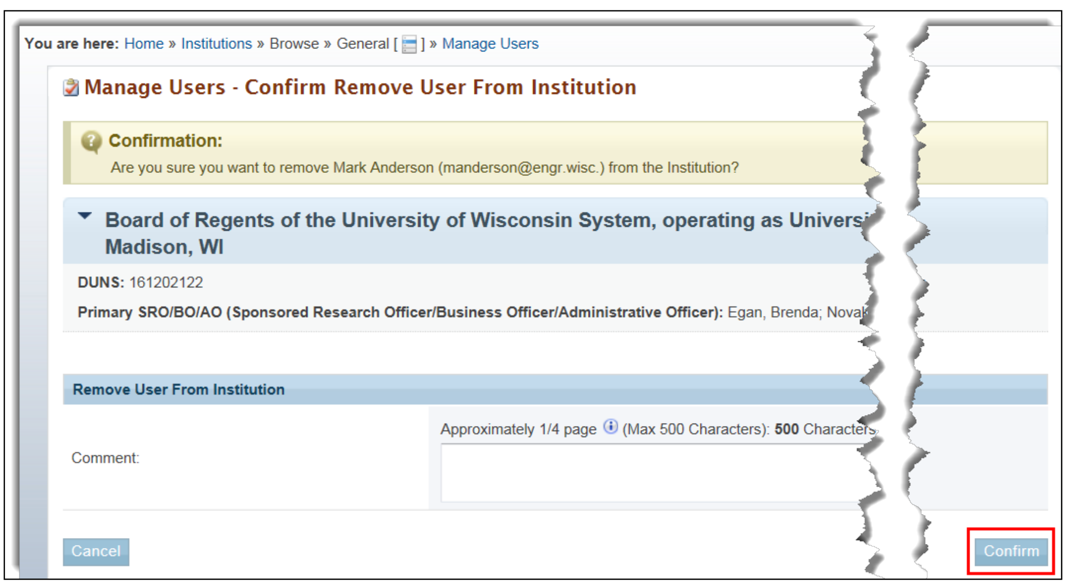


4.5.3.1 Remove User from Institution

To remove a user from the Institution:

1. On the *Manage Users – List* page (Figure 55), click the **Actions** link and click the **Remove from Institution** link.
2. On the *Manage Users – Confirm Remove User From Institution* page (Figure 57), you can enter a reason for user removal in the *Comment* field.
3. Click the **Confirm** button. A *Success* message informs you that the user was successfully removed from the Institution.

Figure 57. Manage Users – Confirm Remove User From Institution Page



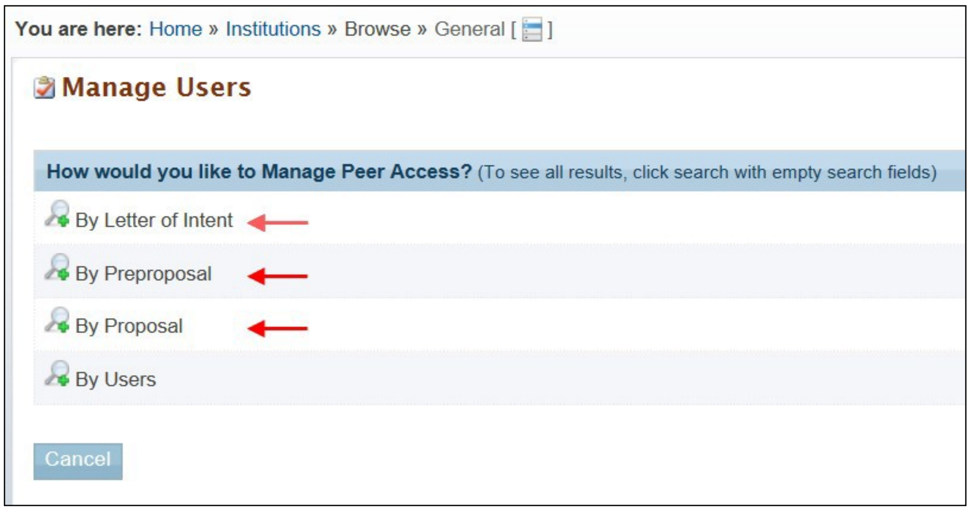
4.5.3.2 Manage Users at the Submission Level

If you have the Manage Users privilege, you can assign peer access and privileges at the **Submission Level**.

Follow the steps below to manage users at the Submission level:

1. From the *Institution Folder* home page (Figure 46 or Figure 47) or the Institutions - List page **Actions/Views** link (Figure 44), click the **Manage Users** link.
2. This takes you to the *Manage Users* page (Figure 58). Note the three options for managing users at the Submission level: By Letter of Intent, By Preproposals, and By Proposals.

Figure 58. Manage Users Page – Submission Level



Note	***To manage an Institution user's peer access and privileges at the Submission level, you first have to search for that user by LOI, by preproposal, or byproposal.***

4.5.3.2.1 Manage Users by Letter of Intent

Note	***You cannot manage peer access or privileges for yourself. You can only manage other users in PAMS if you have the assigned privileges to do so.***

1. On the *Manage Users* page (Figure 58), click the icon next to *By Letter of Intent*.
2. This expands the page, adding three fields as available search parameters (Figure 59).
3. Enter data for any or all of the fields. If you are not sure what to enter in any field, leave the fields blank to return all possible search results. Click the **Cancel** button to stop any further search action.

The word "like," as used for the search name fields in Figure 59, means that if you are uncertain of the exact title or number you are searching for, you can enter 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 <u>DX-999888777</u>), you could enter "FOA" or "DX" in the search field.

4. Click the **Search** button. Search results are displayed on the *Manage Users – Letter of Intent* page (Figure 60).

Figure 59. Manage Users "By Letter of Intent" Search Fields

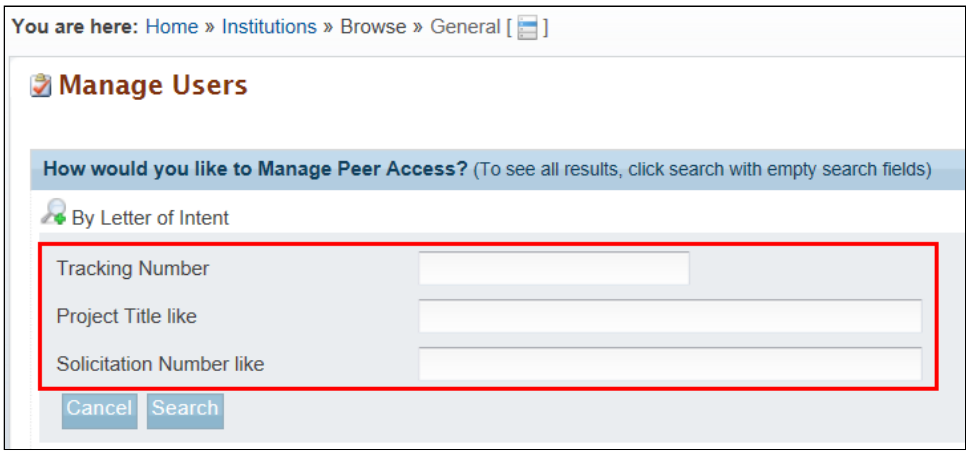
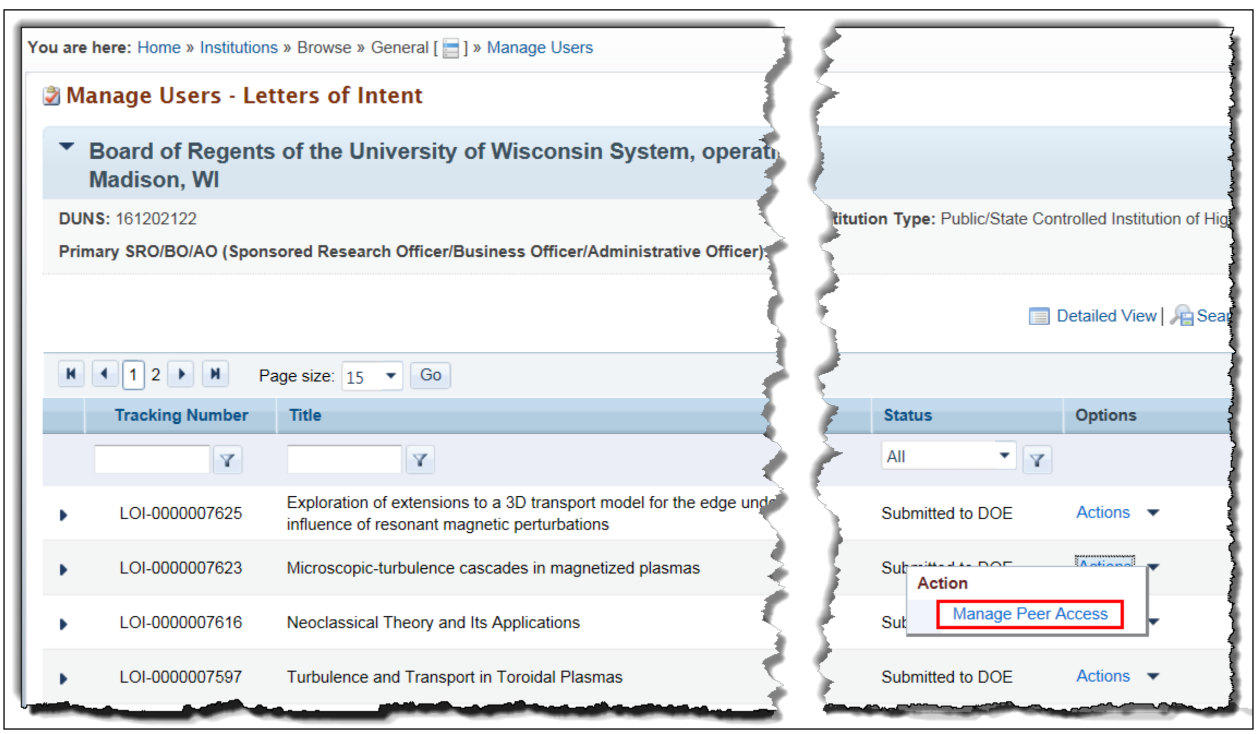
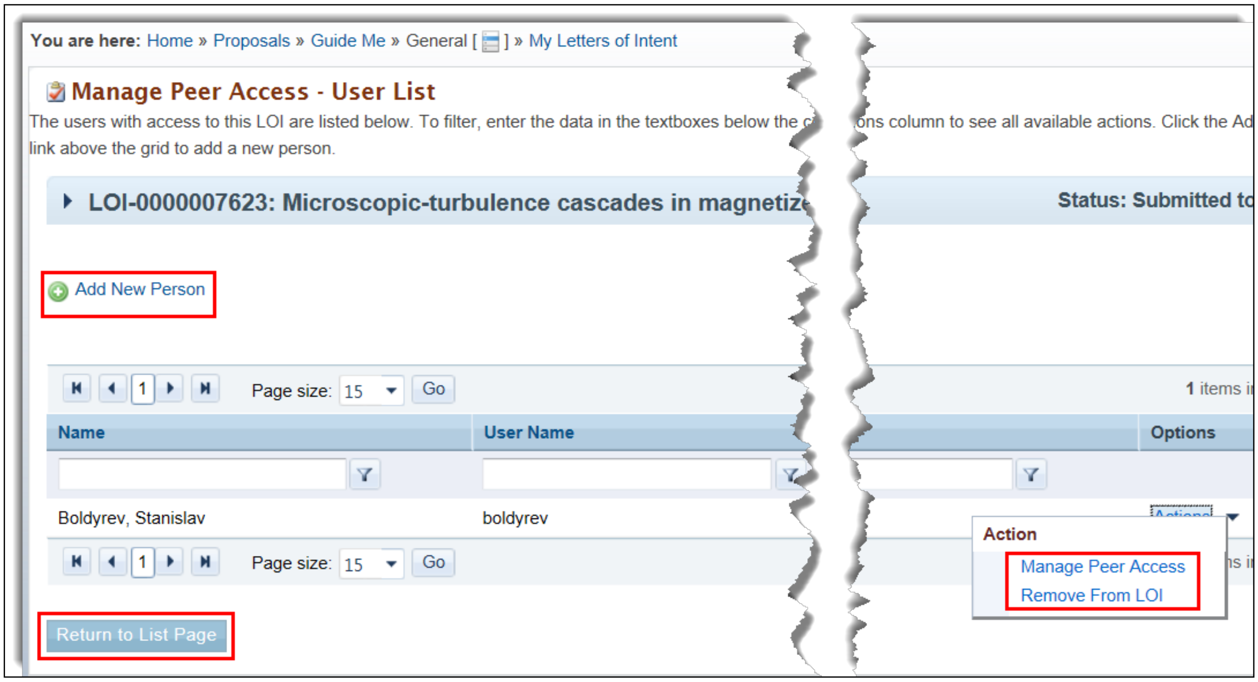


Figure 60. Manage Users - Letter of Intent Page



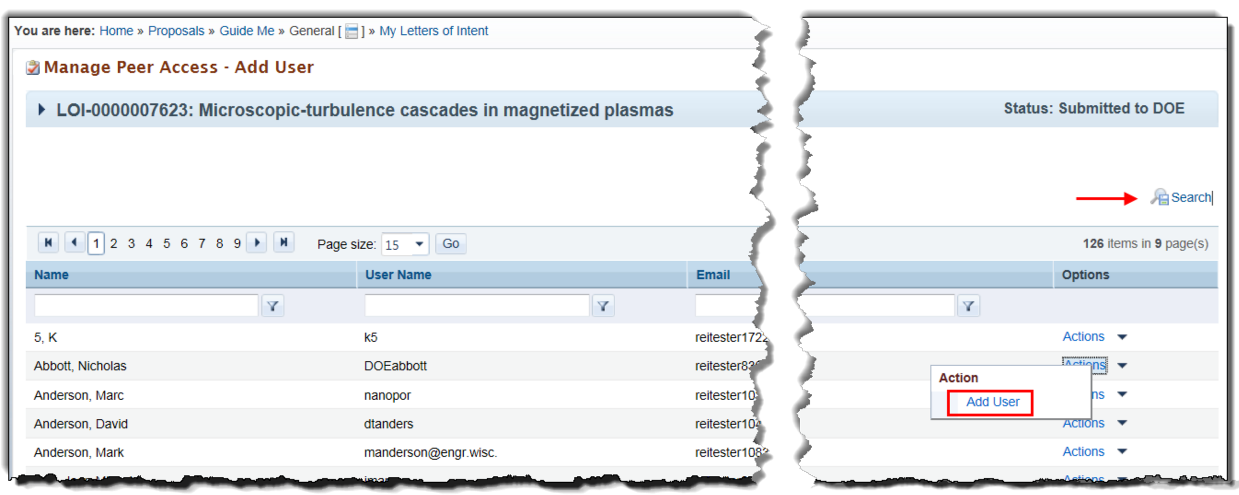
5. In the *Options* column for the LOI of choice, click the **Actions** link and click the **Manage Peer Access** link to go to the *Manage Peer Access – User List* page (Figure 61). Here, you can view a list of all users who have access to the LOI. In addition, you can add a new person to the LOI, manage a user's peer access, or remove a user from the LOI.

Figure 61. Manage Peer Access – User List Page



6. **To add a new person:**
   a. On the *Manage Peer Access – User List* page (Figure 61), click the **Add New Person** link to go to the *Manage Peer Access – Add User* page (Figure 62). To search for a user in the list, go to Step b; otherwise, go to Step c.

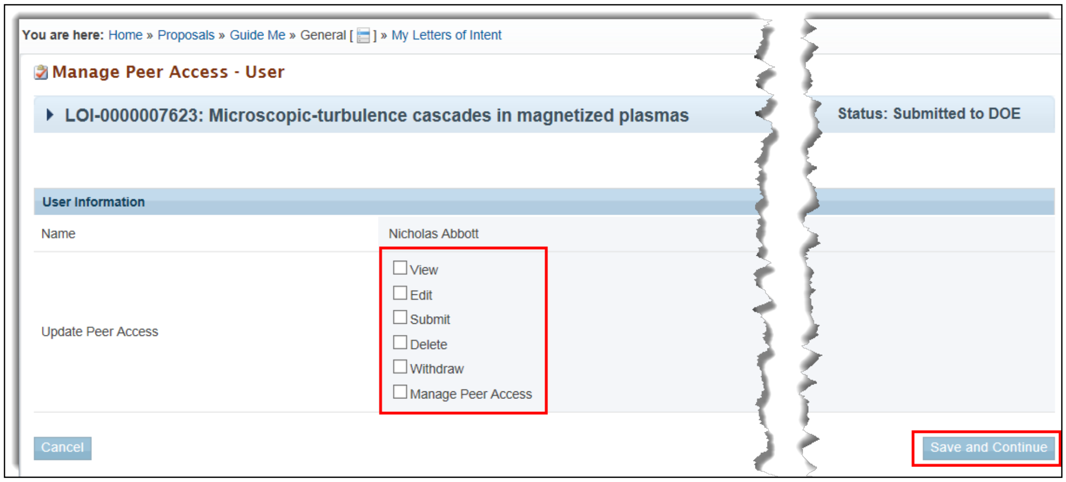
Figure 62. Manage Peer Access – Add User Page



   b. If you know the first name, last name, or PAMS username of the new person, click the **Search** link above the grid. Enter search parameters and click the **Search** button. Go to Step c.

c. For the user you want to add, click the **Actions** link and click the **Add User** link (Figure 62). This takes you to the *Manage Peer Access – User* page (Figure 63).

Figure 63. Manage Peer Access – User Page



d. In the *User Information* section, select the appropriate peer access options for the user by clicking the checkboxes.

e. When finished, click the **Save and Continue** button. A *Success* message informs you that peer access privileges were successfully updated.

7. To manage peer access:

a. On the *Manage Peer Access – User List* page (Figure 61), for the user you want, click the **Actions** link and the **Manage Peer Access** link to go to the *Manage Peer Access –User* page (Figure 63).

b. Select the appropriate peer access options for the user by clicking thecheckboxes.

c. When finished, click the **Save and Continue** button. A *Success* message informs you that peer access privileges were successfully updated.

8. To remove a user from the LOI:

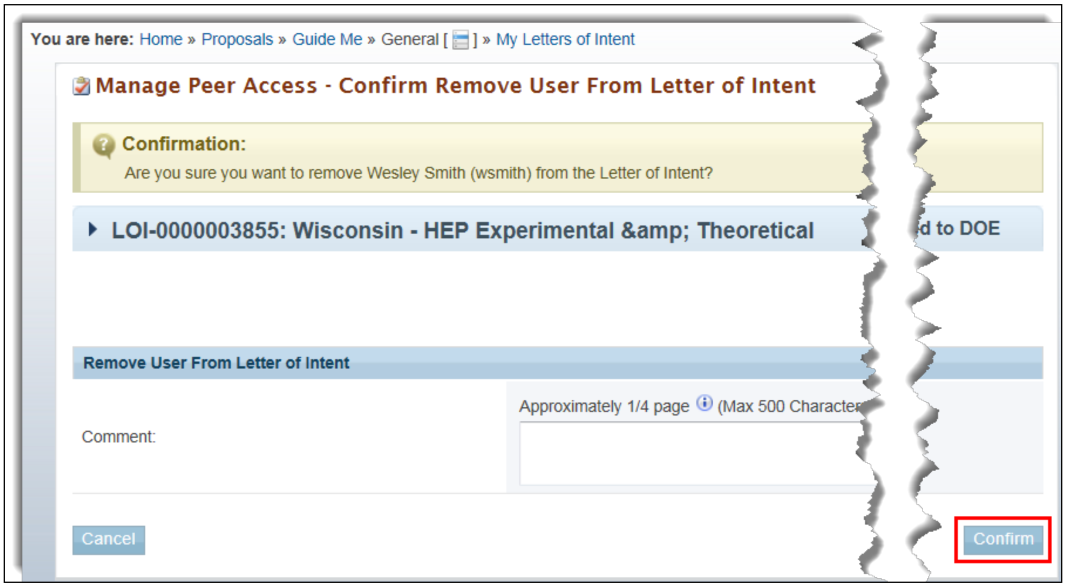
Note

Once a user has been removed from an Institution, that user cannot be re-instated through PAMS. The user needs to contact the PAMS Helpdesk to be re-instated to an Institution. Call (855) 818-1846 (toll free), (301) 903-9610, or email sc.pams-helpdesk@science.doe.gov .

a. On the *Manage Peer Access – User List* page (Figure 61), for the user you want, clickthe **Actions** link and the **Remove From LOI** link.

b. On the *Manage Peer Access –Confirm Remove User From Letter of Intent* page (Figure 64), click the **Confirm** button. A *Success* message informs you that the user was successfully removed from the LOI.

Figure 64. Manage Peer Access – Confirm Remove User from Letter of Intent Page



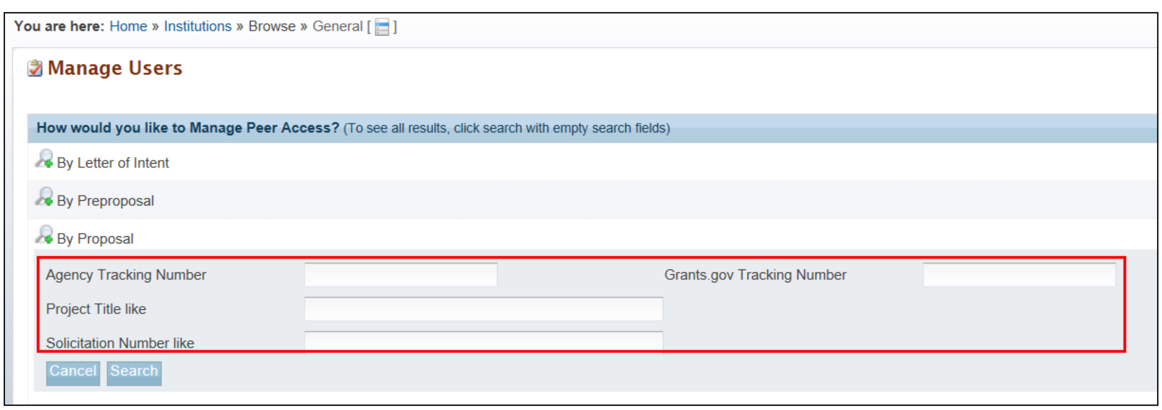
4.5.3.2.2 Manage Users by Preproposal

1. On the *Manage Users* page (Figure 58), click the icon next to *By Preproposal*.
2. All further actions for managing a user by preproposals are identical to those in Section 4.5.3.2.1, [Manage Users by Letter of Intent.]

4.5.3.2.3 Manage Users by Proposal

1. On the *Manage Users* page (Figure 58), click the icon next to *By Proposal*.
2. This expands the page, adding four fields as available search parameters (Figure65).
3. All further actions for managing a user by proposals are identical to those in Section 4.5.3.2.1, [Manage Users by Letter of Intent.]

Figure 65. Manage Users "By Proposal" Search Fields



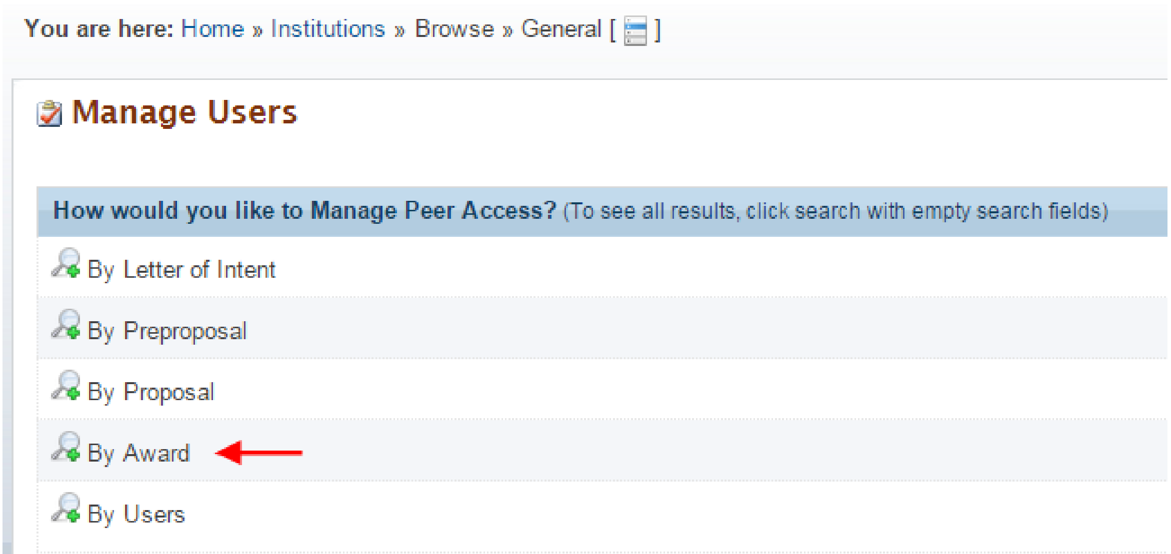
4.5.3.3 Manage Users at the Award Level

If you have the Manage Users privilege, you can assign peer access and privileges at the Award Level. Follow the steps below to manage users at the Award level:

1. From the Institution Folder home page (Figure 46 or Figure 47) or the Institutions - List page Actions/Views link (Figure 44), click the Manage Users link.

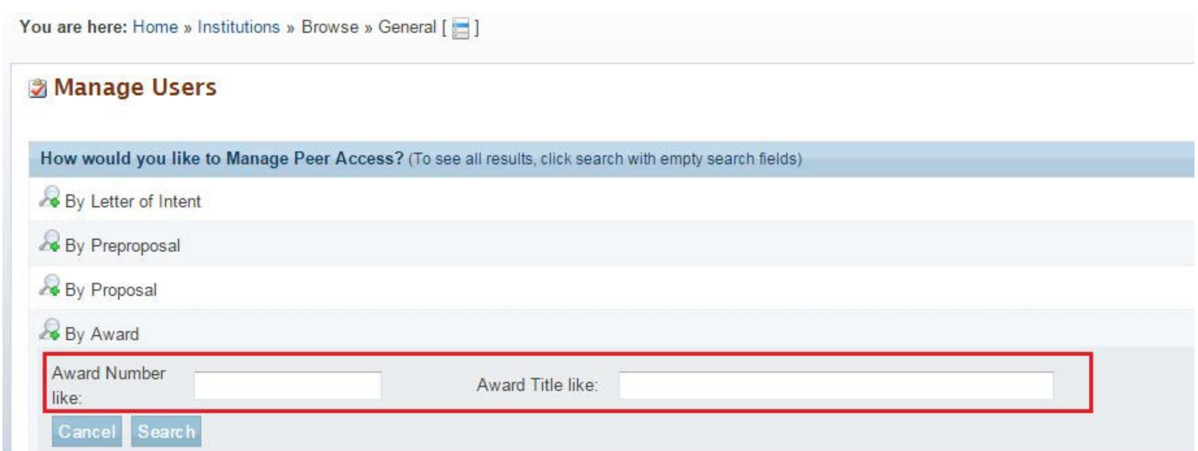
2. This takes you to the Manage Users page (Figure 66). Note the option for managing users at the Award level.

Figure 66. Manage Users "By Award"



3. Click the icon next to By Award.
4. This expands the page, adding two fields as available search parameters (Figure 67).

Figure 67. Manage Users "By Award" Search Fields



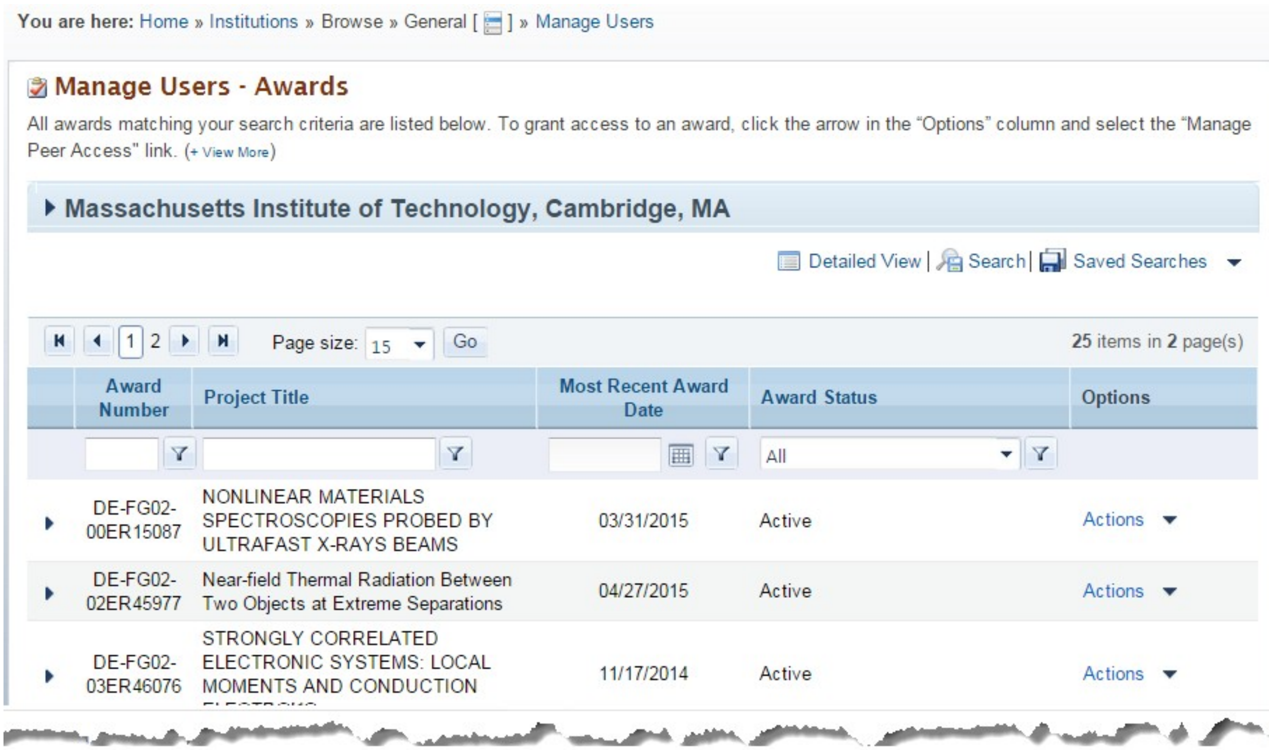
5. Enter data for either or both of the fields. If you are not sure what to enter in any field, leave the fields blank to return all possible search results. Click the Cancel button to stop any further search action.

Note

The word "like," as used for the search fields in Figure 67, means that if you are uncertain of the exact Award Number or Award Title you are searching for, you can enter part of the number or title. For example, if you know that "4607" is part of the Award Number (as in ER46076), you could enter "4607" or just "46" in the search field.

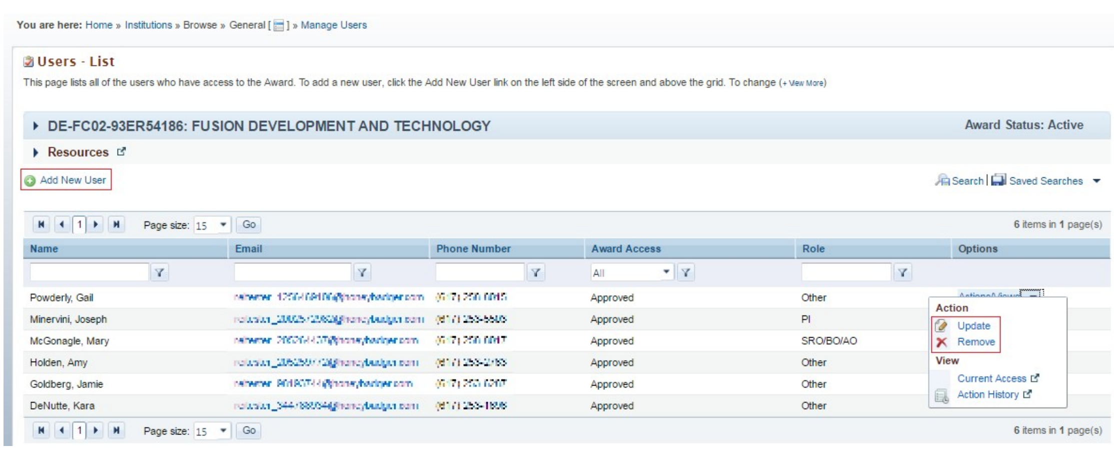
6. Click the Search button. Search results are displayed on the Manage Users – Awards page (Figure 68).

Figure 68. Manage Users - Awards Page



7. In the Options column for the Award of choice, click the Actions link and click the Manage Peer Access link to go to the Manage Peer Access – User List page (Figure 69). Here, you can view a list of all users who have access to the Award. In addition, you can add a new person to the Award, update a user's peer access, or remove a user from the Award.

Figure 69. Users - List Page



5.1 HOW DO I MANAGE SUBMISSIONS IN PAMS?

Submissions in PAMS include the following:

- Proposals
- Preproposals
- Letters of Intent.

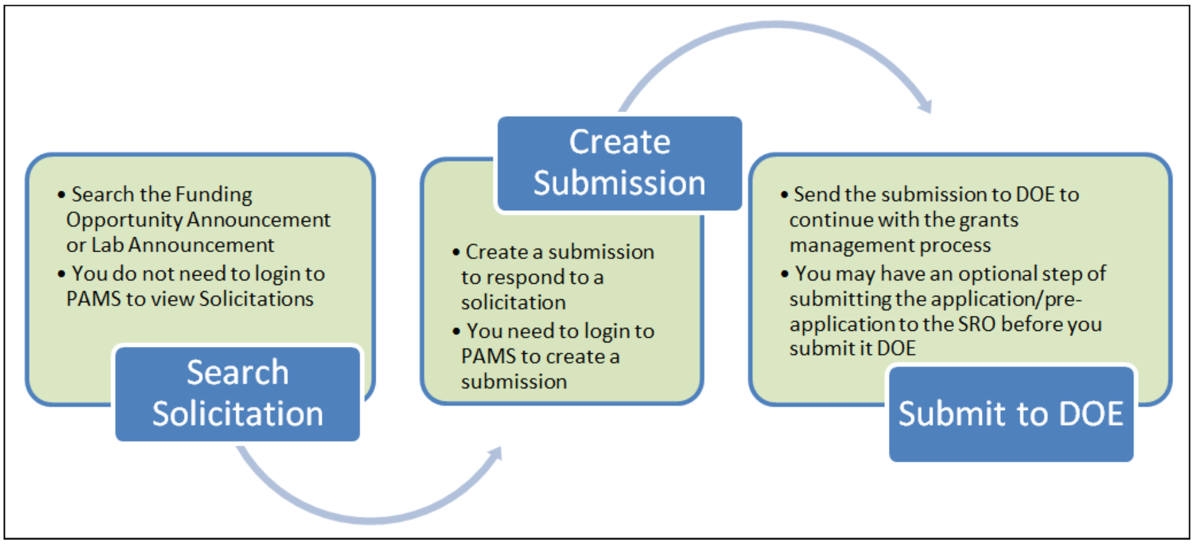
You can use PAMS to manage submissions as follows:

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

5.2 How Do I Respond to a Solicitation?

Responding to a Solicitation could be through a Letter of Intent, Preproposal, or a formal DOE National Laboratory Proposal. Figure 70 summarizes the process for responding to a Solicitation:

Figure 70. Responding to a Solicitation



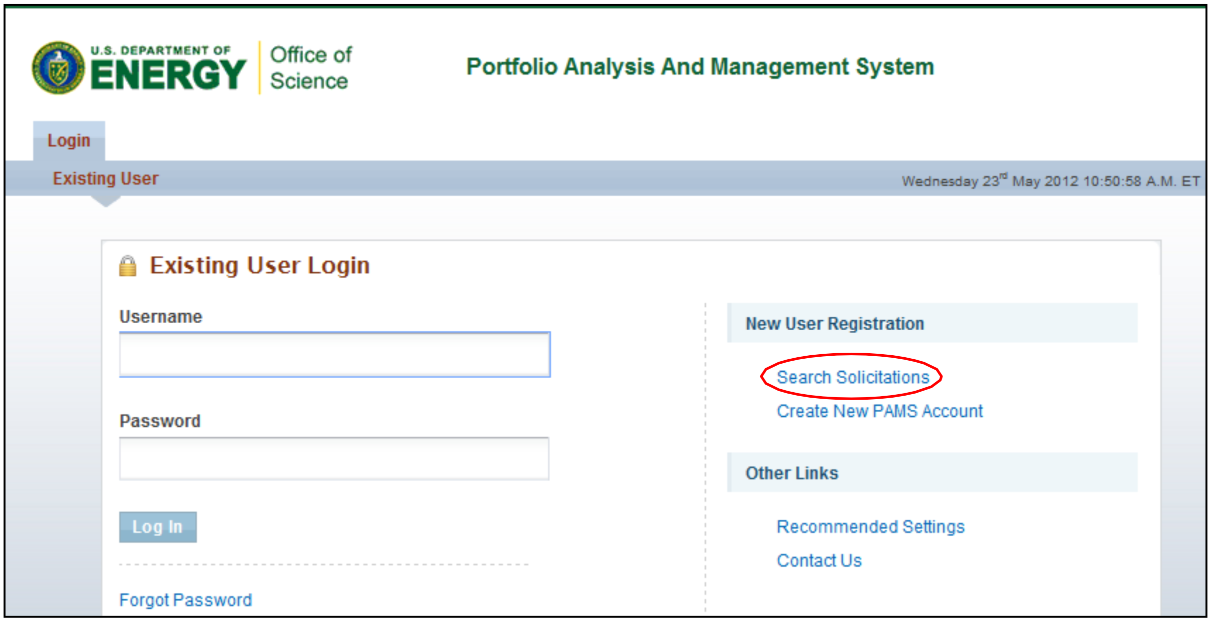
5.3 How Do I Search Solicitations?

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

5.4 I Am Not Logged in to PAMS

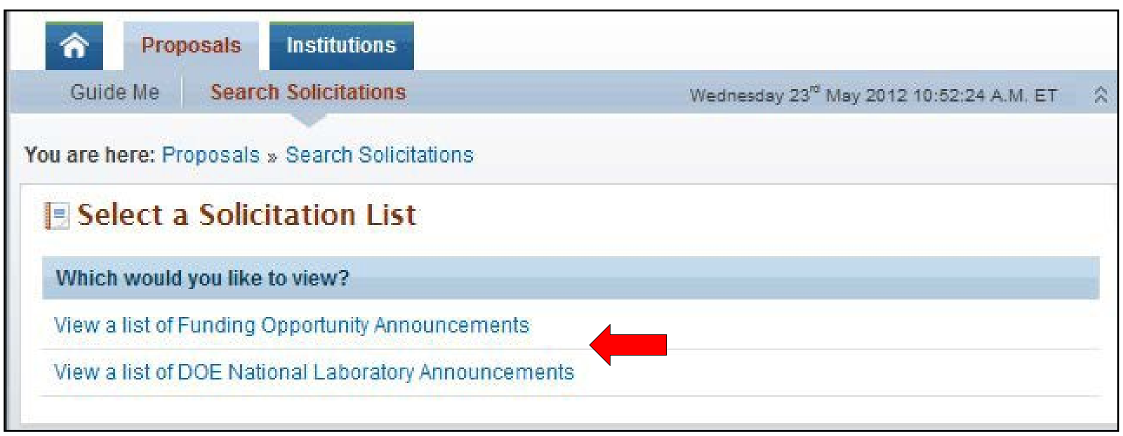
1. On the login page of PAMS, click the **Search Solicitations** link (Figure 71). The link is located under *New User Registration* on the right side of the page.

Figure 71. Existing User Login



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** (Figure 72).

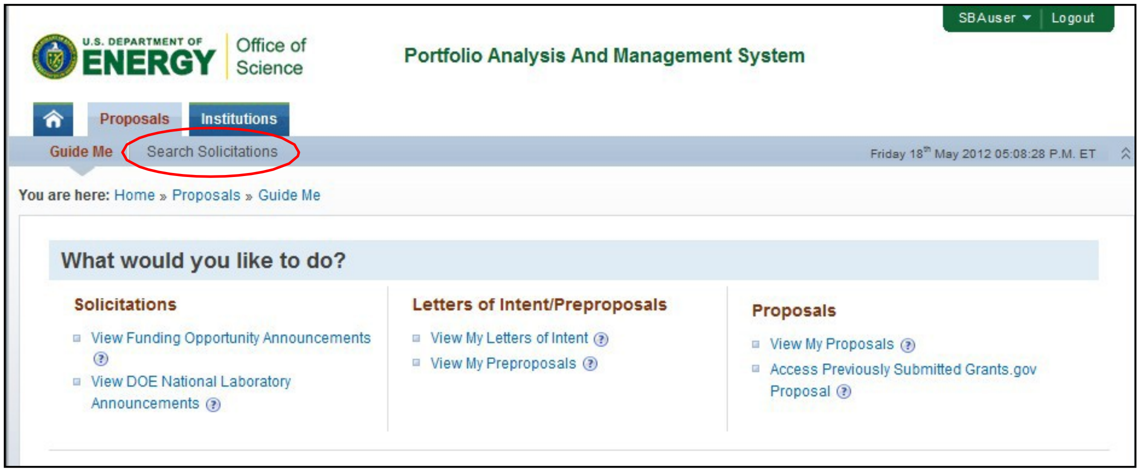
Figure 72. Proposals Tab - Select a Solicitation List



5.5 I Am Logged in to PAMS

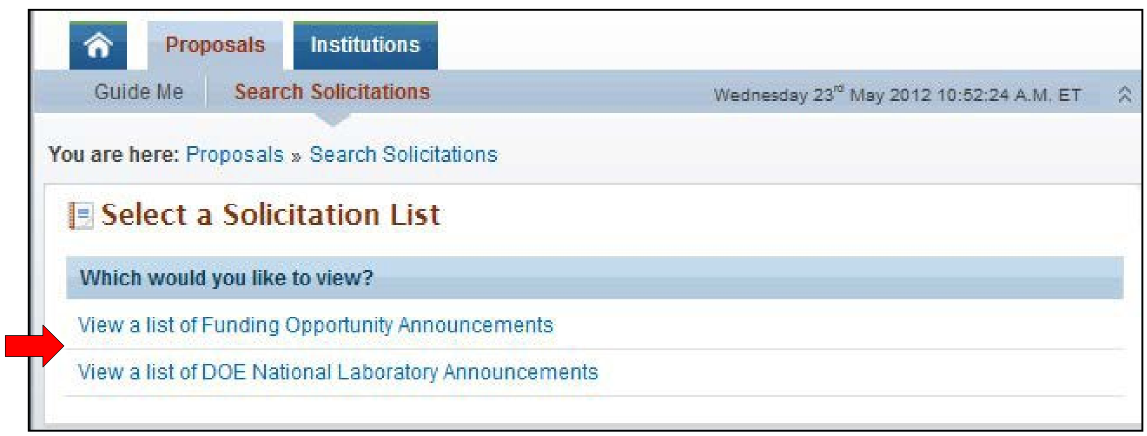
1. Click the **Proposals** tab and then click the **Search Solicitations** link(Figure73).

Figure 73. Proposals Tab - Search Solicitations Link



2. Choose the Solicitation list. You can view the Funding Opportunity Announcements by clicking the **View Funding Opportunity Announcements** link, or you can view Lab Announcements by clicking the **View DOE National Laboratory Announcements** (Figure 74).

Figure 74. Proposals Tab - Choosing a Solicitation List



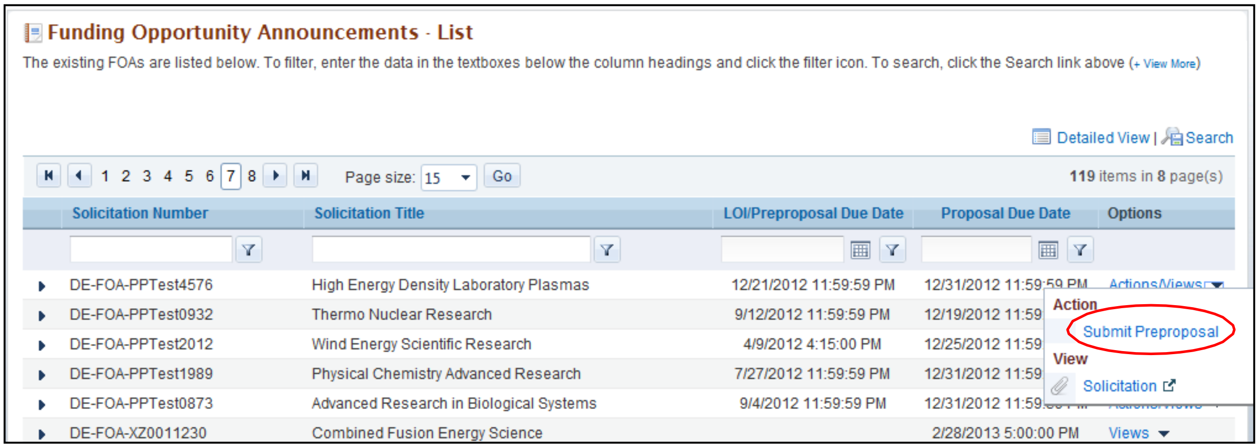
Once you have identified the Solicitation of interest, you can create a submission to respond to it.

5.4.1 *Create and Submit a Preproposal*

Follow the steps below to create and submit a Preproposal:

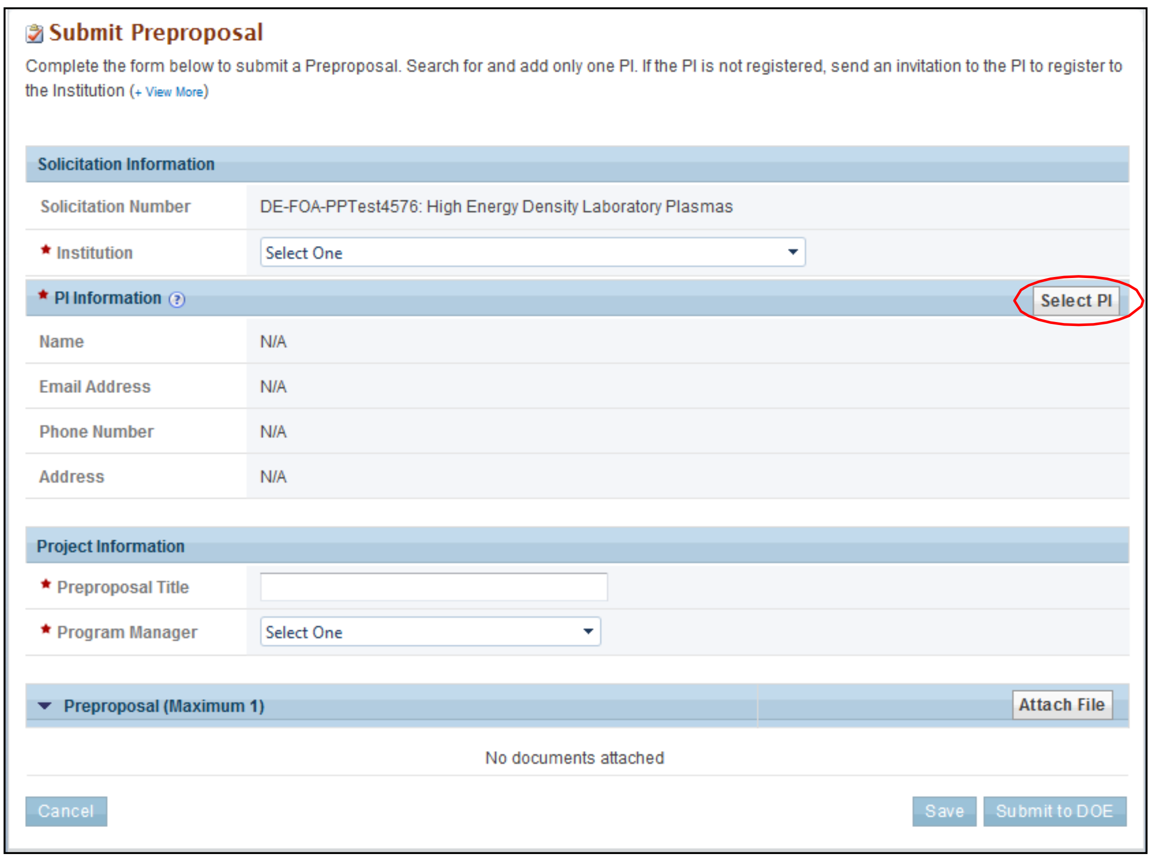
1. Click the **Actions/Views** link and then click the **Submit Preproposal** link (Figure 75).

Figure 75. Funding Opportunity Announcements List – Submit Preproposal Link



2. Provide the required information on the *Submit Preproposal* page. Note that fields marked by a red star are mandatory. To choose a PI, click the **Select PI** button (Figure 76).

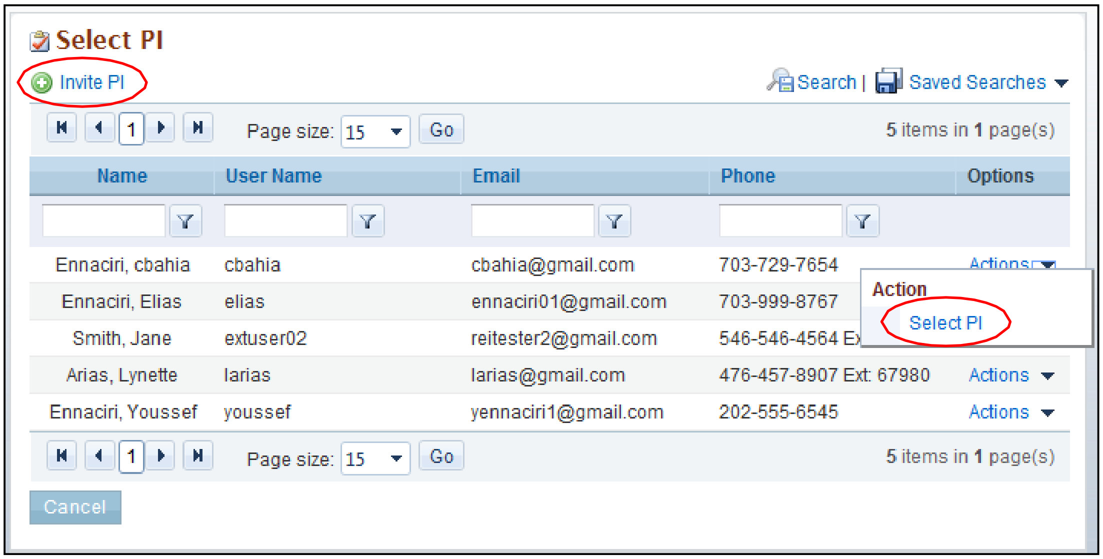
Figure 76. Submit Preproposal Page - Select PI Link



3. Search for the PI using the search criteria. Click the **Action** link against the PI record and then

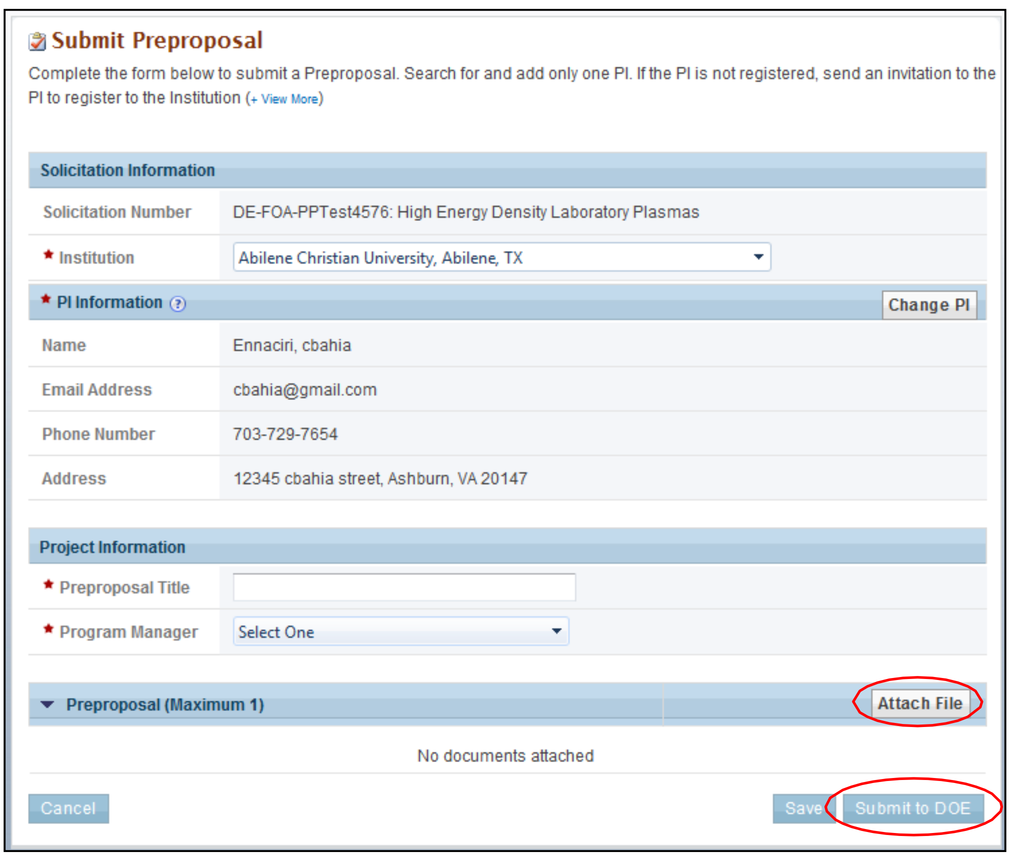
click the **Select PI** link (Figure 77). If the PI is not registered to the Institution in PAMS, click the **Invite PI** link.

Figure 77. Select PI Page - Invite PI Link



4. Complete the form by entering the required information. Note that fields marked by a red star are mandatory (Figure 78).

Figure 78. Submit Preproposal - Attach File and Submit to DOELinks



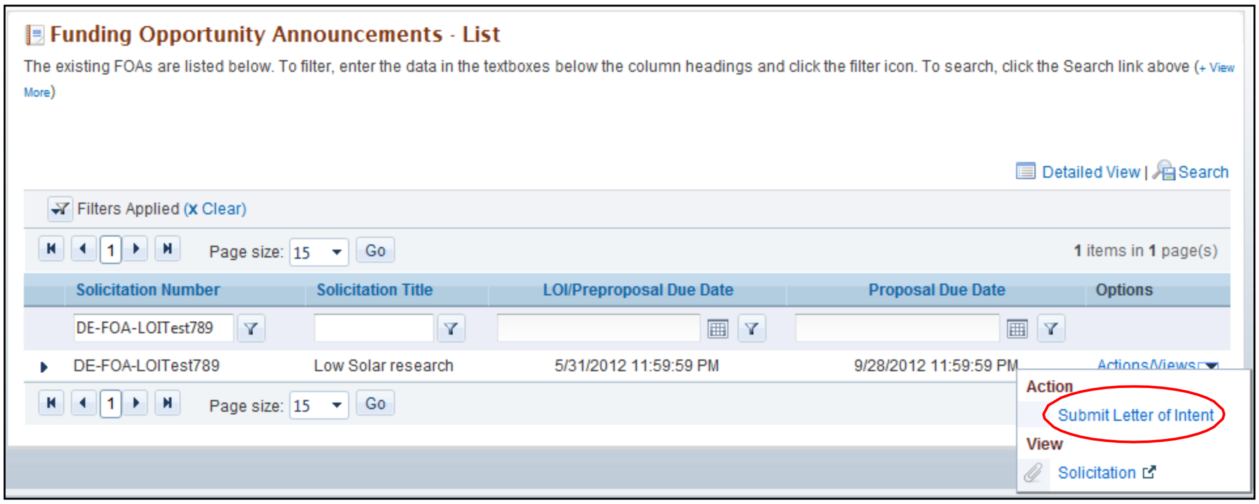
5. Click the **Attach File** button and select a file from yourcomputer.
6. Click the **Attach** button to attach the Preproposaldocument.
7. Click the **Save** button to save the document in the *My Preproposals* list page for later completion.
8. Click the **Submit to DOE** button to submit thePreproposal.
9. PAMS will send an email acknowledging receipt of the submission to the PI.

5.4.2 Create and Submit a Letter of Intent

Follow the steps below to create and submit a Letter of Intent:

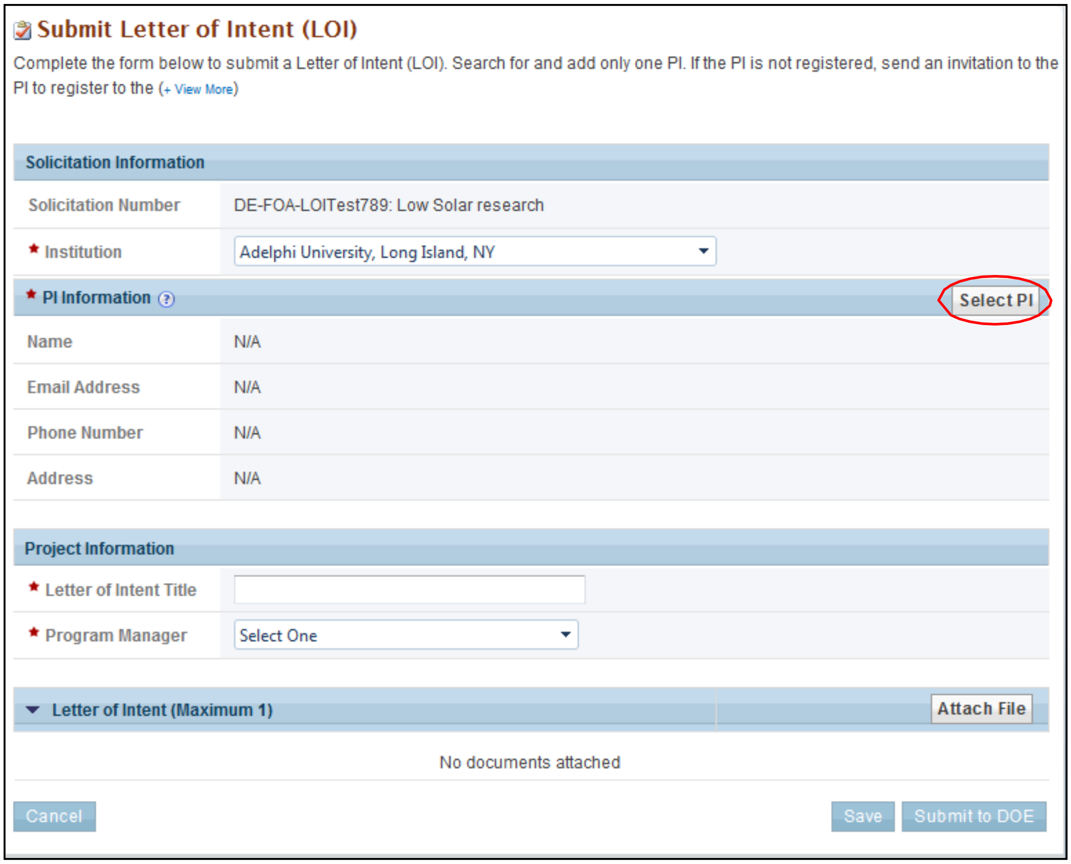
1. Click the **Actions/Views** link and then click the **Submit Letter of Intent** link (Figure 79).

Figure 79. Funding Opportunity Announcements List - Submit Letter of Intent Link



2. Provide the required information on the *Submit Letter of Intent* page. To choose a PI clickthe **Select PI** button (Figure 80).

Figure 80. Submit Letter of Intent (LOI) Page – Select PILink



Submit Letter of Intent (LOI)

Complete the form below to submit a Letter of Intent (LOI). Search for and add only one PI. If the PI is not registered, send an invitation to the PI to register to the (+ View More)

Solicitation Information	
Solicitation Number	DE-FOA-LOITest789: Low Solar research
* Institution	Adelphi University, Long Island, NY

* PI Information	Select PI
Name	N/A
Email Address	N/A
Phone Number	N/A
Address	N/A

Project Information	
* Letter of Intent Title	
* Program Manager	Select One

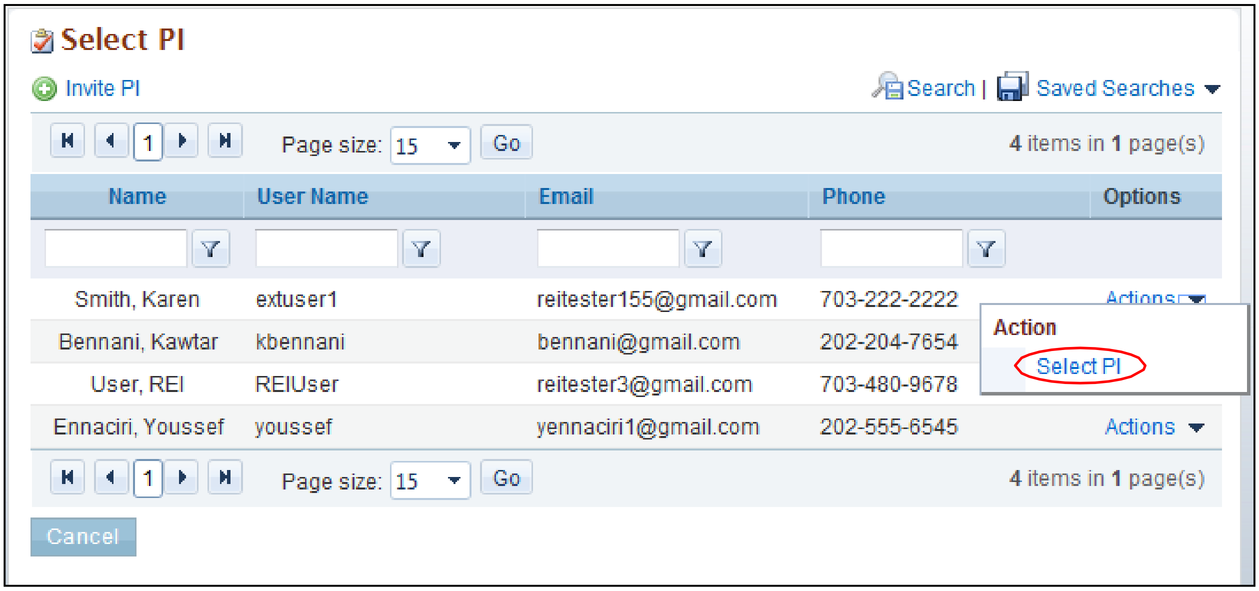
Letter of Intent (Maximum 1) Attach File

No documents attached

Cancel Save Submit to DOE

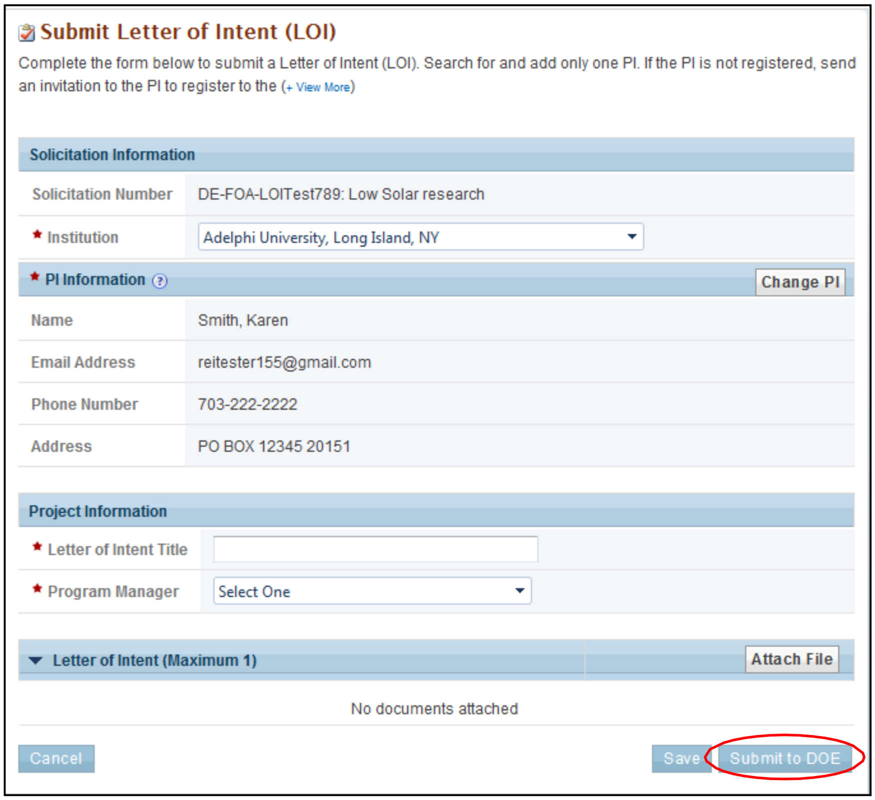
3. Search for the PI using the search criteria. Click the **Action** link against the PI record and then click **Select PI**. If the PI is not registered to the Institution in PAMS, click the **Invite PI** link (Figure 81).

Figure 81. Select PI Page - Select PI Link



4. Complete the form by entering the required information (Figure 82). Note that fields marked by a red star are mandatory. Click **Attach File** and select your file. Click the **Attach** button to attach the Letter of Intent document. Click **Save** to save the document in the *My Letters of Intent* list page for later completion. Click **Submit to DOE** to submit the Letter of Intent.
5. PAMS will send an email acknowledging receipt of the submission to the PI.

Figure 82. Submit Letter of Intent (LOI) Page – Submit to DOE Link



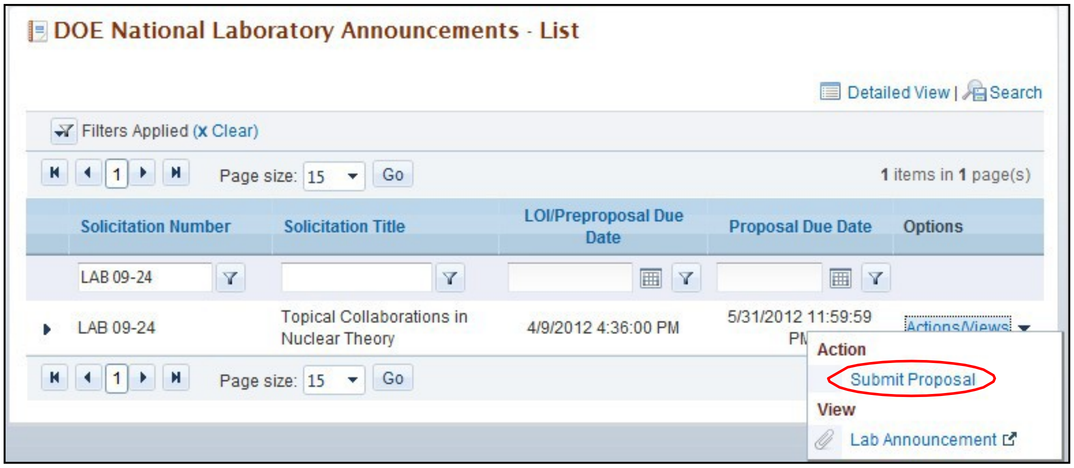
5.4.3 Create and Submit a Proposal

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 in response to a DOE National Laboratory Announcement:

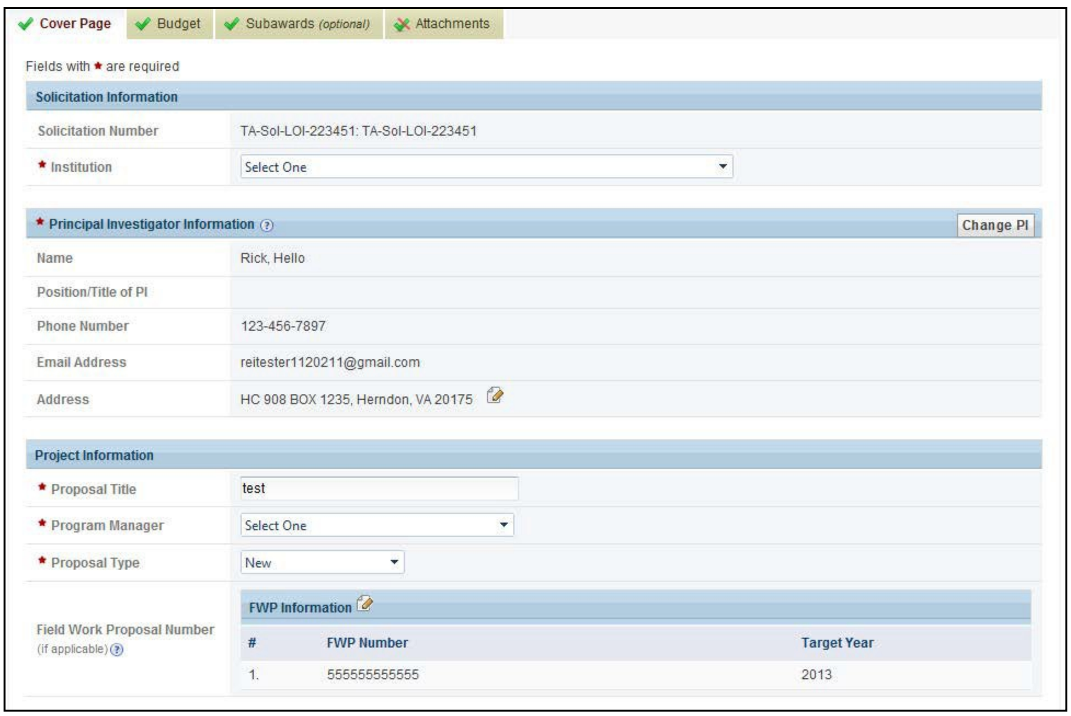
1. Search for DOE National Laboratory Announcements from the *Search Solicitations* tab. Click the **Actions/Views** link for a Solicitation and then click the **Submit Proposal** link (Figure 83).

Figure 83. DOE National Laboratory Announcements List - Submit Proposal Link



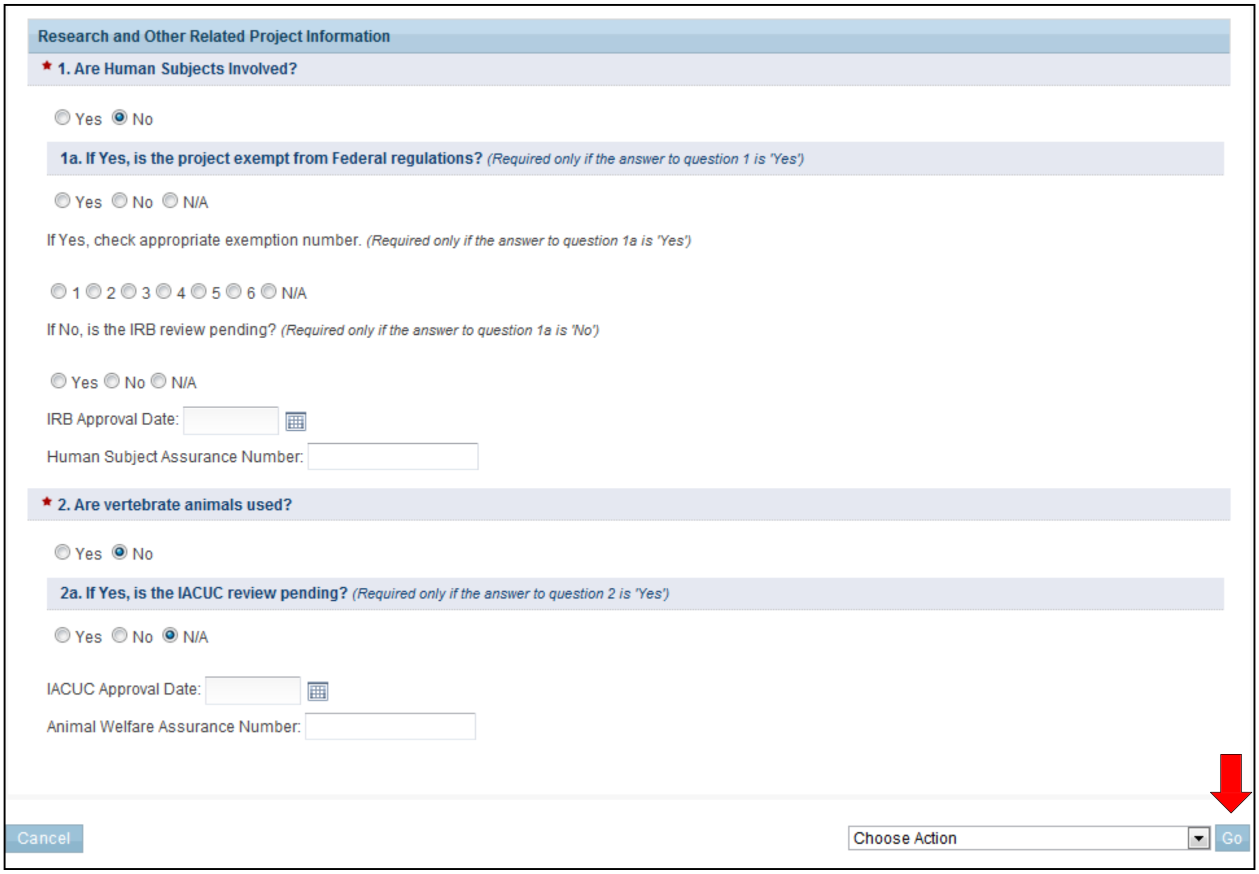
2. Provide the required input information on the *Cover Page* (Figure 84). Note that fields marked by a red star are mandatory.

Figure 84. Cover Page - Top



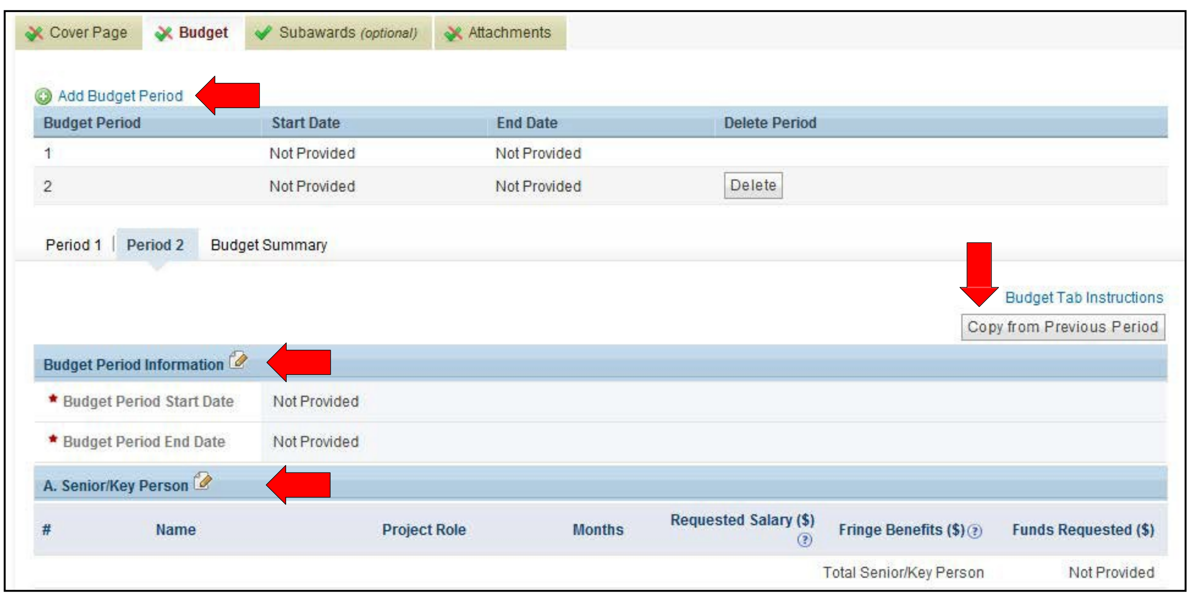
3. From the *Choose Action* drop-down, select the save option of choice and click the **Go** button to start working on the *Budget* section.

Figure 85. Cover Page - Research and Other Related ProjectInformation



4. On the *Budget* page (Figure 86), provide the necessary information for each year (fields marked by a red star are mandatory). Complete each section by clicking the icon against each section (Figure 87, Figure 88).

Figure 86. Budget Tab - Top Section



Note

When entering budget information for multiple budget periods, you may enter the first budget period's information and 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.

Figure 87. Budget Tab - Middle Section

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

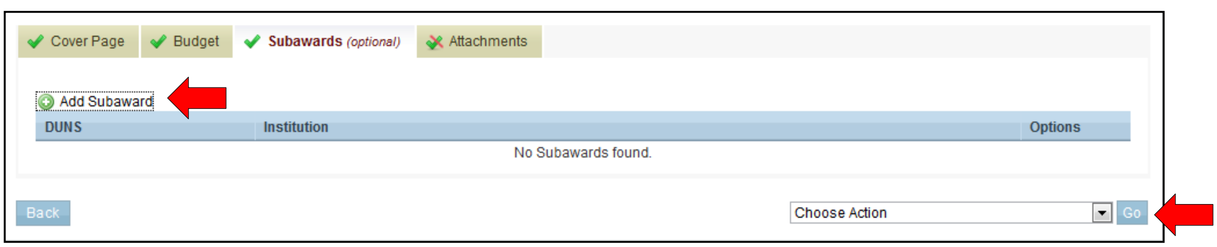
#	Item		Funds Requested ($)
1.	Materials and Supplies		Not Provided
2.	Publication Costs		Not Provided
3.	Consultant Services		Not Provided
4.	ADP/Computer Services		Not Provided
5.	Subawards/Consortium/Contractual Costs		Not Provided
6.	Equipment or Facility Rental/User Fees		Not Provided
7.	Alterations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

5. From the *Choose Action* drop-down, select the save option of choice and click the **Go** button to continue to the next section (Figure 88).

Figure 88. Budget Tab - Bottom Section

6. 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 (Figure 89).
   b. Provide budget information (similar to the *Budget* page information in Step 4 above) for each subaward you wish.
   c. When you have finished providing the necessary information, choose the appropriate save option from the *Choose Action* drop-down. Click the **Go** button to continue to the next section.

Figure 89. Subawards Tab - Add Subaward Link

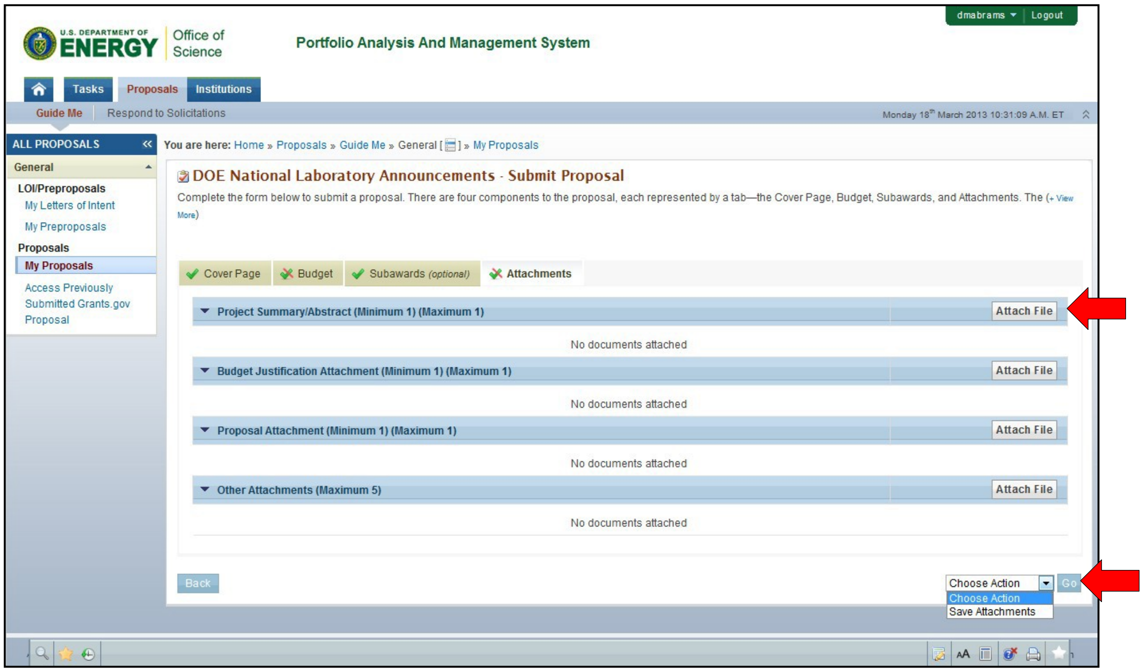


7. On the *Attachments* tab (Figure 90), upload any necessary attachments (for more information on attaching files in PAMS, refer to Section 2.8, *How to Attach a File in PAMS*). Choose **Save Attachments** to do so. Once all sections are complete, choose **Submit to DOE** from the *Choose Action* drop-down.

Note	***The Proposal Summary/Abstract and the Budget Justification attachments are mandatory for you to attach along with the Proposal.***

8. Click the Go button to submit the Proposal to DOE.

Figure 90. Attachments Tab



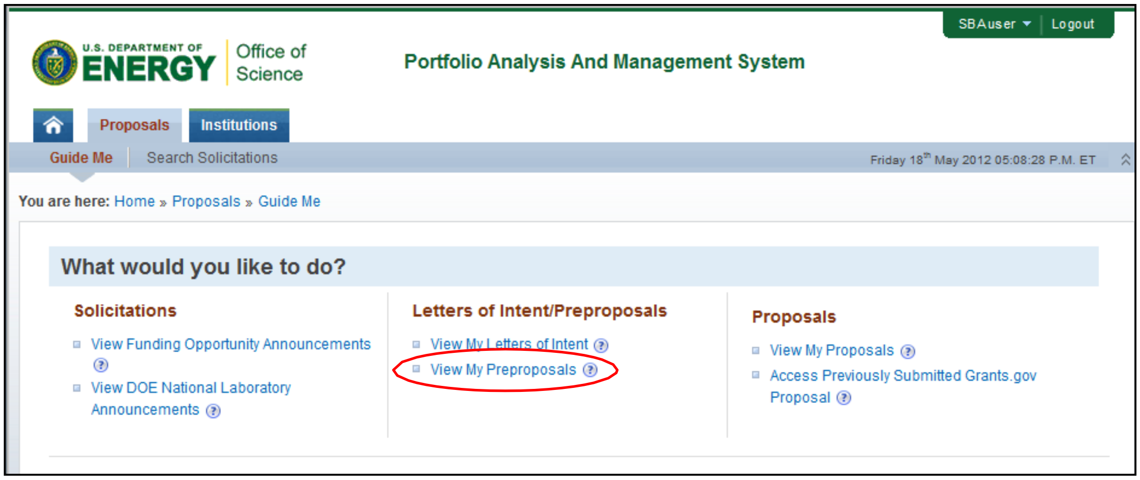
5.4.4 Reopen and Resubmit a Submission

> ***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.***
>
> ***In addition, 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 ofthe original submission. Follow the steps below to reopen a submission:

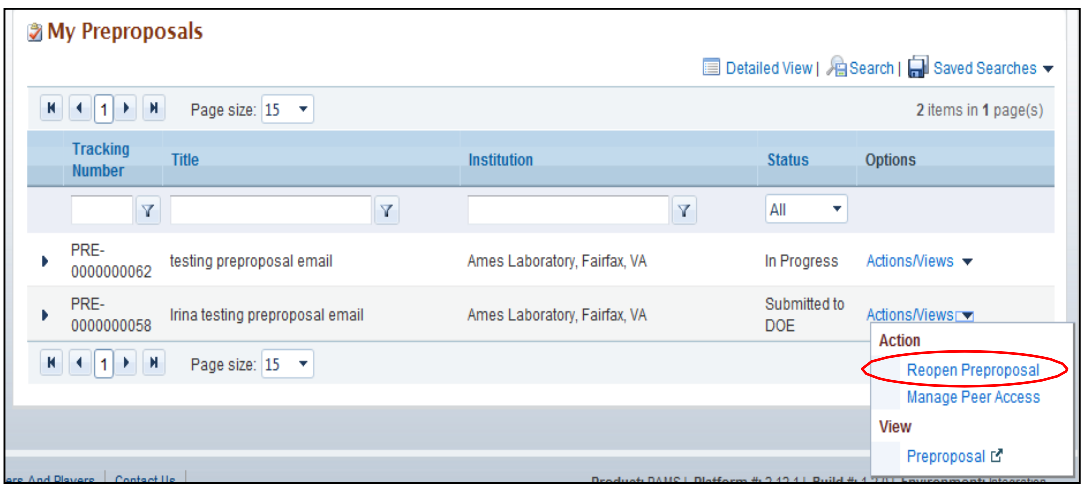
1. Click the **Proposals** tab (Figure 91).
2. Click the **View My Letters of Intent, View My Preproposals,** or **View My Proposals** link to navigate to the respective list.

Figure 91. Proposals Tab



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 (Figure 92).

Figure 92. Reopen Proposal Link



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.

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

Note	***This applies to National Labs and other federal agenciesonly.***

DOE can send invitations to National Labs and other federal agencies to submit Proposals. These invitations are sent as emails, and recipients must be registered to both the Institution and to PAMS to submit a Proposal.

> ***If you are not registered to PAMS, please follow the instructions provided in How Do I Register to PAMS Using a Unique Registration Code? The email also provides instructions on how to register to PAMS. If another associate will create the proposal on your behalf, please forward this email to that person.***

A link in the email enables you to submit a Proposal. Clicking this link will 1) ask you to login to PAMS, 2) automatically create a Proposal, and 3) take 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 the DOE Office of Science*.
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.

> ***The proposal created will be assigned to the user who first clicks on the link in the email.***

5.4.6 I Want To View Submissions from My Institutions

Follow the steps below to view any submissions associated with an Institution. You can view a submission if you are the PI on the submission, if you are the submitter, or if an individual with access to the submission grants you access via the Manage Peer Access functions.

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.

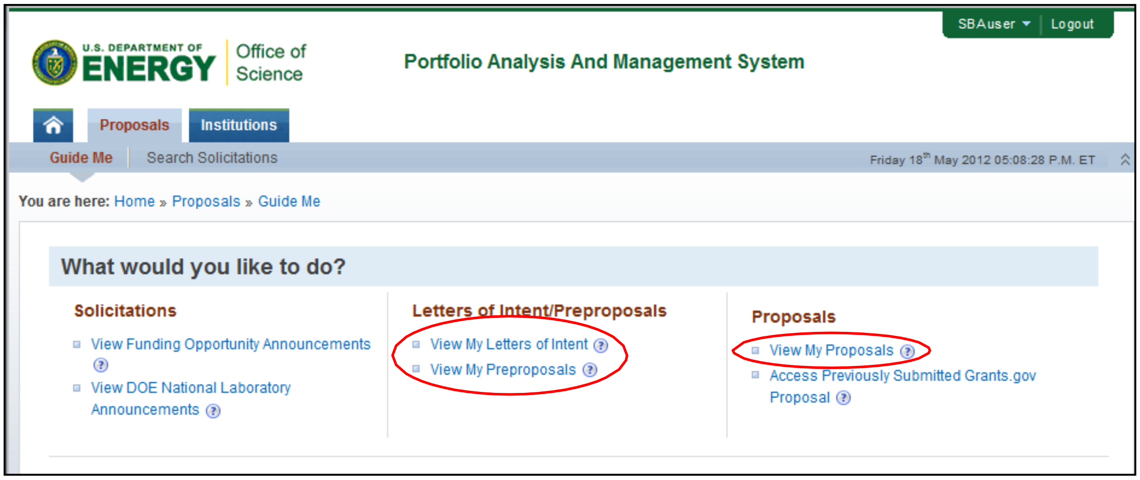
5.4.7 I Want To Manage Peer Access for a Submission

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:

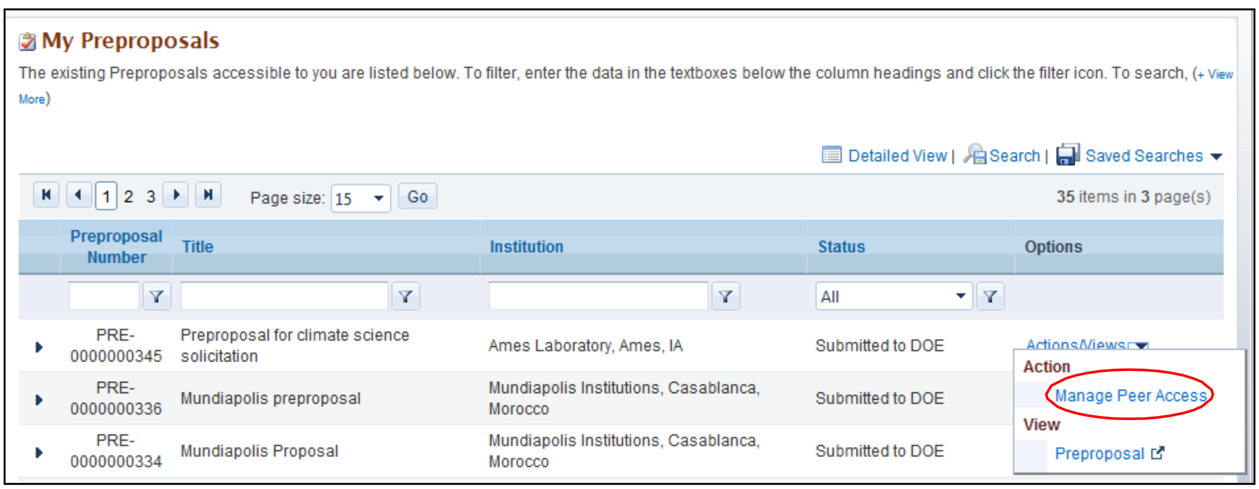
1. Click the **Proposals** tab after logging in to PAMS. Click the appropriate **View** links (Figure 93).

Figure 93. Links for View My Letters of Intent, View My Preproposals, View My Proposals



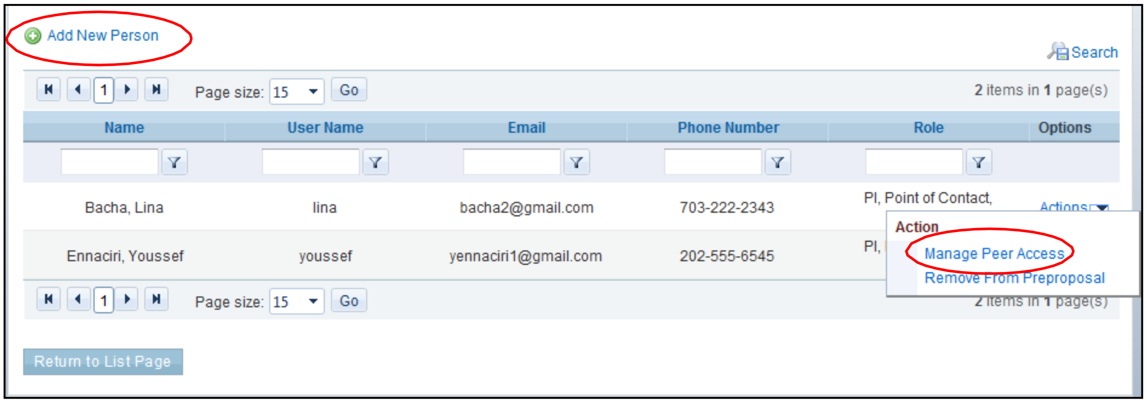
2. This will take you to the *My Preproposals*, *My Letters of Intent*, or the *My Proposals* page. Choose a submission record, click the **Action** link, and then click the **Manage Peer Access** link (Figure 94).

Figure 94. Manage Peer Access Link



3. You will now be taken to the *Manage Peer Access - User List* page (Figure 95). 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.

Figure 95. Add New Person/Manage Peer Access Links

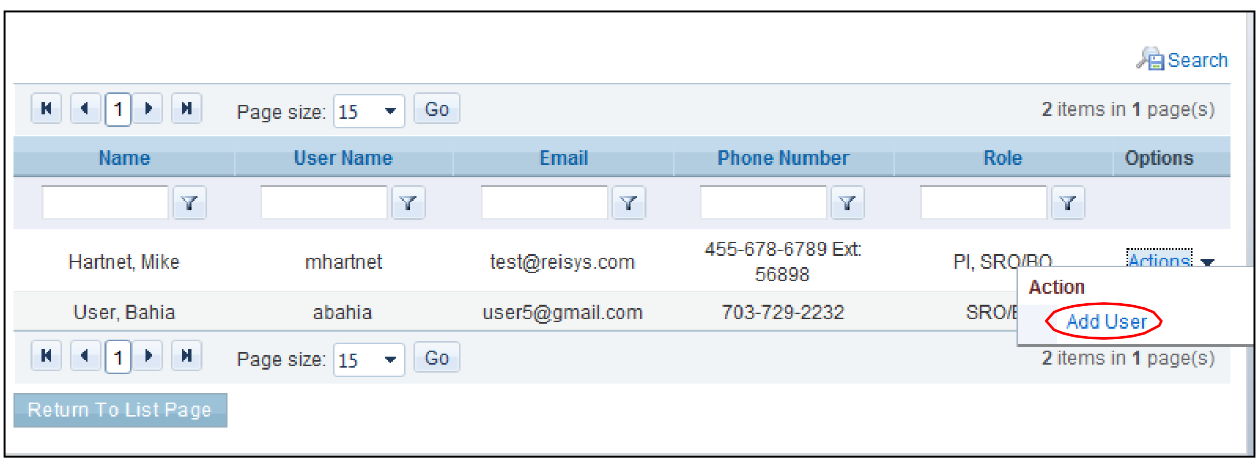


4. Select check boxes to update peer access for users (Figure 96).

Figure 96. User Information

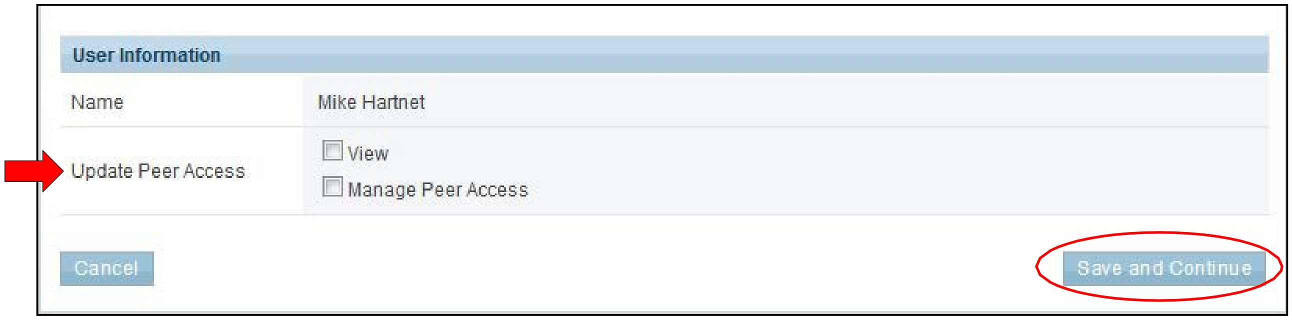
5. When you click **Add User**, you are taken to list page of existing users from your institution. Choose a user record, click the **Action** link, and then click **Add User** (Figure 97).

Figure 97. Existing Users Page: Add User Link



6. On the *Manage Peer Access – User* page, choose the privileges to be assigned to the user and click the **Save and Continue** button (Figure 98).

Figure 98. Manage Peer Access - User Page: Save and Continue Button



7. You are taken to the *View Users – List* page, where you will see a *Success* message. The new user 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. If you are the PI, but someone else submitted on your behalf, you will be assigned View privilege bydefault.

5.5 How Do I Withdraw a Proposal?

• Quick Summary •

- **Who can withdraw a proposal?**
  - Any user with *View* and *Withdraw* privileges.
- **How does a user get those privileges?**
  - On the proposal, anyone with the Manage Peer Access privilege (usually a PI or an SRO/BO/AO) can grant users Withdraw privilege.
    - On the *My Proposals* page, for the proposal you want, click the **Actions/Views** link and click the **Manage Peer Access** link.
    - For an existing user, click the **Manage Peer Access** link and assign the *Withdraw* privilege. For a new user, assign both *View* and *Withdraw* privileges.
  - For the institution, the Admin SRO can grant user privileges for all institution proposals.
    - Within the *Institutions Folder*, click the **Proposals** link in left navigation menu.
    - For the proposal you want, click the **Actions/Views** link and click the **Manage Peer Access** link to provide the privilege.

Institutions have the capability to withdraw proposals. Admin SROs (i.e., SRO/BO/AO users with Manage Users, Manage Institution Profile, and Submit to DOE privileges for the institution) can grant other users from the same institution the privilege to withdraw proposals. The View Proposal privilege must also be granted to the user.

The PI/SRO for the proposal should automatically be given the Withdraw Proposal privilege in PAMS. When the PI and SRO/BO/AO successfully accesses a previously submitted Grants.gov proposal in the Proposals tab, the Withdraw privilege on the proposal is granted to this PI or SRO.

5.5.1 How Do I Get the Withdraw Privilege?

- **Through the Proposal:** Anyone with the Manage Peer Access privilege (usually a PI or an SRO/BO/AO) can grant users *View* and *Withdraw* privileges.
  - On the *Guide Me* page, click **View My Existing Proposals**.
  - On the *My Proposals* page, for the proposal you want, click the **Actions/Views** link and click the **Manage Peer Access** link.
  - For an existing user, click the **Actions** link and the **Manage Peer Access** link and assign the *Withdraw* privilege. For a new user, assign both the *View* and *Withdraw* privileges.
- **Through the Institution:** For the institution, the Admin SRO can grant user privileges for all institution proposals.
  - On the *Guide Me* page, click the **Institutions** tab.
  - For the institution you want, click the **Actions/Views** link and **Institution Folder** link.
  - Within the *Institutions Folder*, click the **Proposals** link in left navigation menu.
  - For the proposal you want, click the **Actions/Views** link and **Manage Peer Access** link to provide the *Withdraw* privilege.

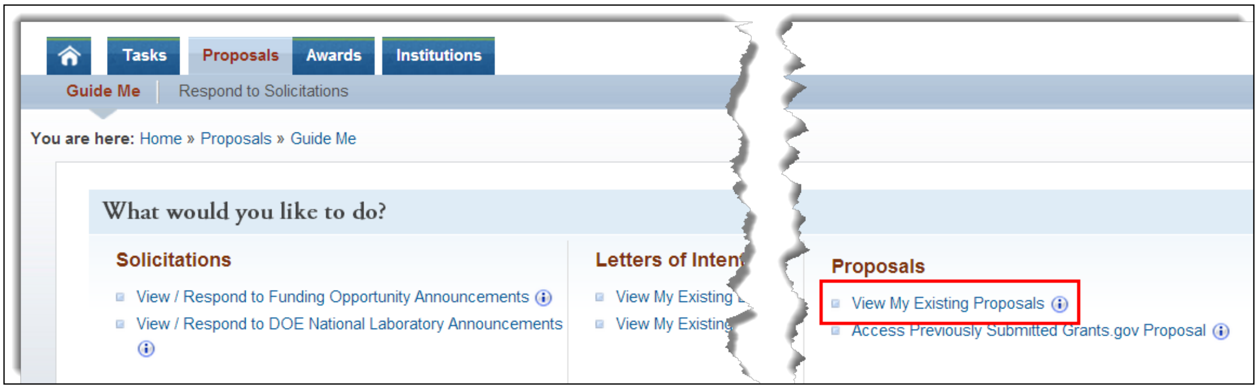
> ***Proposals submitted from PAMS or Grants.gov can be withdrawn up until the time it is sent for review by the PM of the DOE Office of Science. Once proposals submitted from PAMS are withdrawn, they cannot be resubmitted.***

5.5.2 Withdraw a Proposal

Follow the steps below to withdraw a proposal that has been submitted to DOE.

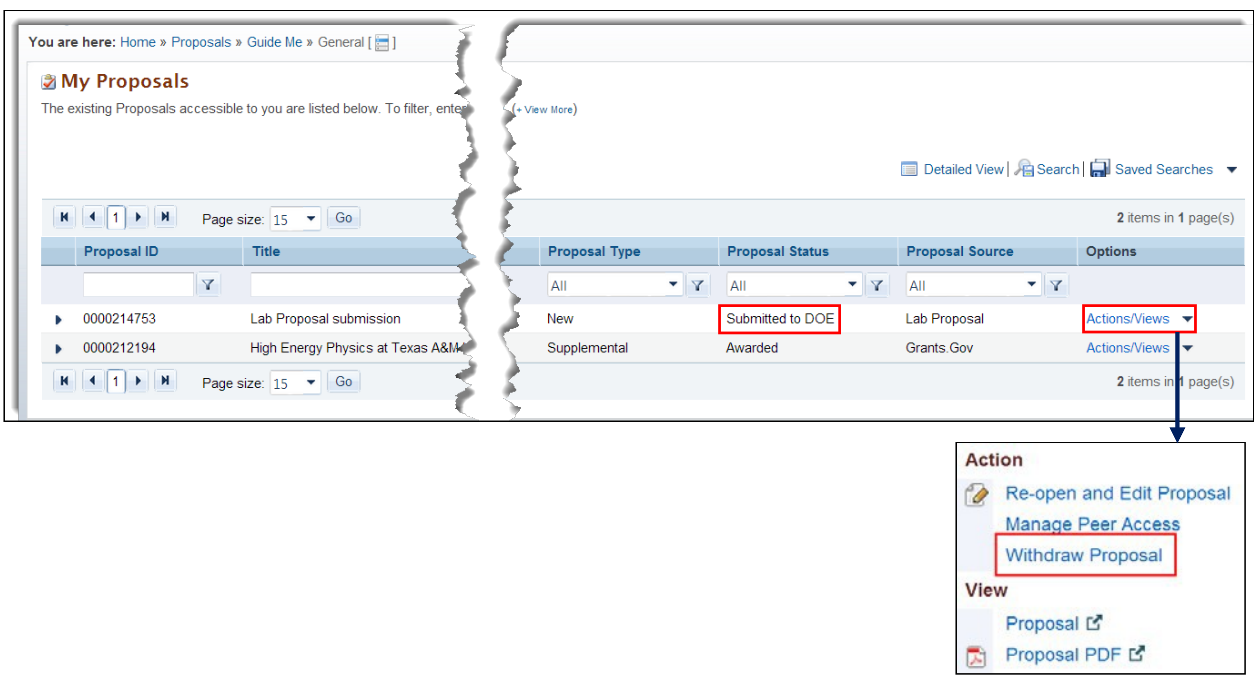
1. Log in to PAMS and click the **Proposals** tab to go to the *Guide Me* page.

Figure 99. Guide Me Page



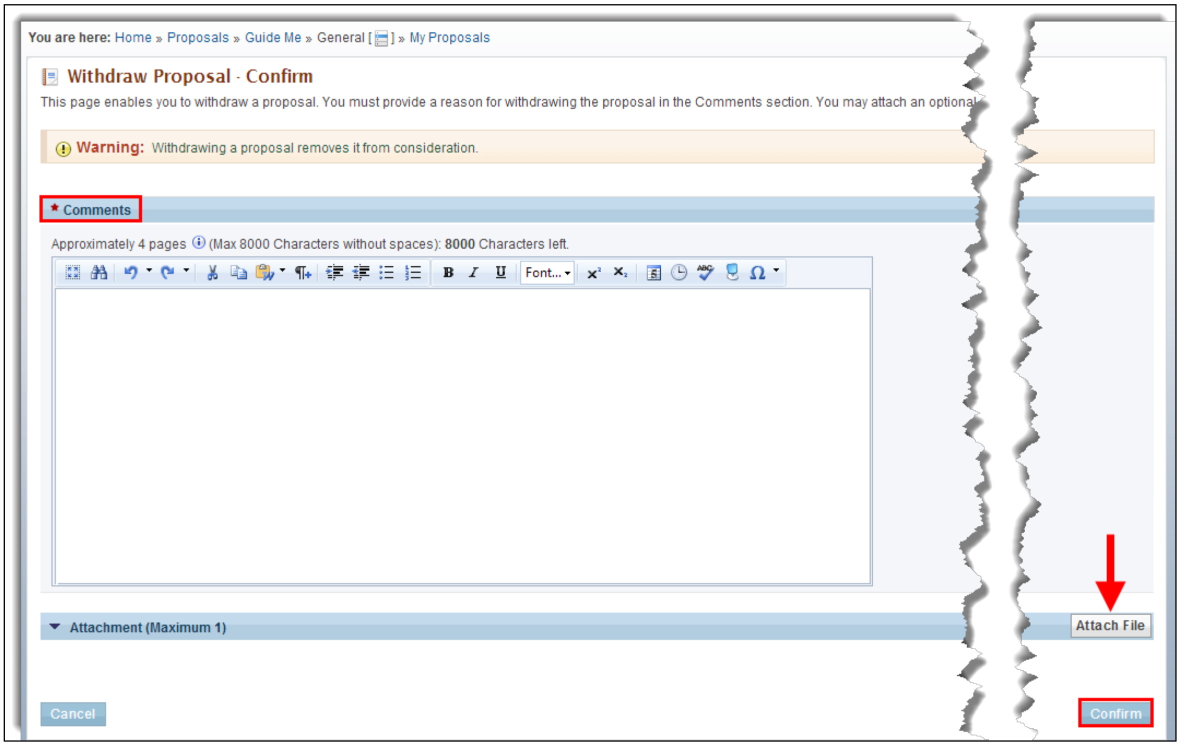
2. *On the Guide Me* page, click the **View My Existing Proposals** link to go to the *My Proposals* page (Figure 100).

Figure 100. My Proposals Page



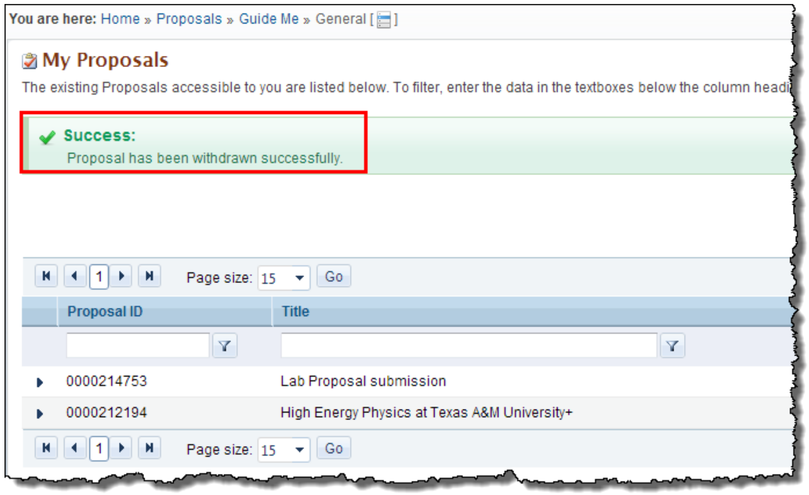
3. The proposal to be withdrawn must have a *Proposal Status* of *Submitted to DOE*. Click the **Actions/Views** dropdown for that proposal. Click the **Withdraw Proposal** link to go to the *Withdraw Proposal – Confirm* page (Figure101).

Figure 101. Withdraw Proposal - Confirm Page



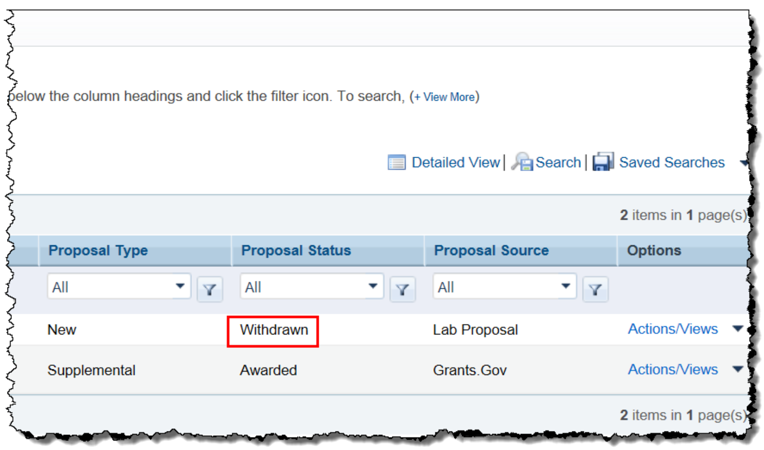
4. On the *Withdraw Proposal – Confirm* page:
   a. Enter mandatory **Comments** to justify the proposalwithdrawal.
   b. If necessary, click the **Attach File** button to upload a file that supports the proposal withdrawal. Refer to Section 2.8, How to Attach a File in PAMS.
5. When finished, click the *Confirm* button.
6. On the *My Proposals* page, a *Success* message informs you that the proposal was withdrawn (Figure 102).

Figure 102. Withdraw Proposal Success Message



7. At this point, the *Proposal Status* changes to *Withdrawn* (Figure 103).

Figure 103. Proposal Status: *Withdrawn*



6.1 HOW DO I MANAGE AWARDS IN PAMS?

• Quick Summary •

- **Who can access awards in PAMS?**
    - By default, the PI, SRO/BO/AO, and Other (Point of Contact and Admin SRO for the Institution) user roles are given access privileges to awards. (Refer to Table 3 for more information on award privileges.) Additionally, any registered user from the institution may request access privileges to an award.
- **What are the privileges available at the award level?**
    - View awards privilege, Progress Report privileges, Award Modification Request privileges
- **How do users request privileges at the award level?**
    - Register to an institution in PAMS
    - Go to the *Awards Folder* and click the **Add Award to Portfolio** link to request privileges and add the award to your portfolio
- **What other actions can users take on awards?**
    - View and submit Progress Reports and Modification Requests
    - View other users with award privileges and change those privileges, if required.

Institution users can view their awards in PAMS. The following roles are identified on PAMS awards:

- PI
- SRO/BO/AO
- Other.

The following privileges may be requested by users at the award level:

- View privileges
- Progress Report privileges
- Award Modification Request privileges.

PAMS sends award-notification emails to users who are on awards. Award privileges are provided to institution users either by *automatic award association* or *manual award association.*

Note

With the rollout of PAMS Iteration 5a, a user could receive many award-notification emails, depending on how many awards the user is associated. A user not registered to PAMS will receive multiple emails, but each email will have the same PAMS Registration Code. A user only needs one Registration Code to set up one PAMS account.

If, however, a user is duplicated in the system (e.g., in the system as both "Steve" and "Stephen"), that user will need to use the different access codes he/she was emailed to access respective awards. Be aware that if you are emailed different Registration Codes, you must use them as necessary.

Automatic award association means that an institution user already:

- Has the proper user roles to access awards.
- Has an active PAMS account.
- Is registered in PAMS to the institution.

Table 3 summarizes the award privileges granted to a PI/SRO/Admin SRO via AutomaticAssociation.

Table 3. PI/SRO/Admin SRO Automatic Award Privileges

Award Feature	Program Award Privileges	SBIR Award Privileges
PI Automatic Award Privileges		
Progress Report	• View • Edit • Submit • Administer	None
Award	View	View
Award Modification Request	None	None
SRO/Admin Automatic Award Privileges		
Progress Report	None	• View • Edit • Submit • Administer
Award	View	View
Award Modification Request	• View • Create • Edit • Delete • Submit • Administer	• View • Create • Edit • Delete • Submit • Administer

Manual award association means that an institution user is not registered to PAMS and must do so before accessing awards. In this case, the institution user must:

- Register to PAMS using the Registration Code provided in the award-notification email sent by PAMS (see Section 3.1.2, How Do I Register to PAMS Using a Unique RegistrationCode?).

OR

- Register in PAMS to the institution (see Section 3.1.3, How Do I Register to an Institution in PAMS?).
- Request awards privileges from an authorized approver, most often the PI or SRO/BO/AO.

The Award access feature is not available for Labs. However, Labs can view the award information from the Institution Folder (see Section 4.5, Institution Folder).

6.2 How Do I View Award Information?

Users can view awards in their portfolio from the external Awards Folder.

1. On the *Guide Me* page, click the **Awards** tab to go to the *My Awards - List* page (Figure 104).

Figure 104. Guide Me Page Awards Tab

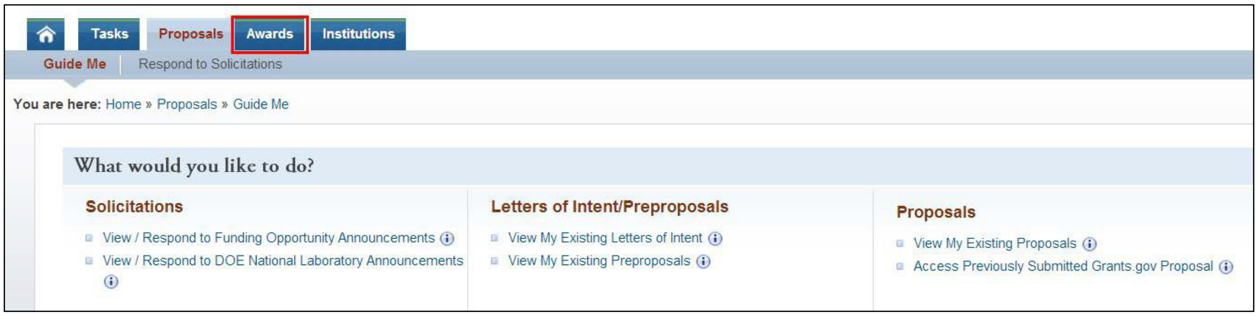
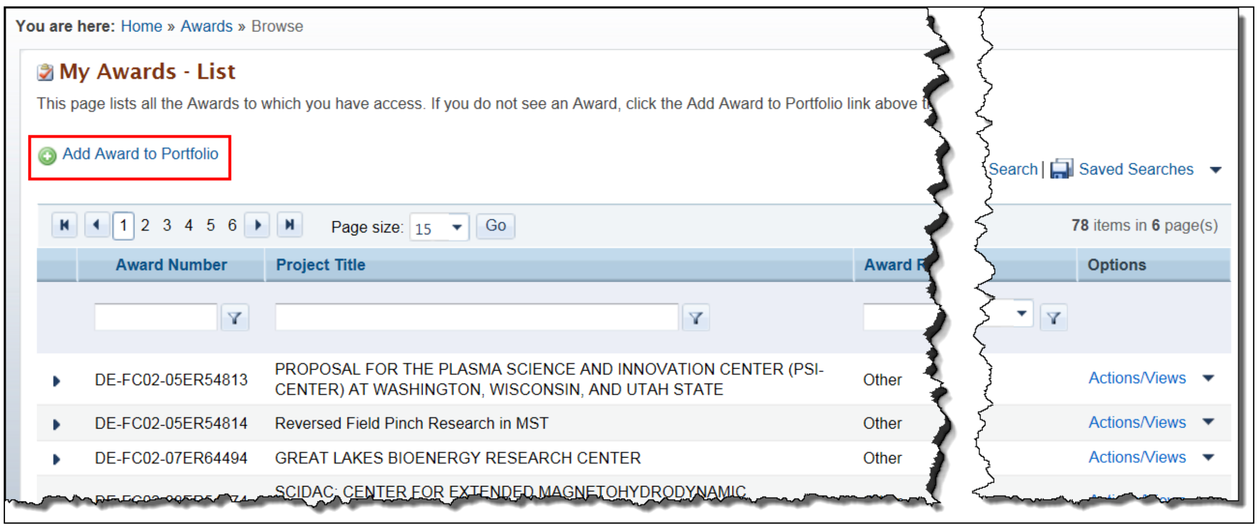


Figure 105. My Awards - List Page



2. This page has all the awards to which you have privileges. If you do not see an award, click the **Add Award to Portfolio** link above the grid to go to the *Select Awards* page (Figure 106) and register to the award.
3. On the *Select Awards* page, you have several ways to choose choosing one or more awards to add to your portfolio (Figure 107). Refer to Table 4 for more information.

Figure 106. Select Awards Page

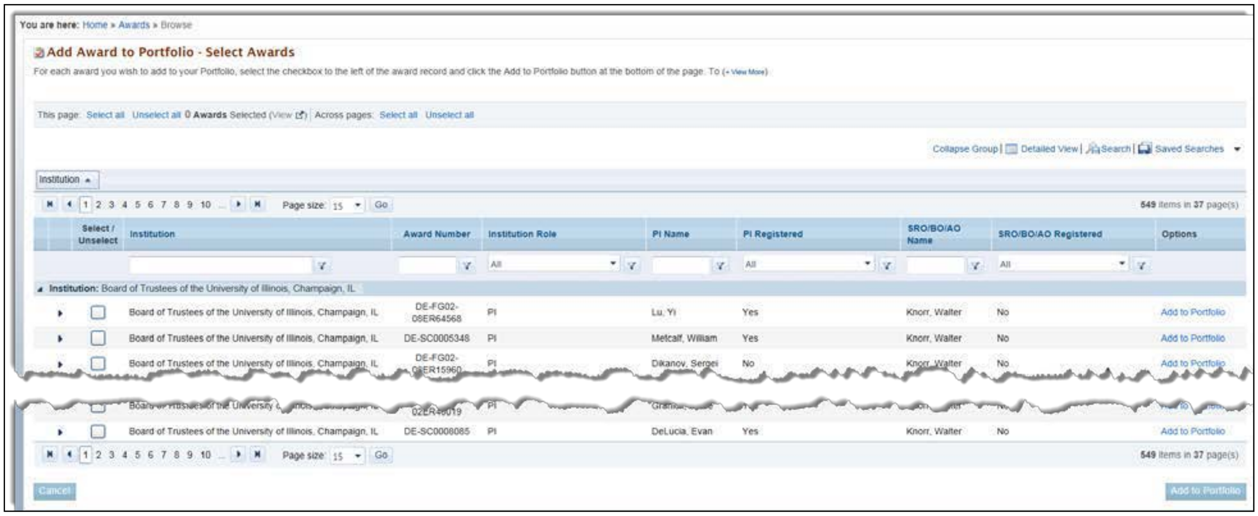


Figure 107. Select Awards Options

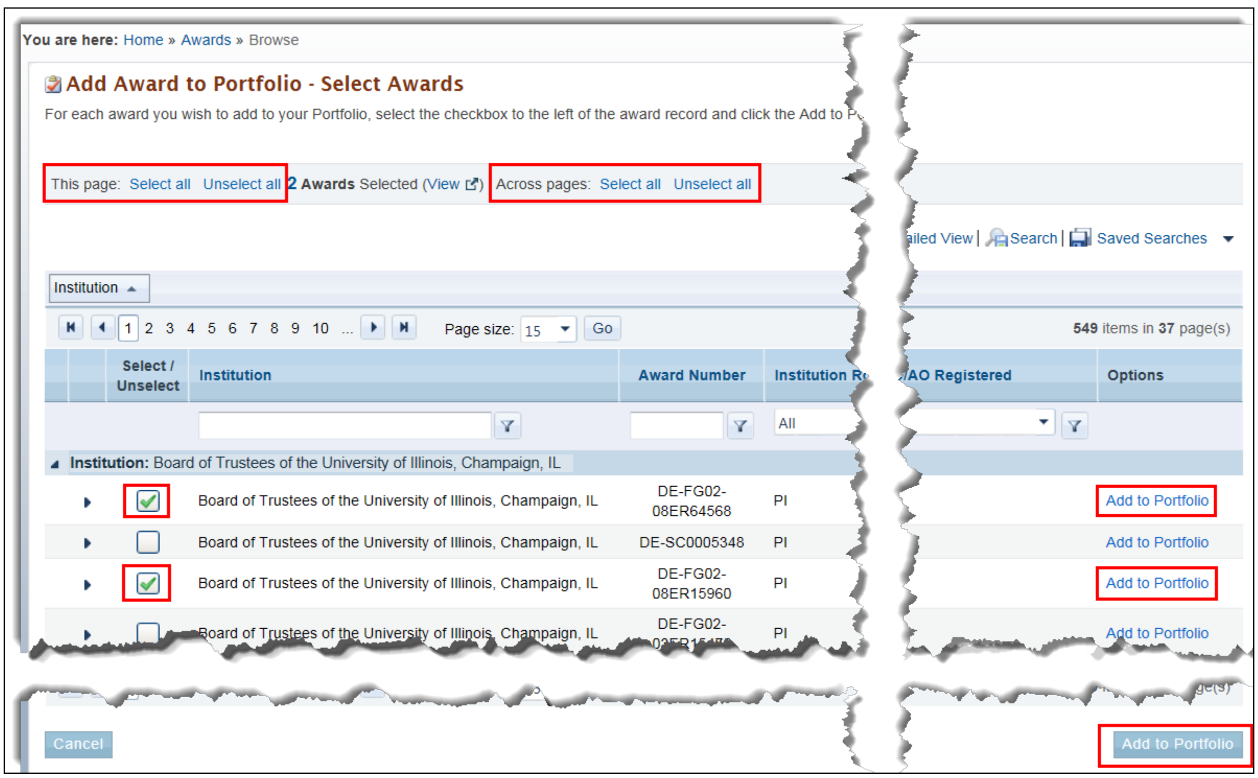


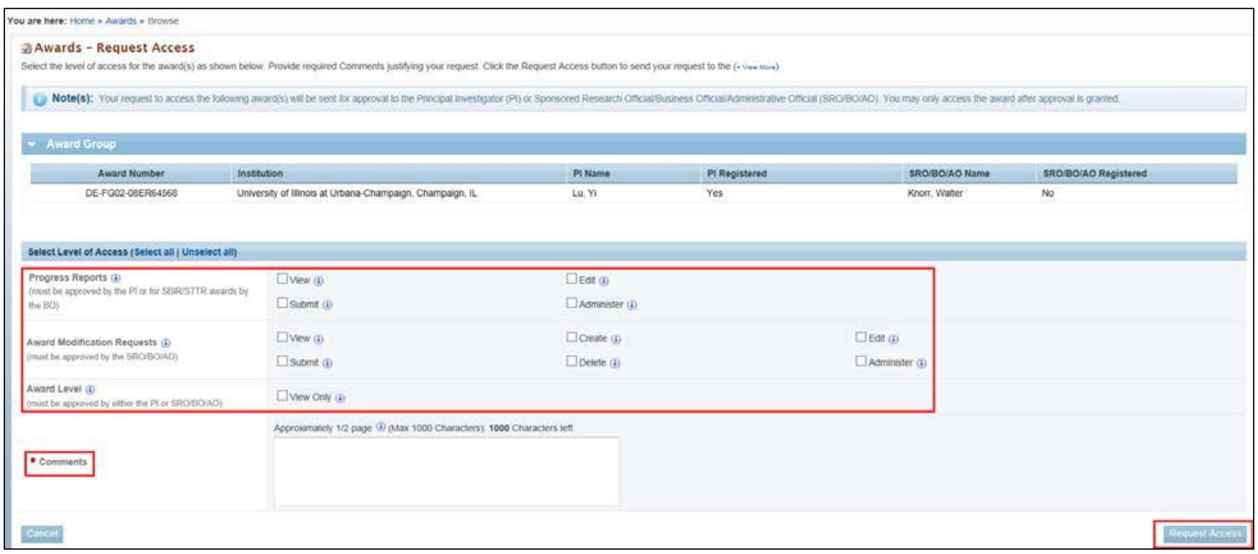
Table 4. Select Award Options Explanation

Link	Explanation
Individual checkboxes	• If you are only selecting one or two items from the list, simply click the **Add to Portfolio** link in the *Options* column for each selection. • You may also select several checkboxes and, when you are done, click the **Add to Portfolio** button at the bottom of the page.
This page: *Select all*	• Click this link to select all the checkboxes on the current page. • When you are done, click the **Add to Portfolio** button at the bottom of the page.
This page: *Unselect all*	Click this link to unselect all the checkboxes on the current page. (You would likely click *Unselect all* after first selecting *Select all* and then changing your mind.)
Across pages: *Select all*	• Click this link to select all the checkboxes on all the pages available. • When you are done, click the **Add to Portfolio** button at the bottom of the page.
Across pages: *Unselect all*	Click this link to unselect all the checkboxes on all the pages available. (You would likely click *Unselect all* after first selecting *Select all* and then changing your mind.)

4. When you click the **Add to Portfolio** button, you are taken to the *Awards – Request Access* page (Figure 108). From this page, you can select the privileges you require for:

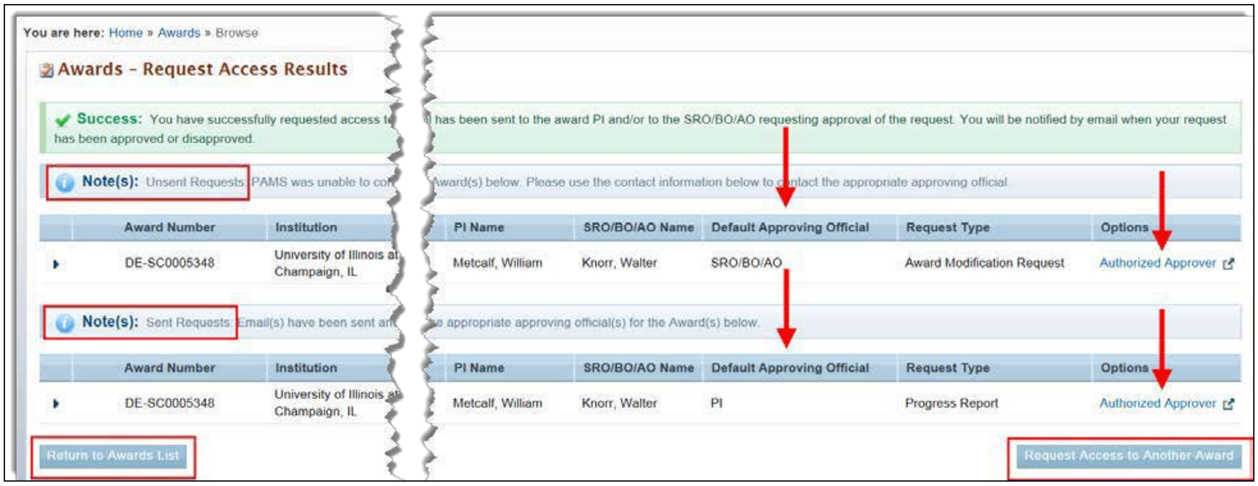
- **View Award** (must be approved by PI or SRO/BO/AO)
- **Progress Reports** (must be approved by PI or by the BO for SBIR/STTR awards)
- **Award Modification Requests** (must be approved by the SRO/BO/AO).

Figure 108. Awards - Request Access Page



5. Make your access-request selections by clicking the appropriate checkboxes and enter a justification for your selections in the mandatory *Comments* field.
6. Click the **Request Access** button to go to the *Awards – Request Access Results* page (Figure 109), where a *Success* message verifies that your requests were successfully submitted.

Figure 109. Awards - Request Access Results Page

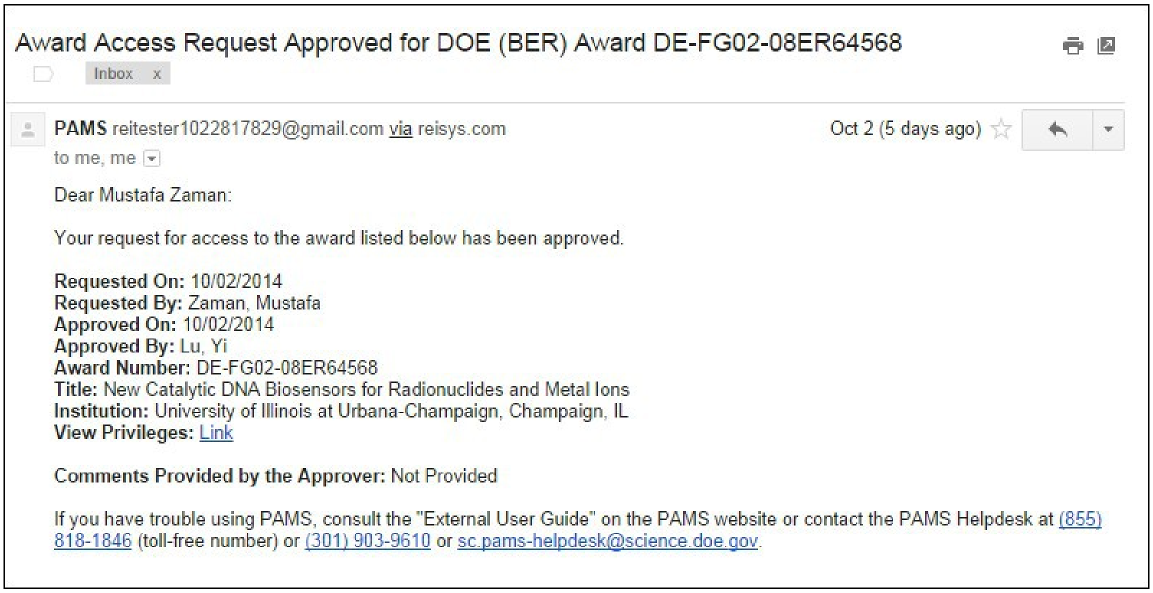


7. **Unsent Requests** (Figure 109, beneath *Success* message): Why is your request for award access in the *Unsent Requests* table?
   a. Your request for award access could not be sent to default approving official. That official may not be registered to PAMS and/or to the award.
   b. Click the **Authorized Approver** link to bring up contact information (Figure 110) for the person who can approve your request. You can contact that approver and explain that your submission was not successful.
8. **Sent Requests** (Figure 109, beneath *Unsent Requests)*: Your request for award access is in the *Sent Requests* table.
   a. Your request for award access was successfully sent to default approving official because that official is registered to both PAMS and the award.
   b. You should receive approval or disapproval of your request via email. If you any problems, click the **Authorized Approver** link. Use the contact information there (Figure 110) to ask for assistance.

Figure 110. Authorized Approver Contact Information (Sample)

9. On the *Awards – Request Access Results* page, click either the **Return to Awards List** button or the **Request Access to Another Award** button.
10. Once your access request has been approved/disapproved, you will receive an email from PAMS (Figure 111).

Figure 111. Email Approving/Disapproval User Access Request(Sample)



Award Access Request Approved for DOE (BER) Award DE-FG02-08ER64568

Inbox x

PAMS reitester1022817829@gmail.com via reisys.com Oct 2 (5 days ago)

to me, me

Dear Mustafa Zaman:

Your request for access to the award listed below has been approved.

Requested On: 10/02/2014
Requested By: Zaman, Mustafa
Approved On: 10/02/2014
Approved By: Lu, Yi
Award Number: DE-FG02-08ER64568
Title: New Catalytic DNA Biosensors for Radionuclides and Metal Ions
Institution: University of Illinois at Urbana-Champaign, Champaign, IL
View Privileges: Link

Comments Provided by the Approver: Not Provided

If you have trouble using PAMS, consult the "External User Guide" on the PAMS website or contact the PAMS Helpdesk at (855) 818-1846 (toll-free number) or (301) 903-9610 or sc.pams-helpdesk@science.doe.gov.

Note

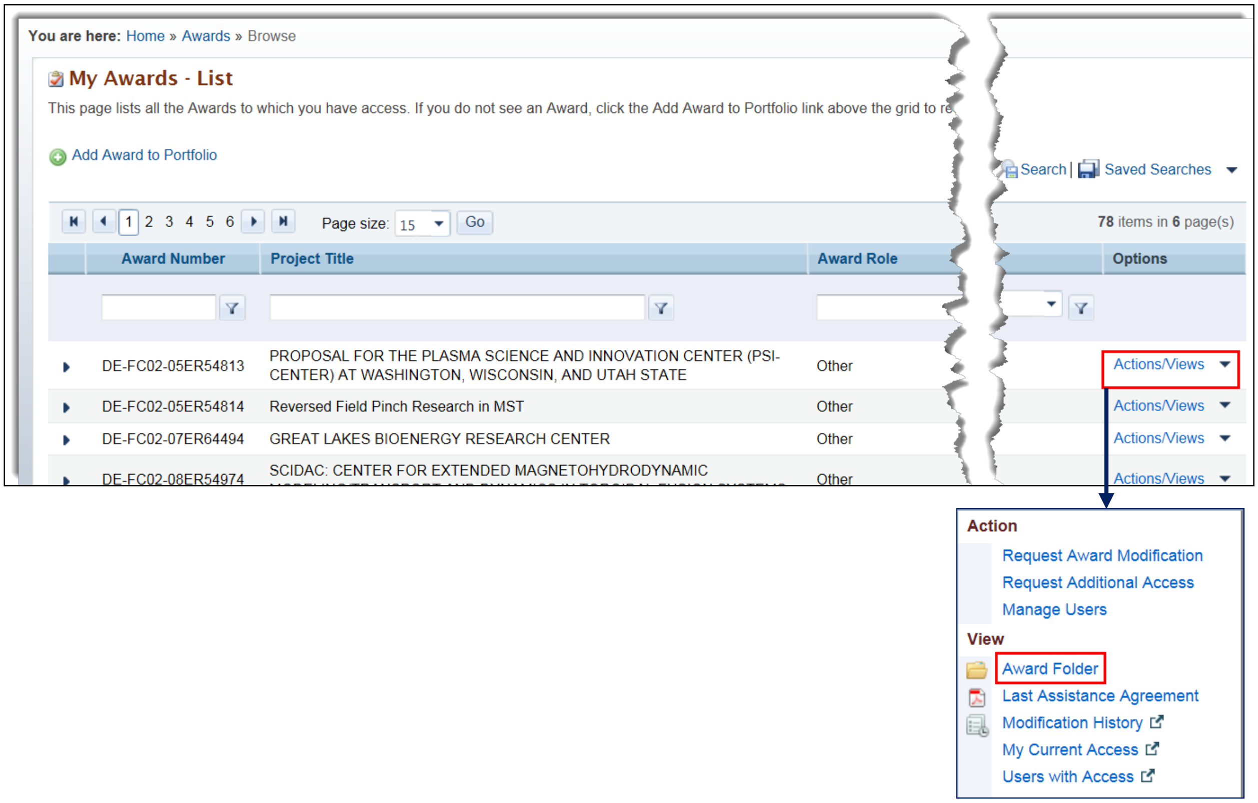
A user can only request additional award privileges. A user cannot remove or change his/her own award privileges or request that they be removed. Only the award's Admin user can remove a user's existing award privileges (refer to Section 4.5.2, Manage Users at the Institution Level).

6.3 What Can I View in the Awards Folder?

Users may view all awards in their portfolios from the Awards Folder. To get to the Awards Folder:

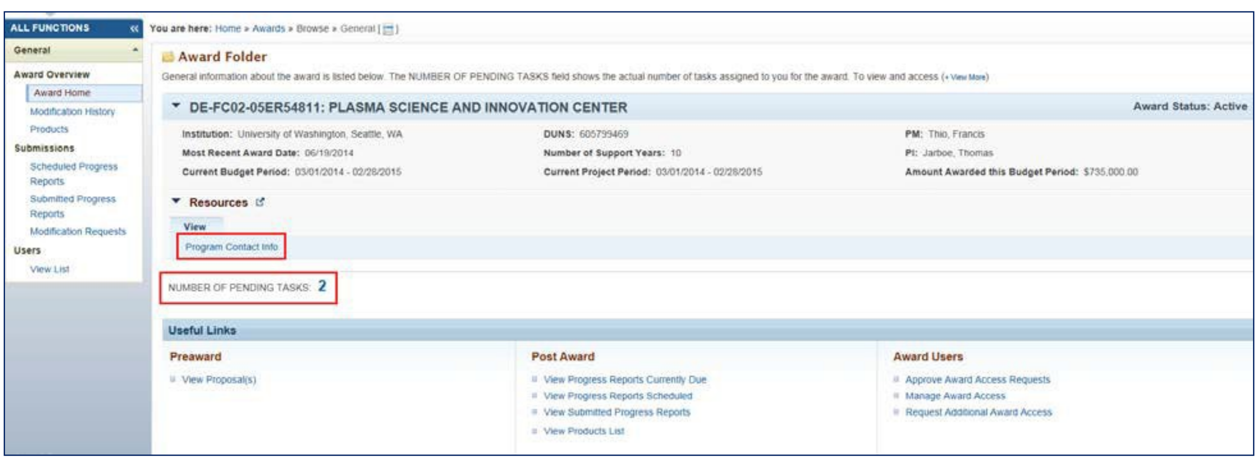
1. From any PAMS page, click the **Awards** tab to go to the *My Awards - List* page (Figure 112).

Figure 112. My Awards – List Page Context Menu



2. Choose the award whose folder you wish to view. For that award, click the **Actions/Views** link and the **Award Folder** link to go to the *Award Folder* home page (Figure 113).

Figure 113. Awards Folder Home Page



3. Click the **Program Contact Info** link to see pertinent award information (Figure 114).

Note

In the Program Content Info, the Primary and Secondary PM role is just PM, and the Primary or Secondary PSS role is PSS. The SBIR SS role appears as SBIRSS.

Figure 114. Program Contact Info Page

4. On the *Award Folder* home page, clicking the actual ***NUMBER OF PENDING TASKS*** link (e.g., in Figure 113, one would click the number *2*), takes you to the *Pending Tasks - List* page (Figure 4). Any pending tasks for the award are listed there.

All other links on the *Award Folder* home page are discussed in the sections that follow.

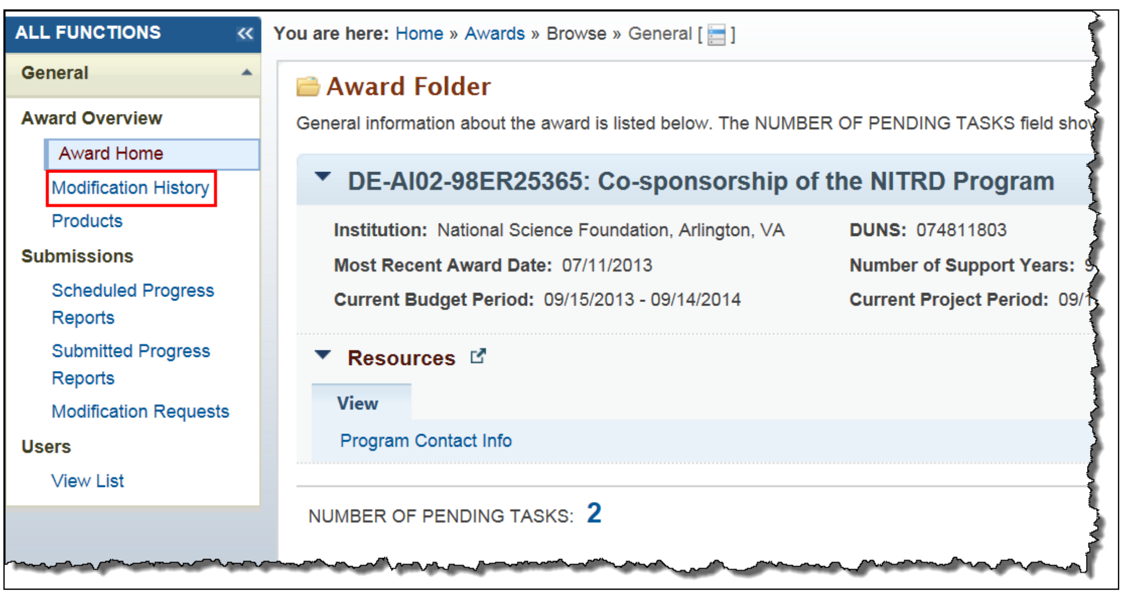
6.2.1 Modification History

The Award Folder's *Modification History* link opens a record of all modifications issued while the award has been active. This link is available to users who have the *View* privilege for the award.

To access an award's modification history:

1. Go to an award's *Award Folder* home page and click the **Modification History** link in the left navigation menu (Figure 115).

Figure 115. Modification History Link



2. This takes you to the *Modification History – List* page (Figure 116). Choose the award's *Support Year* and click the **Views** link and the **Assistance Agreement** link to bring up a PDF version of the agreement (Figure 117).

Note

On the Modification History – List page, the most recent Support Year comes first. In Figure 116, note that Support Year 10 is first, followed by Support Year 9, etc.

Figure 116. Modification History - List Page

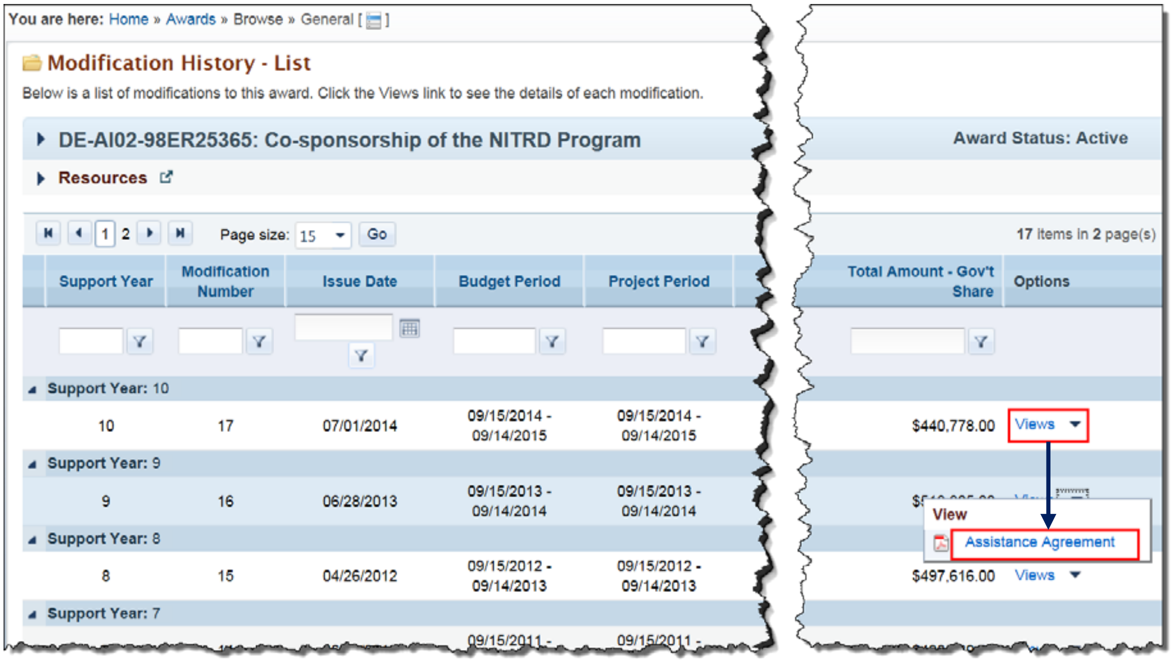
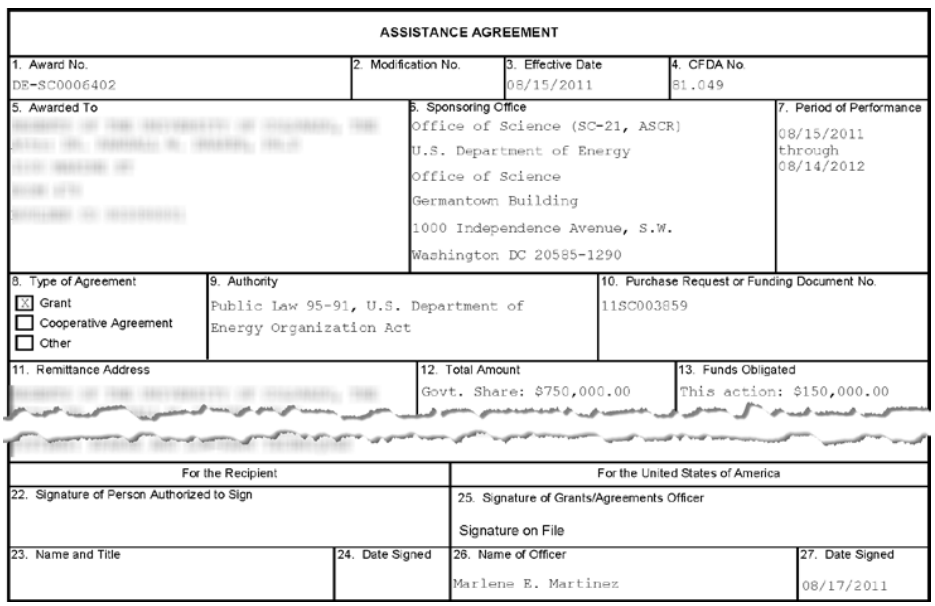


Figure 117. Assistance Agreement Page



ASSISTANCE AGREEMENT

1. Award No. DE-SC0006402	2. Modification No.	3. Effective Date 08/15/2011	4. CFDA No. 81.049
5. Awarded To	6. Sponsoring Office Office of Science (SC-21, ASCR) U.S. Department of Energy Office of Science Germantown Building 1000 Independence Avenue, S.W. Washington DC 20585-1290	7. Period of Performance 08/15/2011 through 08/14/2012	
8. Type of Agreement ☒ Grant ☐ Cooperative Agreement ☐ Other	9. Authority Public Law 95-91, U.S. Department of Energy Organization Act	10. Purchase Request or Funding Document No. 11SC003859	
11. Remittance Address	12. Total Amount Govt. Share: $750,000.00	13. Funds Obligated This action: $150,000.00	

For the Recipient		For the United States of America	
22. Signature of Person Authorized to Sign		25. Signature of Grants/Agreements Officer Signature on File	
23. Name and Title	24. Date Signed	26. Name of Officer Marlene E. Martinez	27. Date Signed 08/17/2011

6.2.2 Products

The Award Folder's *Products* link opens a read-only list of all products created while the award has been active. These products are populated from the products sections of previously submitted Progress Reports, Out of Cycle Progress Reports, and Renewal Proposal Products. Products could include such items as inventions, patents, databases, books, etc. This link is available to all users who have *View* access to the award.

To access an award's products:

1. Go to an award's *Award Folder* home page and click the **Products** link in the left navigation menu (Figure 117).

Figure 118. Products Link

2. This takes you to the *Products – List* page (Figure 119). Choose a product and click the **View Product** link to see a product description (Figure 120).

Figure 119. Products – List Page

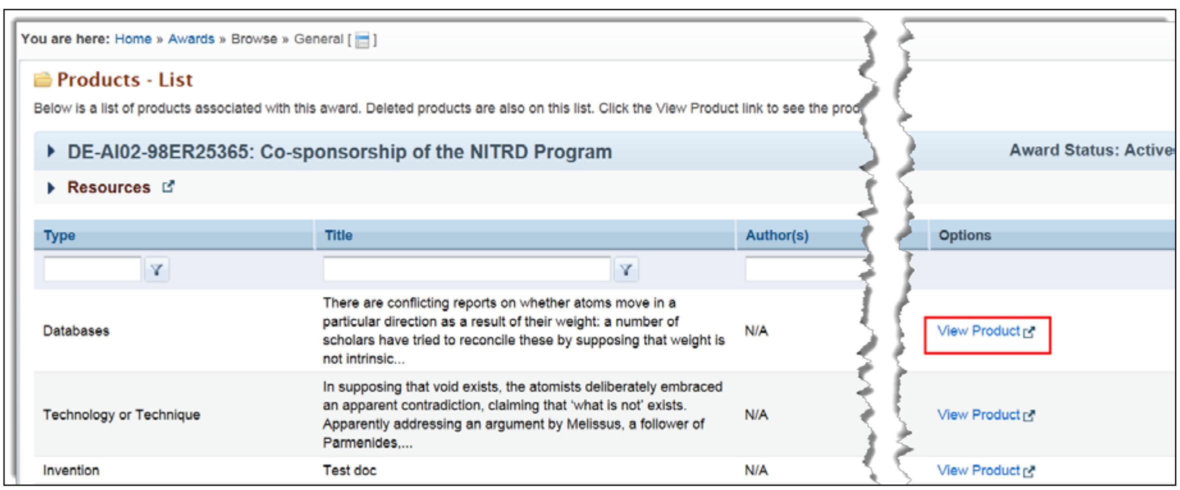
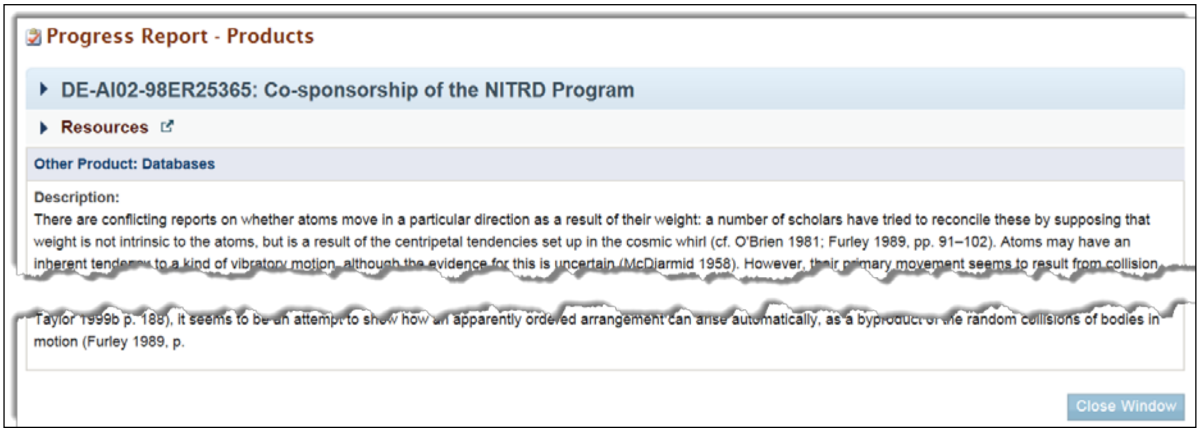


Figure 120. Product -Description



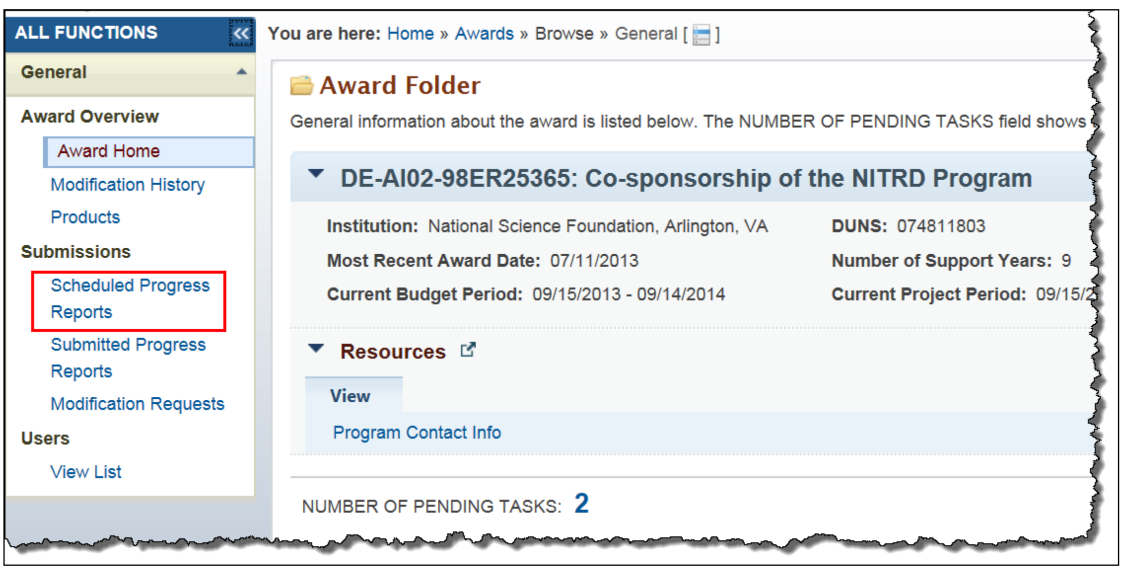
6.2.3 *Scheduled Progress Reports*

The Award Folder's *Scheduled Progress Reports* link opens a list of all Progress Reports and Out of Cycle Progress Reports configured for the award. The list displays the Progress Report as the first record. This link is available to all users who have *View* access to Progress Reports.

To access an award's scheduled Progress Reports:

1. Go to an award's *Award Folder* home page and click the **Scheduled Progress Reports** link in the left navigation menu (Figure 121).

Figure 121. Scheduled Progress Reports Link



2. This takes you to the *Progress Reports Scheduled – List* page (Figure 122). Choose a report and click its **Report Contents** link to see the various sections of the report (Figure 123).

Figure 122. Progress Reports Scheduled – List Page

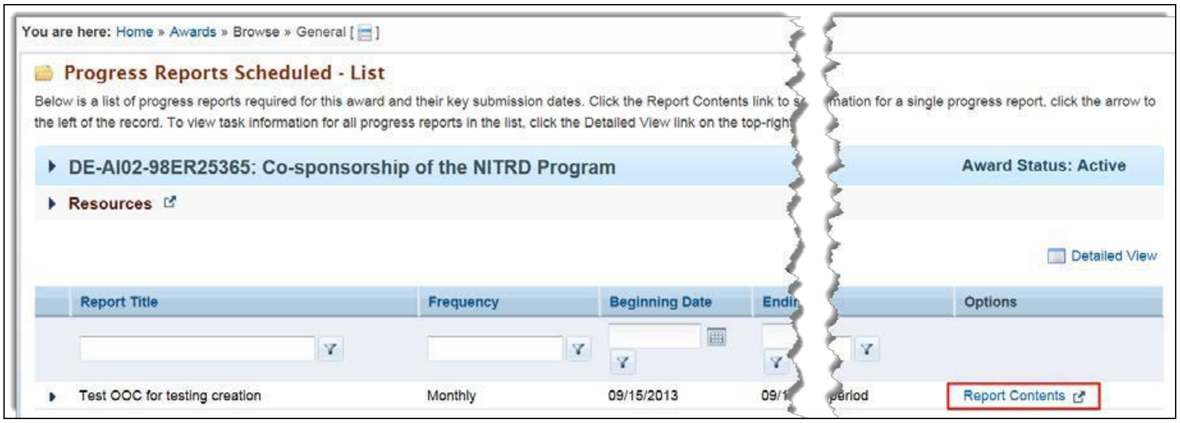
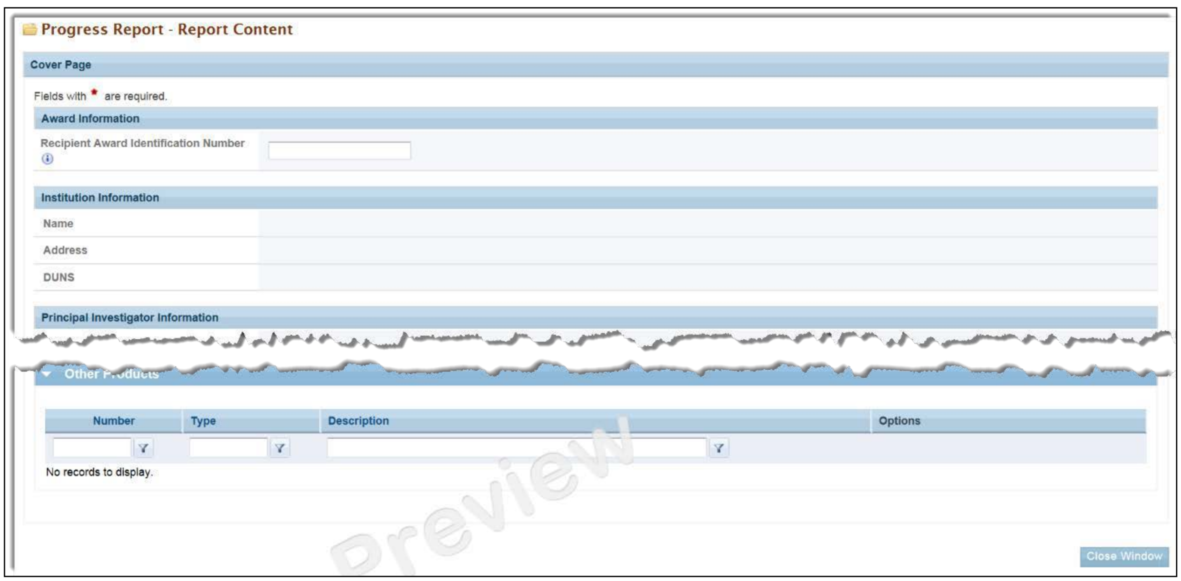


Figure 123. Report Contents



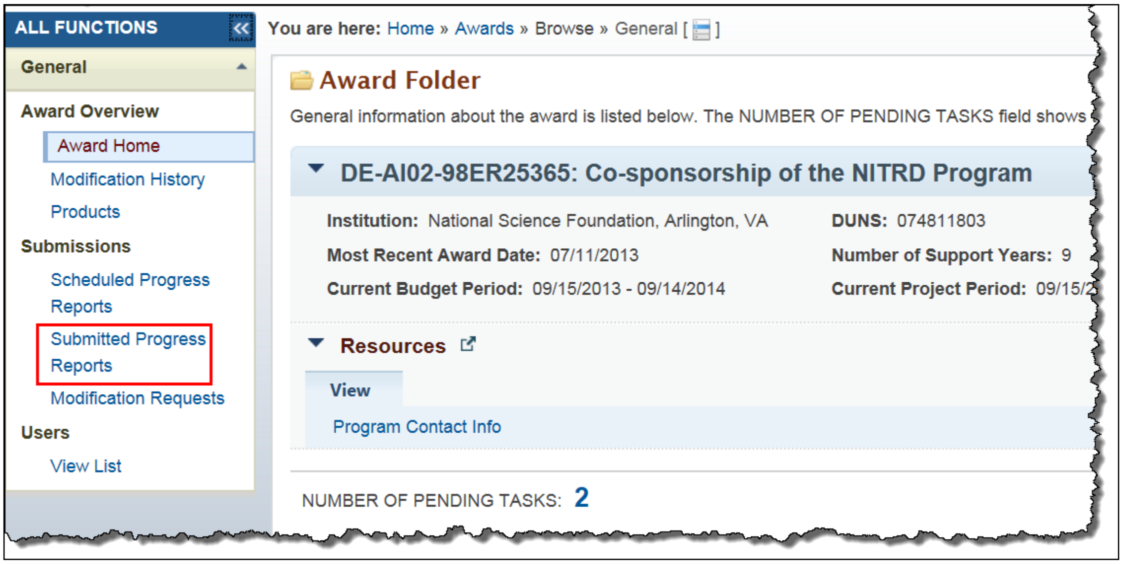
6.2.4 *Submitted Progress Reports*

The Award Folder's *Submitted Progress Reports* link opens a list of all Progress Reports submitted in PAMS for the award.

To access an award's submitted Progress Reports:

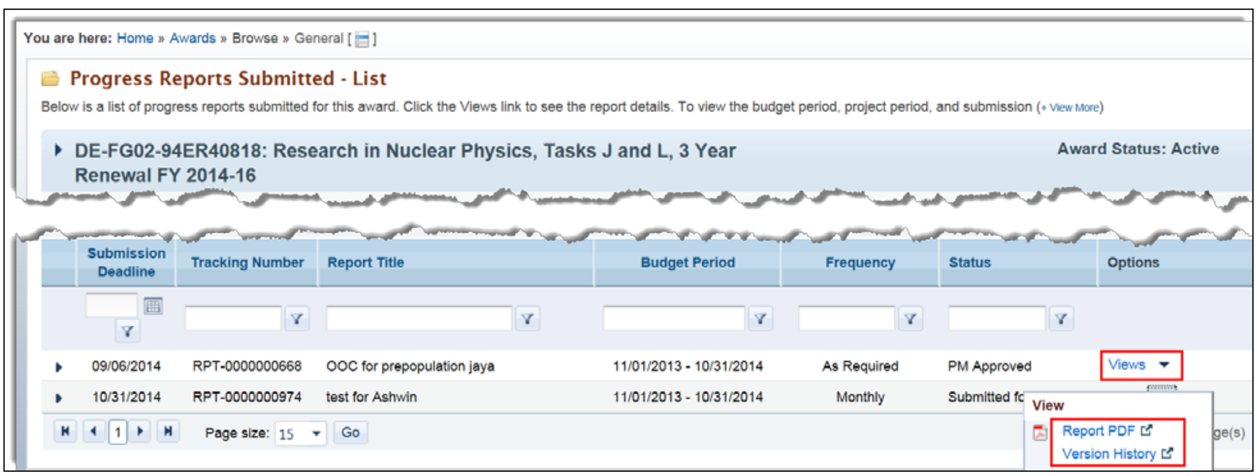
1. Go to an award's *Award Folder* home page and click the **Submitted Progress Reports** link in the left navigation menu (Figure 124).

Figure 124. Submitted Progress Reports Link



2. This takes you to the *Progress Reports Submitted – List* page (Figure 125). Choose a report and click its **Views** link and **Report PDF** link to see the various sections of the report.

Figure 125. Progress Reports Submitted – List Page



6.2.5 *Modification Requests*

If an award recipient wants a change to an award, the recipient can create an Award Modification Request andsubmit it to DOE. The award's SRO/BO/AO user is automatically granted access to create modification requests; the SRO/BO/AO can grant access to other users to create theserequests.

Award Modification Requests are of three types:

- **No Cost Extension:** A request to extend the budget period end date for project completion without requesting additionalfunding.
- **PI Transfer to a New Institution:** A request to permit a PI to transfer from one institution to another.
- **Change PI:** A request to change the PI for an award whose funding remains with the current institution.

6.2.5.1 No Cost Extension

To request a No Cost Extension award modification:

1. Go to an award's *Award Folder* home page and click the **Modification Requests** link in the left navigation menu (Figure 126).

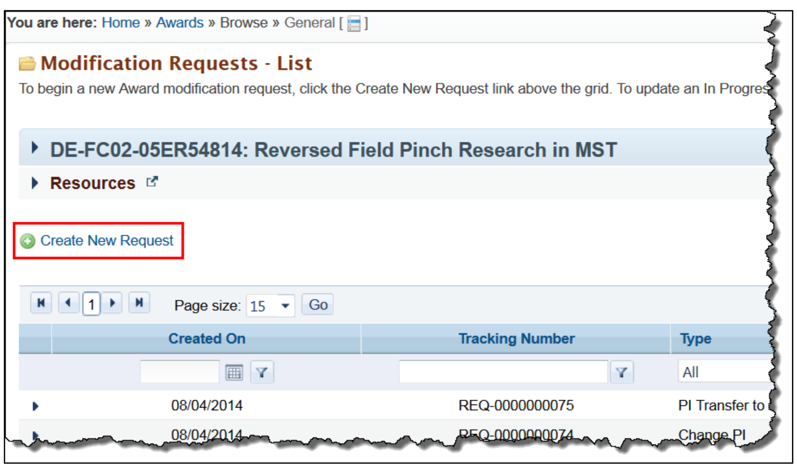
   OR

   On the *My Awards – List* page (Figure 112), click the **Request Award Modification** link in the context menu.

Figure 126. Modification Requests Link

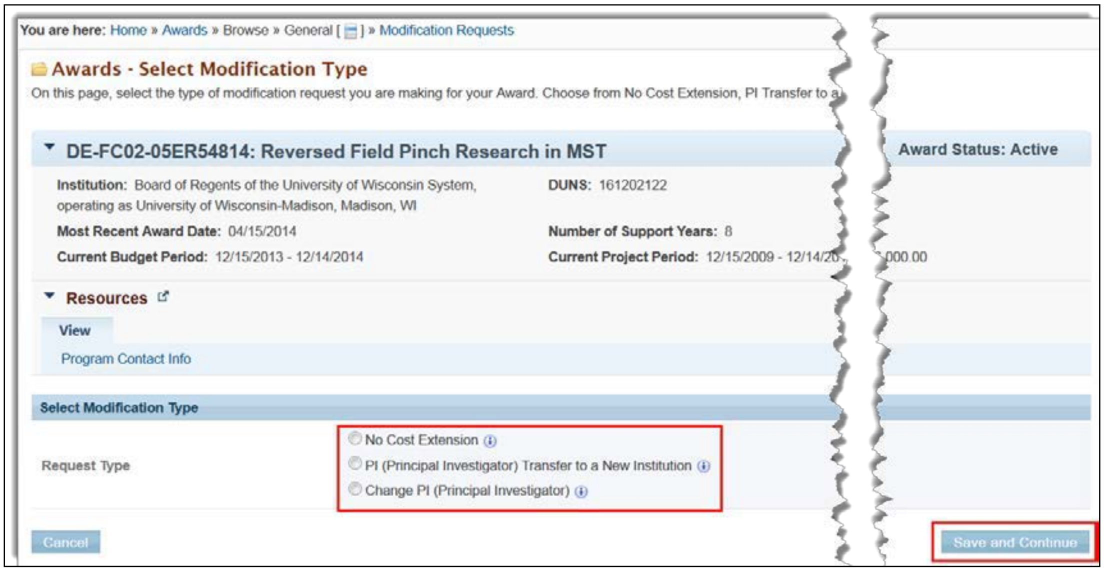
2. On the *Modification Requests – List* page, click the **Create New Request** link at left above the grid (Figure 127).

Figure 127. Create New Request Link



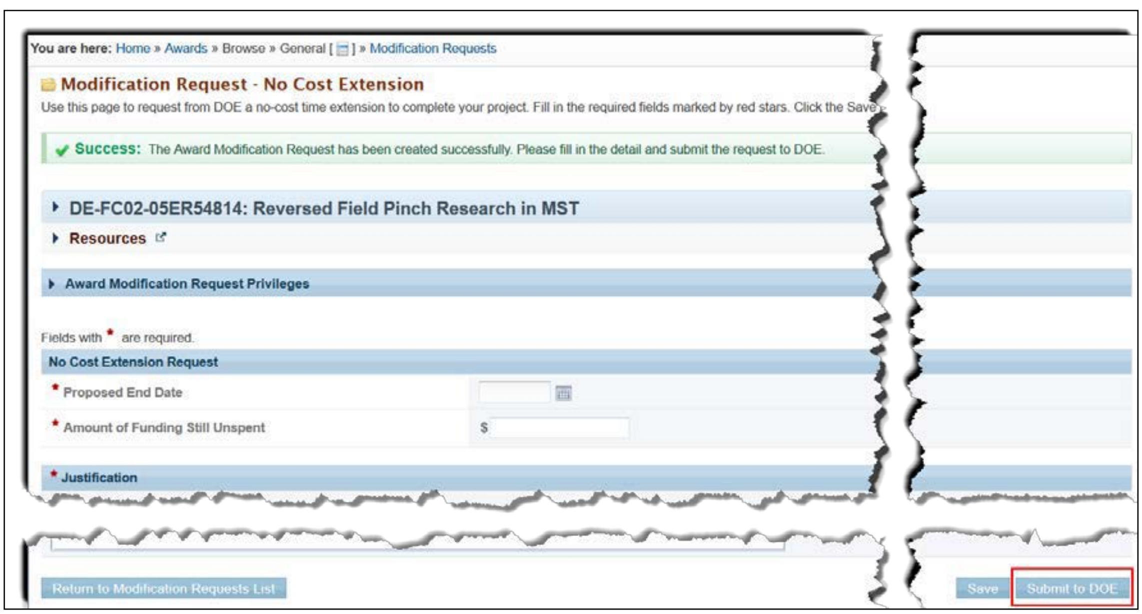
3. On the *Awards – Select Modification Type* page, select **No Cost Extension** from the *Request Type* field (Figure 128).

Figure 128. Awards – Select Modification Type Page



4. On the *Modification Request – No Cost Extension* page, fill in all required fields marked by red stars (Figure 129). When finished, click the **Submit to DOE** button.

Figure 129. Modification Request – No Cost Extension Page



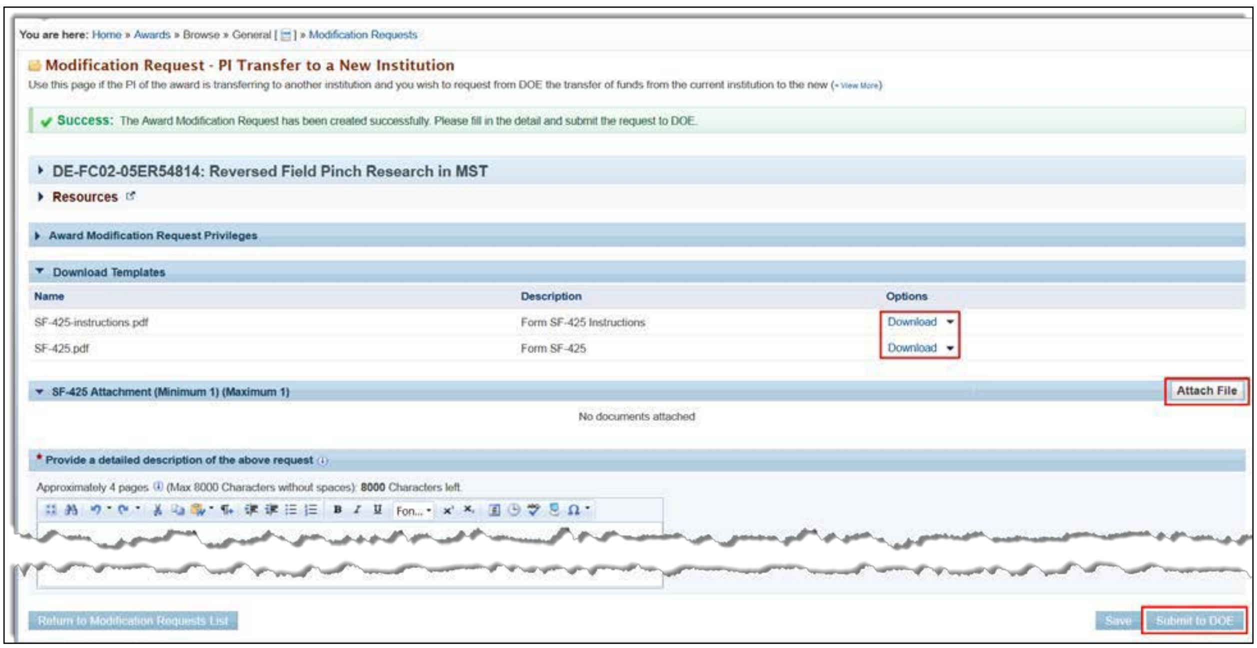
5. On the *Modification Requests – List* page, a *Success* message informs you that the request has been submitted successfully.

6.2.5.2 PI Transfer to a New Institution

To request a PI Transfer award modification:

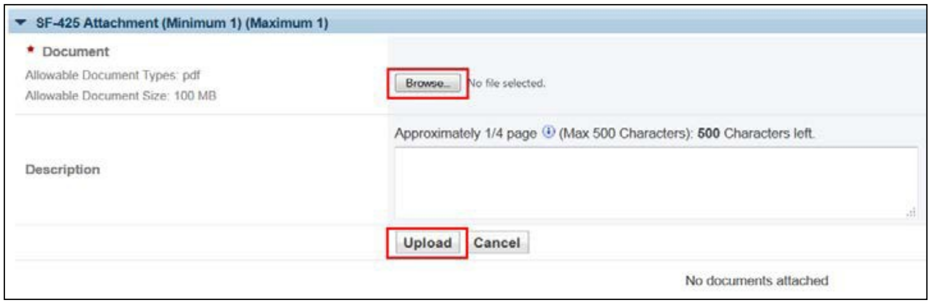
1. Go to an award's *Award Folder* home page and click the **Modification Requests** link in the left navigation menu (Figure 126).
2. On the *Modification Requests – List* page, click the **Create New Request** link at left above the grid (Figure 127).
3. On the *Awards – Select Modification Type* page, select **PI (Principal Investigator) Transfer to a New Institution** from the *Request Type* field (Figure 128).
4. This type of award modification requires that you fill out an SF-425 form:
    a. On the *Modification Request – PI Transfer to a New Institution* page (Figure 130), click the **Download** link and save the SF-425.pdf template to your computer. (Do the same with the form's Instructions, if you need them.)

Figure 130. Modification Request – PI Transfer to a New InstitutionPage



    b. Print and fill out the SF-425 form. Then scan and save the completed form as a PDFfile.
    c. On the Modification Request – PI Transfer to a New Institution page, click the **Attach File** button in the *SF-425 Attachment* section.
    d. Click the **Browse** button (Figure 131) to select the scanned SF-425.pdf file yousaved.
    e. Enter an optional **Description** of the SF-425 form and click the *Upload* button.

Figure 131. Browse for & Upload Completed SF-425 Form



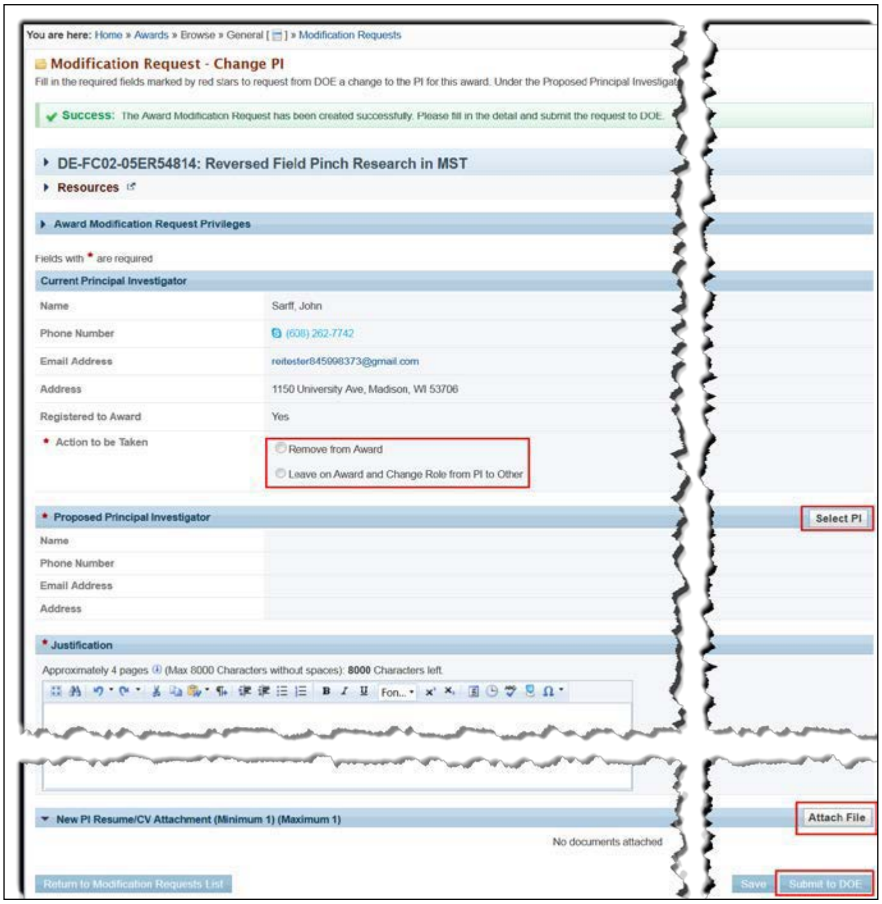
5. Enter a detailed description of the PI Transfer request in the requiredfield.
6. When you have finished entering all required information, click the **Submit to DOE** button to send your request for approval.
7. On the *Modification Requests – List* page, a *Success* message informs you that the request has been submitted successfully.

6.2.5.3 Change PI

To request a Change PI award modification:

1. Go to an award's *Award Folder* home page and click the **Modification Requests** link in the left navigation menu (Figure 126).
2. On the *Modification Requests – List* page, click the **Create New Request** link at left above the grid (Figure 127).
3. On the *Awards – Select Modification Type* page, select **Change PI (Principal Investigator)** from the *Request Type* field (Figure 128).
4. On the *Modification Request – Change PI* page (Figure 132), fill in all required fields marked by red stars:

Figure 132. Modification Request – Change PI Page



a. In the *Current Principal Investigator* section, select the PI *Action to be Taken*.

b. In the *Proposed Principal Investigator* section, click the **Select PI** button to go to the *Select PI* search page (Figure 133).

Note

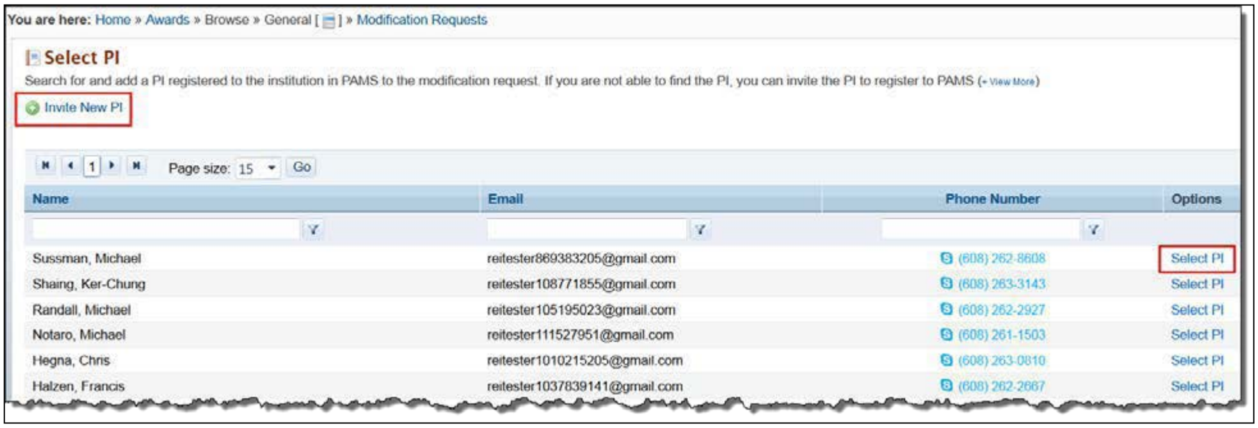
For an explanation of the word "like" in the Basic Search Parameters fields in Figure 133, refer to Section 2.6, Search Fields.

Figure 133. Select PI Search Page

i. Enter the PI's first and/or last name and click the **Search** button.

ii. Choose a PI from the list that appears (Figure 134) by clicking the **Select PI** button in the *Options* column. If you cannot find the PI you want, go to Step iv below.

Figure 134. Select PI Search List Page

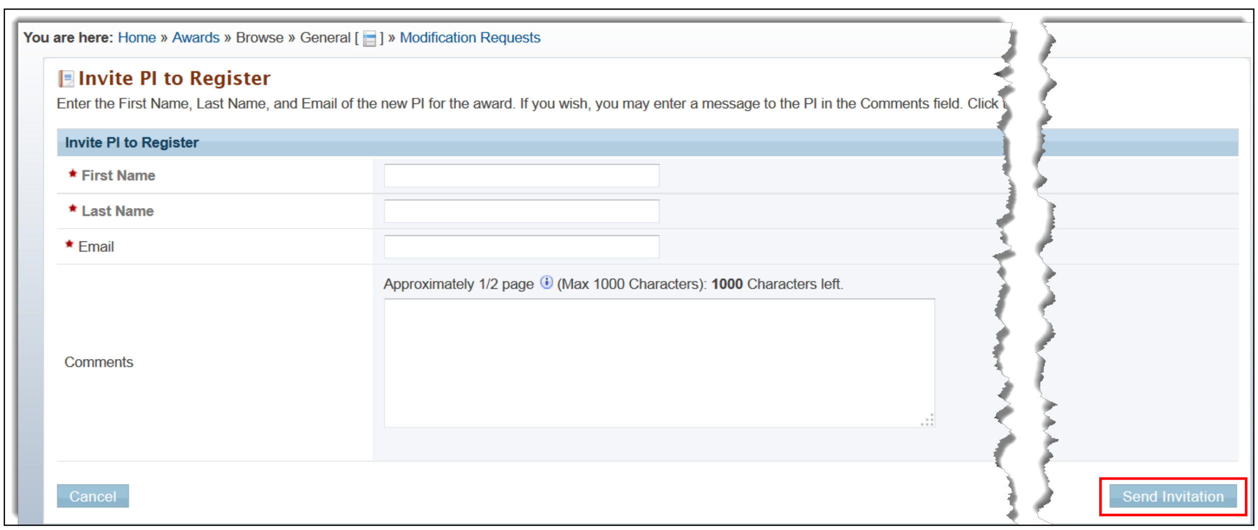


iii. On the *Modification Request – Change PI* page (Figure 132), the *Proposed Principal Investigator* fields are now filled in with the information of the PI you chose. Go to Step 5 below to complete the modification request.

iv. If the PI you want is not a registered PAMS user, you can send the PI an invitation to register, from the *Select PI* search results page (Figure 134), by clicking the **Invite New PI** button.

v. On the *Invite PI to Register* page (Figure 135), fill in the required fields marked by red stars.

Figure 135. Invite PI to Register Page



vi. Enter an optional message to the prospective PI in the **Comments** field and click the **Send Invitation** button when finished.

vii. A *Success* message informs you that the invitation to register to the institution was successfully sent.

5. Enter a required **Justification** for the PI change request.

6. Upload the new PI's resume/cv by clicking the **Attach File** button in the *New PI Resume/CV Attachment* section. Click the Browse button to select the Resume/CV file from your computer or network. Enter an optional Description of the attachment and click the Upload button.

7. When finished, click the **Submit to DOE** button. A *Success* message informs you that the request was submitted successfully.

6.2.6 Users: View List

Users with proper access (refer to Table 3) can view all other users who have access privileges to an award and take actions on those users.

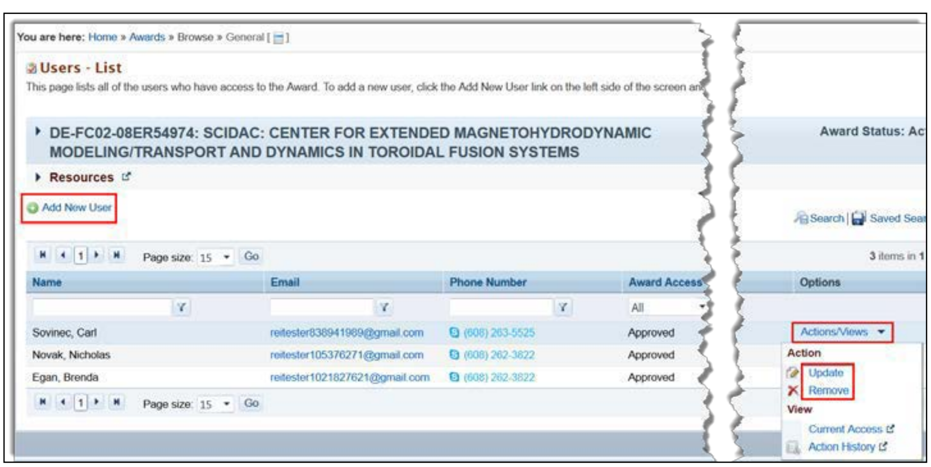
1. Go to an award's *Award Folder* home page and click the **View List** link in the left navigation menu (Figure 136). This takes you to the *Users – List* page (Figure 137), which shows all users registered to the award.

   OR

   On the *My Awards – List* page (Figure 112), click the **Manage Users** link in the contextmenu.

Figure 136. View List Link

Figure 137. Users List Page



2. To add a new user to the list who is not already registered to the award:
   a. Click the **Add New User** link at left above the grid.
   b. On the Add User page (Figure 138), choose the user you want and click the Add User button.

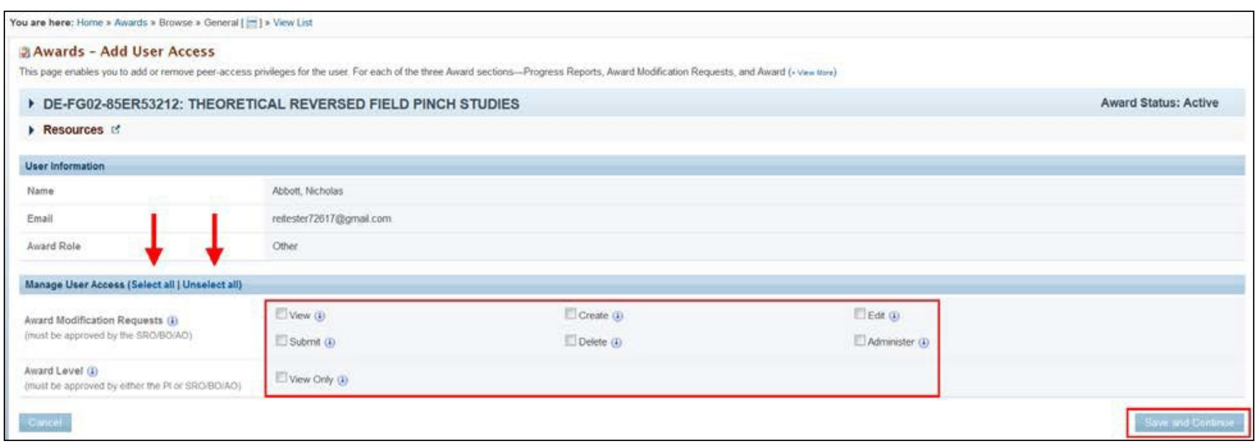
c. In the *Manage User Access* section of the *Add User Access* page (Figure 139), click the checkboxes of the of the award privileges the new user must have. Click the **Select all** link to give the new user complete access privileges to theaward.

d. Click the **Save and Continue** button when done. A *Success* message informs you that user access has been successfully updated.

Figure 138. Add User Page

> **Note** ***A user must already have a PAMS account and be registered to the award institution to appear in the search results list.***

Figure 139. Add User Access Page



3. To change existing user's awardaccess:

   a. On the *Users – List* page (Figure 137), choose the user you want and click the **Actions/Views** link and the **Update** link in the *Options* column. The *Update* link will not display if an award access request for the user is pendingapproval.

b. In the *Manage User Access* section of the *Add User Access* page (Figure 139), select or unselect the checkboxes of the user's award privileges. Click the **Select all** or **Unselect all** link to add or remove all user access to the award.

c. Click the **Save and Continue** button when done. A *Success* message informs you that user access has been successfully updated.

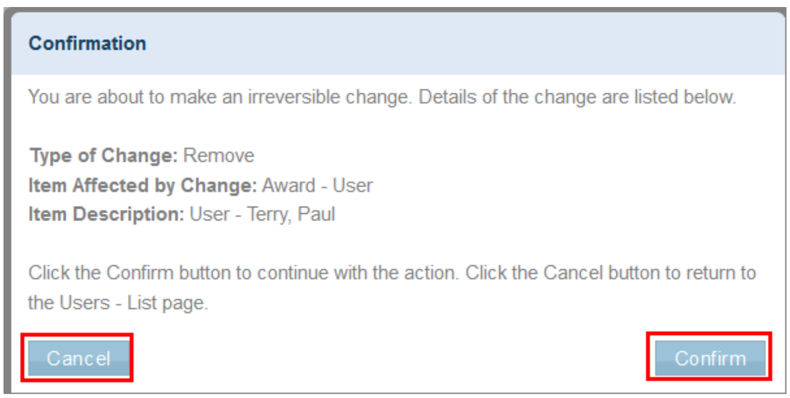
4. To remove an existing user's award access:

   a. On the *Users – List* page (Figure 137), choose the user you want and click the **Actions/Views** link and the **Remove** link in the *Options* column.

   b. A *Confirmation* message (Figure 140) appears to caution you that removal of the user's award access is irreversible.

   c. Click the **Confirm** button to remove the user's award access or click the **Cancel** button to leave the user's access as is. If you click **Confirm**, a *Success* message informs you that the user has been successfully removed from the current award.

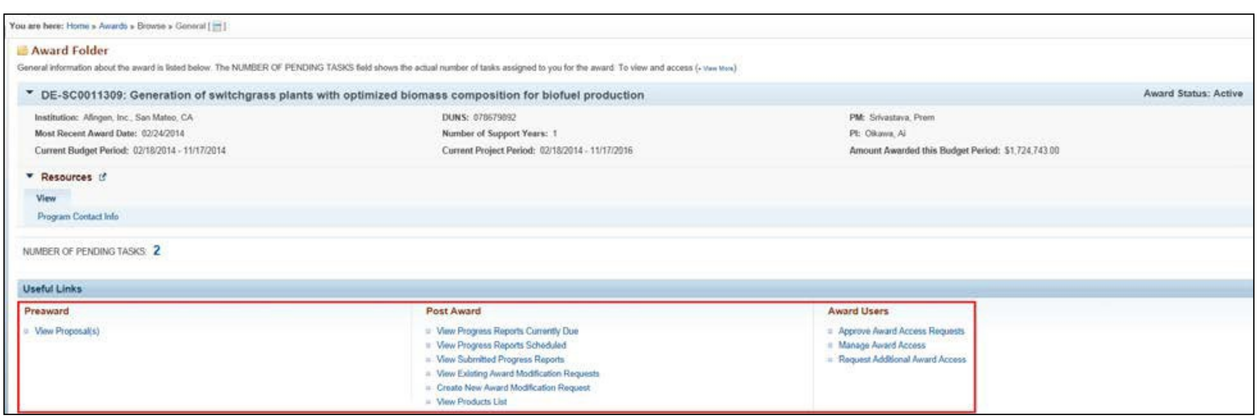
Figure 140. Confirm Removal of Award Access



6.2.7 *Useful Links*

At the bottom of the *Award Folder* home page are a set of *Useful Links* (Figure 141). The Useful Links available to you are directly related to the access privileges you have for each award. In the sections that follow, the links will be explained or referenced to another section of this manual.

Figure 141. Award Folder: Useful Links



6.2.7.1 View Proposal(s) Link

Click this link to go to a filtered *My Proposals* page, which shows all proposals related to the current award.

6.2.7.2 View Existing Award Modification Requests Link

Refer to Section 6.2.1, Modification History. This link is only available to users who have *View* access to Award Modification Requests.

6.2.7.3 Create New Award Modification Request Link

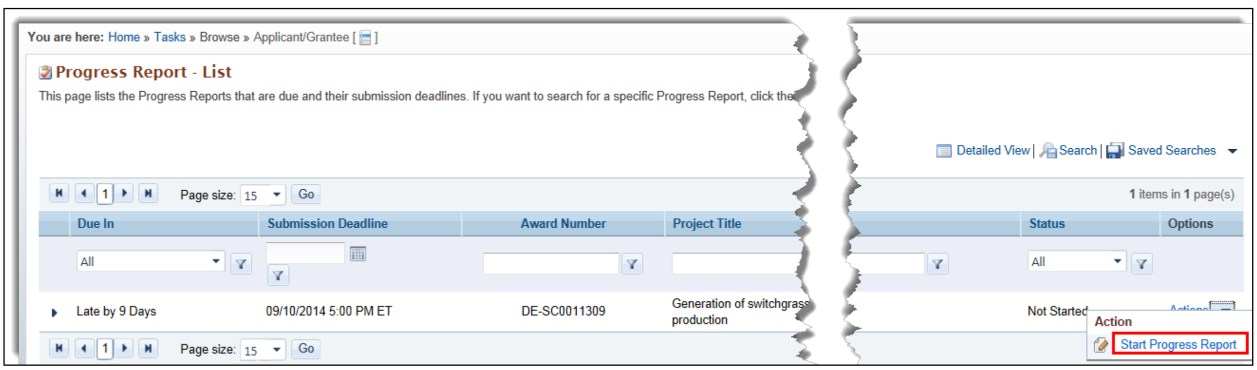
Refer to Section 6.2.5, Modification Requests. This link is only available to users who have *Create* access to Award Modification Requests.

6.2.7.4 View Progress Reports Currently Due Link

This link is only available to users who have the *Edit* privilege for Progress Reports. Click this link to go to a filtered *Progress Report - List* page, which only shows Progress Reports for the current award.

Click the **Actions** link in the *Options* column to start or edit the Progress Report. For more information on this action, refer to Section 9.1, Progress Reports.

Figure 142. Progress Report – List Page



6.2.7.5 View Progress Reports Scheduled Link

This link is only available to users who have the *View* privilege for Progress Reports. For more information on this action, refer to Section 6.2.3, Scheduled Progress Reports.

6.2.7.6 View Submitted Progress Reports Link

This link is only available to users who have the *View* privilege for Progress Reports. For more information on this action, refer to Section 6.2.4, Submitted Progress Reports.

6.2.7.7 View Products List Link

This link is only available to users who have the *View* privilege for the award. For more information on this action, refer to Section 6.2.2, Products.

6.2.7.8 Approve Award Access Requests Link

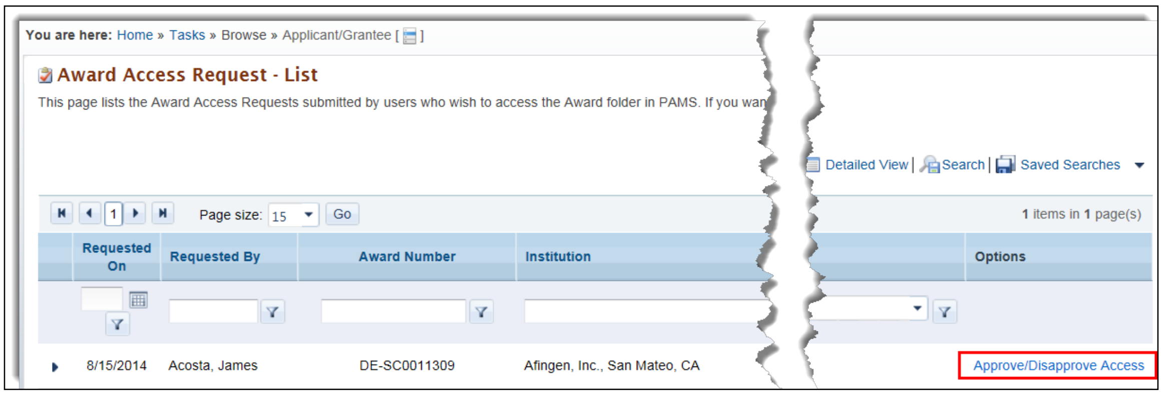
This link is only available to users with Administer access for the award. Click this link to approve/disapprove other users' requests for award privileges. For more information on who can perform this action, refer to Table 3.

Users can request the following access types:

- **Progress Reports:** Available privileges are *View, Edit, Submit,* and *Administer*. Access granted for Progress Reports will also automatically be granted for Out of Cycle Progress Reports and Renewable Proposal Products.
- **Award Modification Requests:** Available privileges are *View, Create, Edit, Submit, Delete,* and *Administer*.
- **Award Level:** Only the *View* privilege is available.

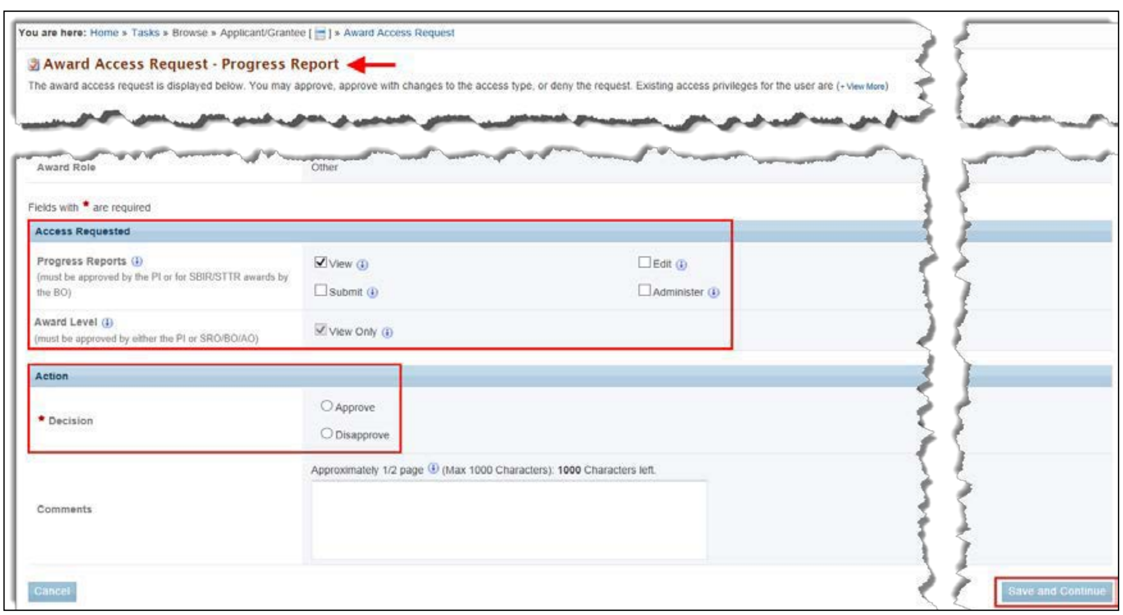
1. On the *Award Folder* home page (Figure 141), click the **Approve Award Access Requests** link to go to the *Award Access Request — List* page (Figure 143). This page lists the access requests submitted by other users who wish privileges for the Award folder in PAMS.

Figure 143. Award Access Request – List Page



2. Choose the user request you want and in the *Options* column, click the **Approve/Disapprove Access** link to go to an *Award Access Request* page for the type of access requested. For example, Figure 144 shows an *Award Access Request* page for Progress Report.

Figure 144. Approve/Disapprove Award Access Request Page



3. Review the *Access Requested* section and select **Approve** or **Disapprove** in the **Action**section.
4. Click the **Save and Continue** button when finished. A **Success** message informs you that the approval or disapproval action was successful.

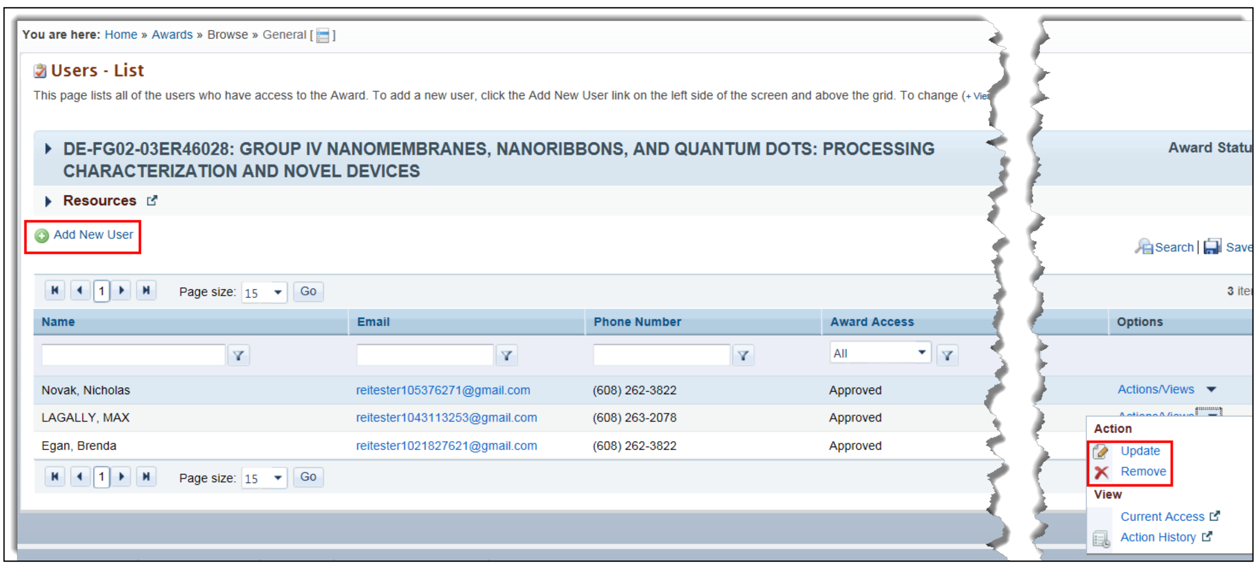
6.2.7.9 Manage Award Access Link

This link enables you to update award access for an existing user, remove an existing user from an award, or add a new user to an award and grant that user award access. This link is only available to users with Administer access for the award.

The Update link under the Actions/Views dropdown is not available if the user has a pending awarding access request.

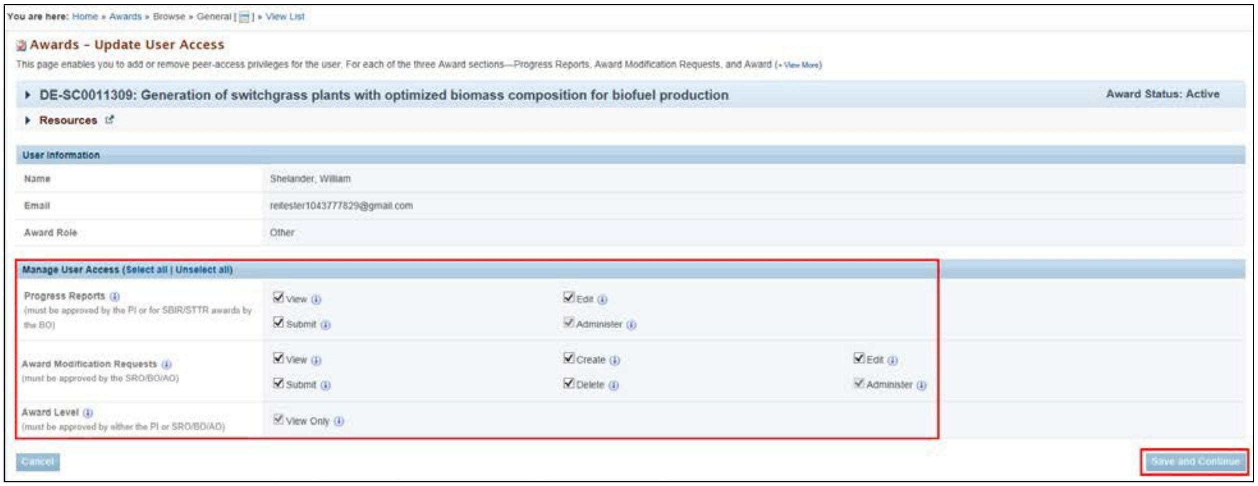
1. On the *Award Folder* home page (Figure 141), click the **Manage Award Access** link to go to the *Users — List* page (Figure 145).This page lists all users with privileges for the award.

Figure 145. User – List Page



2. Choose the user you want and in the *Options* column, click the **Actions/Views**link.
3. **To update an existing user's privileges:**
   a. Click the **Update** link to go to the *Awards – Update User Access* page (Figure146).

Figure 146. Awards – Update User Access Page



b. In the *Manage User Access* section, select or unselect the checkboxes of the privileges the user requires (or does not require) for *Progress Reports, Award Modification Requests,* or the *Award* itself. If you want to add or remove all user privileges, click the **Select all** or **Unselect all** link.

c. Click the **Save and Continue** button when you are finished. A *Success* message informs you that user privileges were successfully updated.

4. **To remove an existing user:**

   a. Click the **Remove** link to go to the *Awards – Update User Access* page (Figure 146).

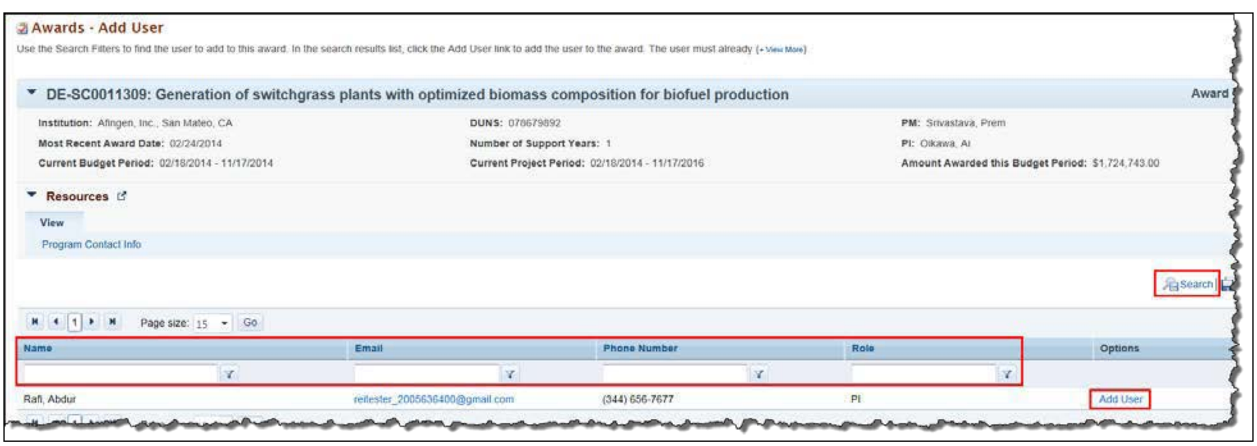
   b. A *Confirmation* message (Figure 140) appears to caution you that removing a user from an award is irreversible.

   c. Click the **Confirm** button to remove the user's access to the award, or click the **Cancel** button to leave the user's access in place. If you click **Confirm**, a *Success* message informs you that the user has been successfully removed from the current award.

5. **To add a new user:**

   a. Click the **Add New User** link at left above the grid to go to the *Awards – Add User* page (Figure 147).

Figure 147. Awards – Add User Page



b. Use the search filters or click the **Search** link at right above the grid to find the user you want to add to this award.

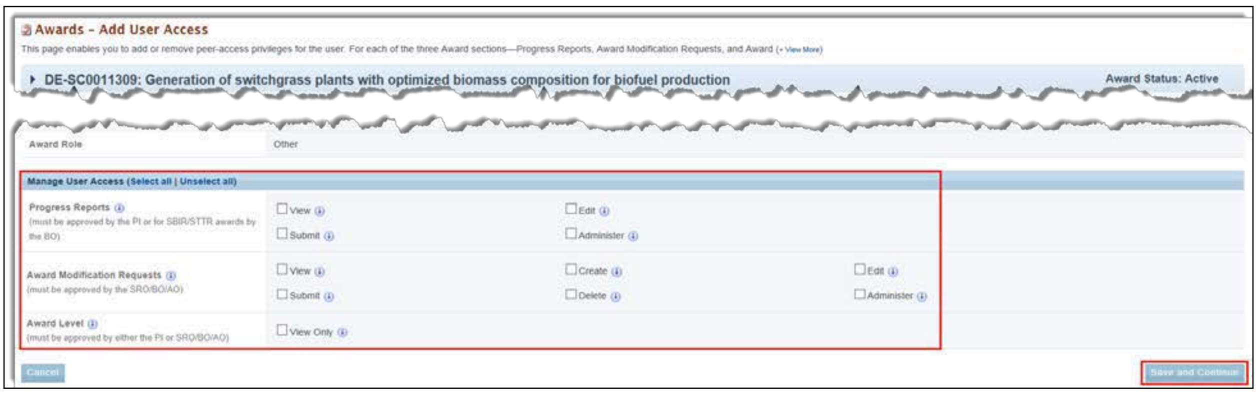
c. In the search results list, click the **Add User** link to go to the *Awards – Add User Access* page (Figure 148).

d. In the *Manage User Access* section, click the checkboxes of the award privileges the user requires for *Progress Reports*, *Award Modification Requests*, or the *Award* itself. If you want to give the user all award privileges, click the **Select all** link.

e. Click the **Save and Continue** button when you are finished. A *Success* message informs you that user access was successfully updated.

A user must already have a PAMS account and be registered to the award institution to appear in the search results list.

Figure 148. Awards – Add User Access Page

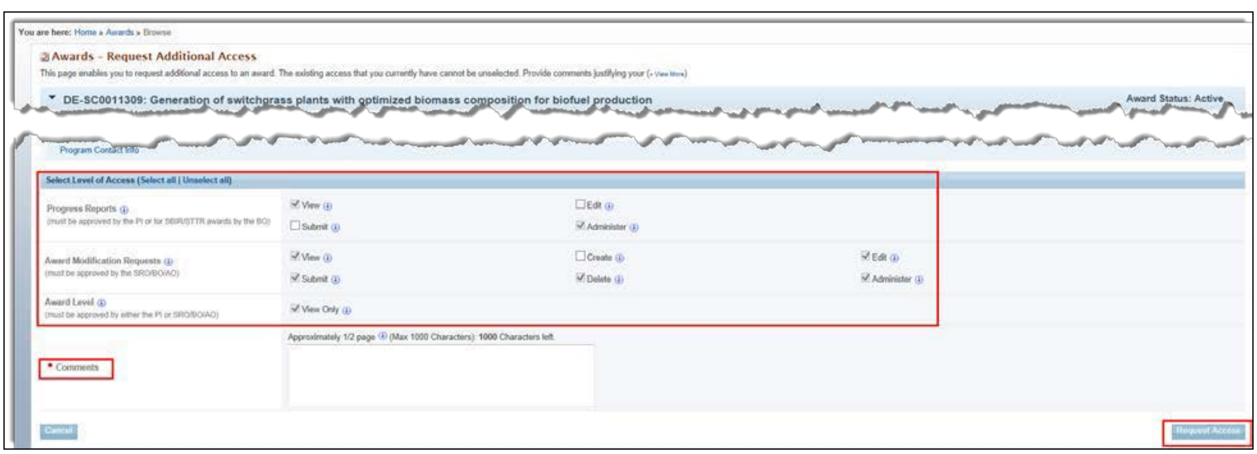


6.2.7.10 Request Additional Award Access Link

This link is available to all users and enables you to request additional award privileges for yourself. The award privileges that you currently have, however, cannot be unselected.

1. On the *Award Folder* home page (Figure 141), click the **Request Additional Award Access** link to go to the *Awards — Request Additional Access* page (Figure 149).

Figure 149. Awards – Request Additional Access Page



2. In the *Select Level of Access* section, click the checkboxes of the additional privileges you want for *Progress Reports, Award Modification Requests,* or the *Award* itself. If you want all privileges for the award, click the **Select all** link.

3. Enter required *Comments* justifying your additional access request.
4. Click the **Request Access** button when done. A *Success* message informs you that you have successfully requested access, and you will be notified by email when your request has been approved or disapproved.

Note ***As soon as a user's new request for access is approved, that user's current access, if any, is disabled.***

6.3 How Do I Change the Award SRO/BO/AO?

The Administrative SRO/BO/AO user is automatically granted access to change an Award's SRO/BO/AO.

Note ***You cannot make yourself an Award SRO/BO/AO. You can only make other users an Award SRO/BO/AO if you have the assigned privileges to do so.***

To change an Award SRO/BO/AO:

1. From the Institution Folder home page (Figure 150) or the Institutions - List page Actions/Views link (Figure 151), click the Manage Users link.

Figure 150. Institution Folder Home Page (Admin Privileges for non-SBIR Institution)

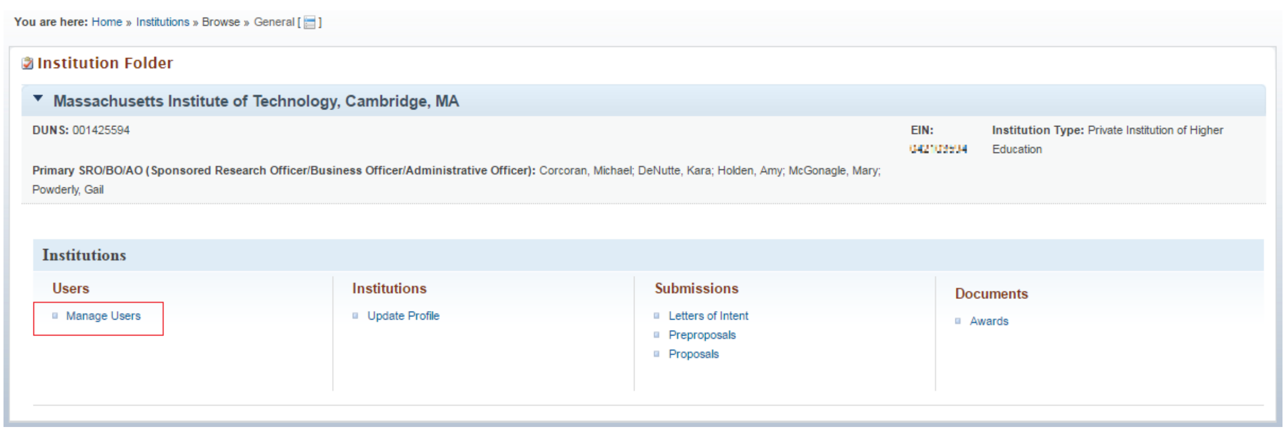
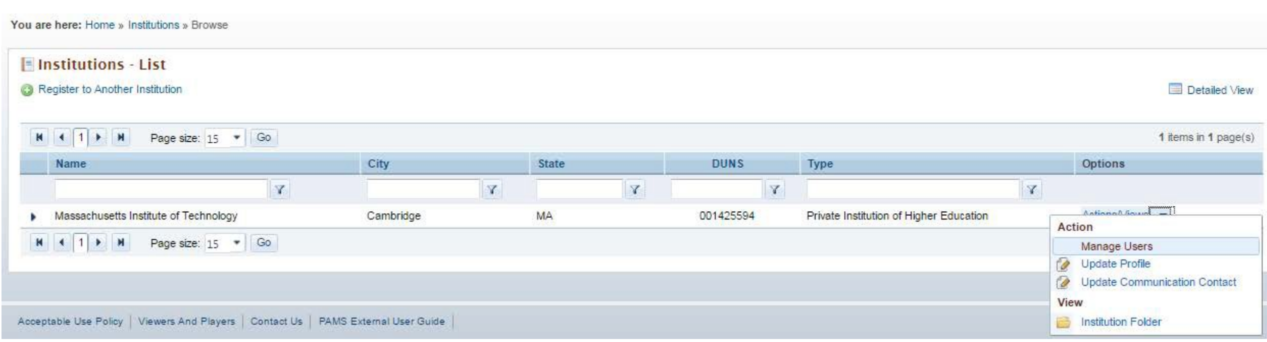
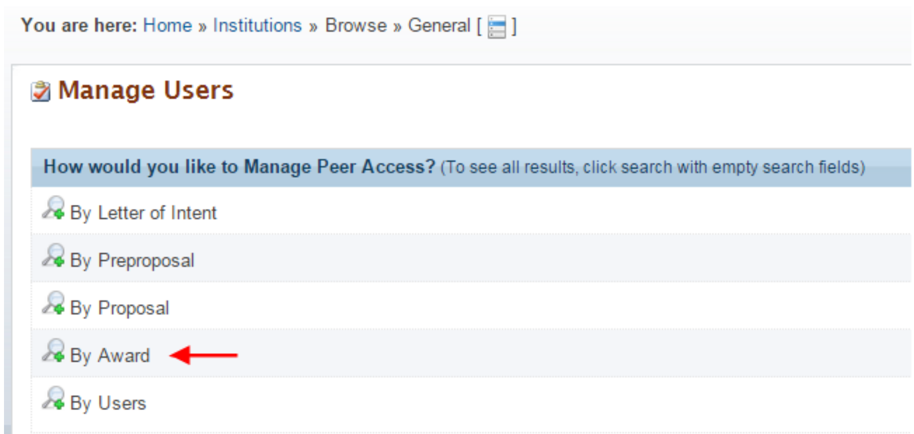


Figure 151. Institution -- List Page



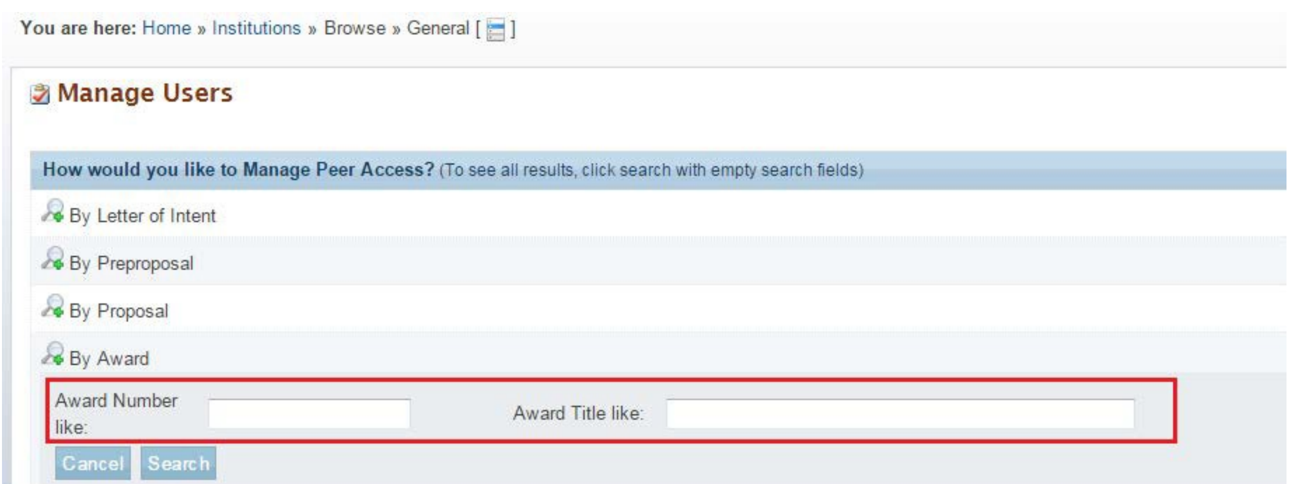
2. This takes you to the Manage Users page (Figure 152). Note the option for managing users at the Award level.

Figure 152. Manage Users Page



3. Click the icon next to By Award.
4. This expands the page, adding two fields as available search parameters (Figure 153).
5. Enter data for either or both of the fields. If you are not sure what to enter in any field, leave the fields blank to return all possible search results. Click the Cancel button to stop any further search action.

Figure 153. Search by Award

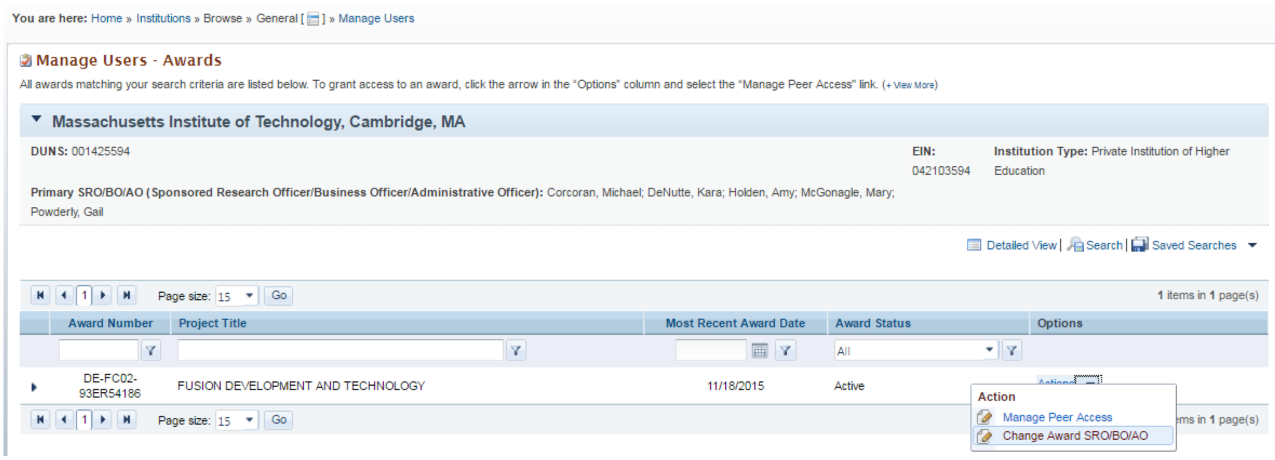


Note

The word "like," as used for the search fields in Figure 153, means that if you are uncertain of the exact Award Number or Award Title you are searching for, you can enter part of the number or title. For example, if you know that "4607" is part of the Award Number (as in ER46076), you could enter "4607" or just "46" in the search field.

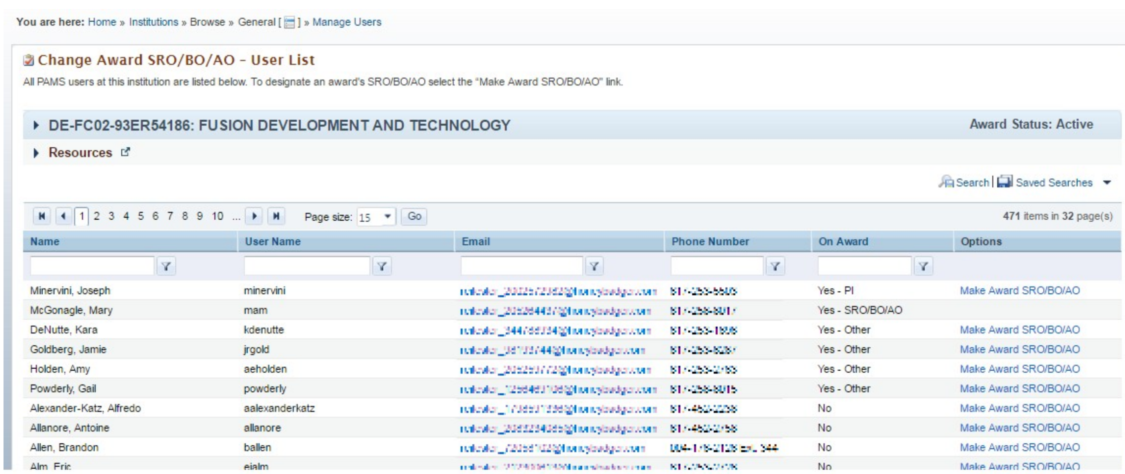
6. Click the Search button. Search results are displayed on the Manage Users – Awards page (Figure 154).

Figure 154. Manage Users – Awards Page



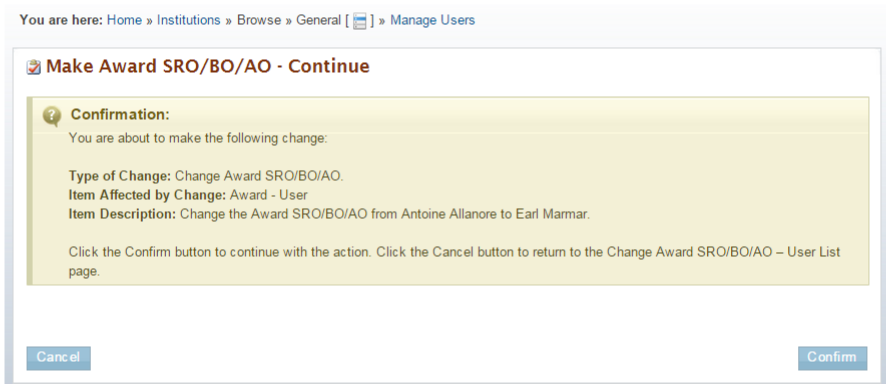
7. On the Manage Users – Awards page (Figure #), click the Actions link and click the Change Award SRO/BO/AO link to go to the Change Award SRO/BO/AO – User List page (Figure 155).

Figure 155. Change Award SRO/BO/AO – User List Page



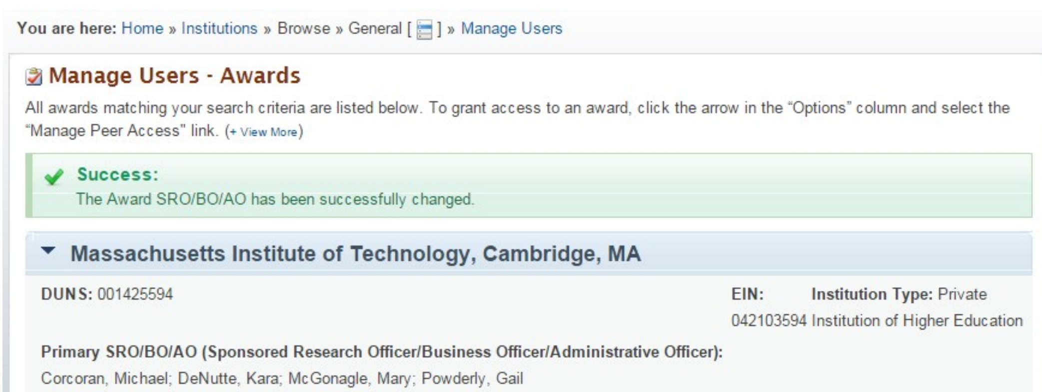
8. On the Change Award SRO/BO/AO – User List page (Figure 155) click the “Make Award SRO/BO/AO” link in the Options column to designate a new SRO/BO/AO for that Award. The System will display a confirmation page. (Figure 156)

Figure 156. Change Award SRO/BO/AO Confirmation Message



9. Click the Confirm button to change the Award SRO/BO/AO or click the Cancel button to keep the current Award SRO/BO/AO. If you click Confirm, a Success message informs you that the Award SRO/BO/AO has been successfully changed (Figure 157).

Figure 157. Change Award SRO/BO/AO Success Message



Note

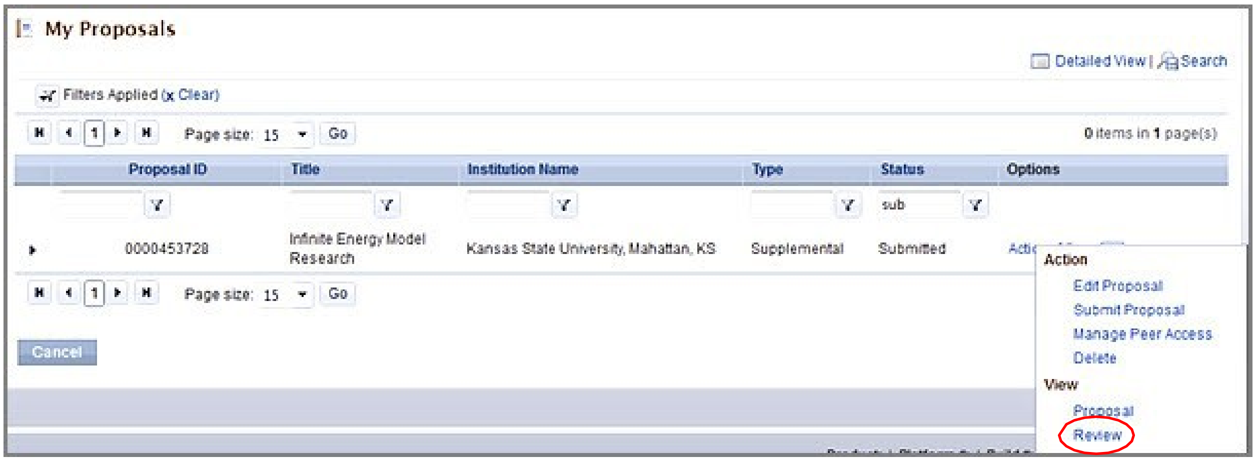
Changing an Award's SRO/BO/AO will change the previous Award SRO/BO/AO role to "Other", but will not change the previous Award SRO/BO/AO’s Award privileges.

7.1 HOW DO I VIEW PROPOSAL REVIEWS?

You will be able to view the reviews that have been submitted for Proposals submitted by your Institution. Reviews can only be viewed after a decision has been made for the Proposal and the reviews have been approved for release by the DOE.

1. Click the **Proposals** tab on the top of the screen.
2. Click the **View My Existing Proposals** link to go to the *My Proposals* page (Figure158).

Figure 158. My Proposals Page



3. On the *My Proposals* page, you see the list of existing Proposals and can select a Proposal to view the reviews. Click the **Actions/Views** link in the *Options* column.
4. Click the **Review** link to view the list of reviews submitted for the Proposal.

Note

Reviews are only available for submitted Proposals for which a decision has been made by DOE.

8.1 WHAT TASKS ARE COMPLETED POST SUBMISSION?

This section covers tasks that are performed by external PAMS users after proposal submission.

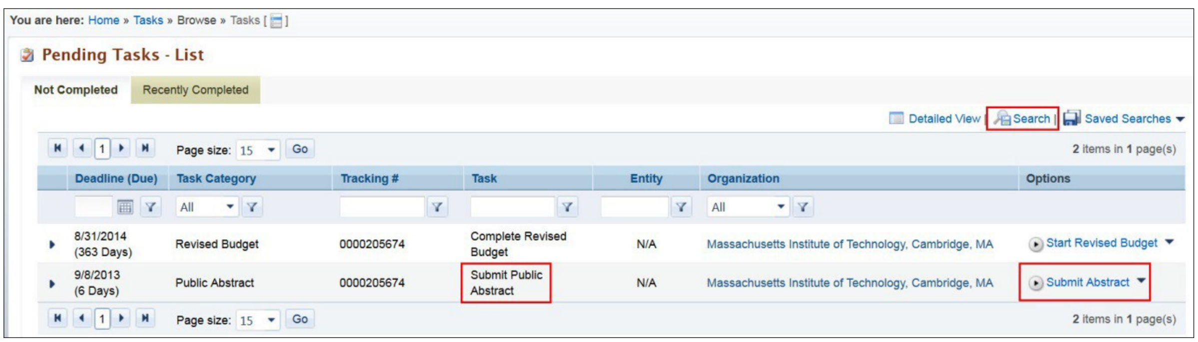
8.2 How Do I Submit a Public Abstract?

After a Program Manager (PM) recommends a proposal for funding, the PI is asked to submit a Public Abstract. The Public Abstract provides a technical summary of the research that will be funded and is intended for reading by the general public.

> Note
>
> ***Remember that you have already submitted a Proposal Abstract in your Grants.gov application package. For submittal of the Public Abstract, you may want to copy-and-paste and/or edit the Proposal Abstract for resubmittal.***

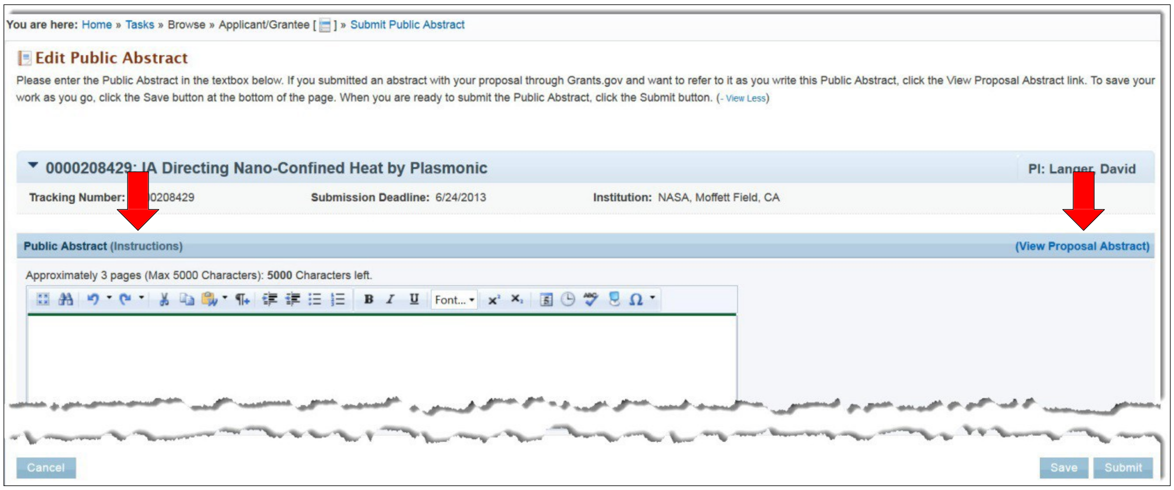
1. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 4). For information on what your Pending Tasks are and how you access them, refer to Section 2.7.
2. For the Submit Public Abstract task you want to work on, click the **Submit Abstract** link in the *Options* column. You can use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 159. Pending Tasks List: Submit Public Abstract



3. On the *Edit Public Abstract* page (Figure 160):
   a. Click the **Instructions** link for help with writing your abstract.
   b. Enter your text in the *Public Abstract* field.
4. Click the **View Proposal Abstract** link, at any time, to review and/or copy and paste from what you wrote when you submitted the proposal.

Figure 160. Edit Public Abstract Page



5. Click one the following buttons before leaving this page:

- **Cancel** stops any changes you have made to the Public Abstract.
- **Save** retains the public abstract in its current form; a *Success* message confirms that the abstract was saved.
- **Submit** sends the public abstract for review; a *Success* message confirms submittal.

Note	***If the PM completes and submits the Public Abstract on behalf of the PI, this task will be removed from the PI's queue. An email will be sent to the PI that the task has been cancelled.***

8.3 How Do I Complete a Revised Budget?

When making a decision on a proposal, the PM can create a task to *Complete a Revised Budget*. By default, the PI and SRO at the proposal level will receive this task. However, other users who can work on the *Complete a Revised Budget* task are the Institution Admin SRO and any institution users who have privileges to *Edit Revised Budget* and/or *Submit Revised Budget to SRO* on the proposal.

Note	***To assign user privileges at the proposal level, please refer to Section 4.5.3.2.3 Manage Users by Proposal.***

Note	***Edit Revise Budget privilege only enables a user to make changes to the budget. User will not be able to submit the revised budget to the authorizing without having the Submit Revised Budget to SRO privilege.***

Note	***If the PI and SRO on the proposal are the same person, the PI will receive tasks to both Complete the Revised Budget and Submit the Revised Budget to DOE Office ofScience.***

While reviewing the Revised Budget, the SRO may decide to request more revisions to the Revised Budget completed by the PI. In this case, the PI receives the *Complete Revised Budget* task again.

Note

A Revised Budget may be requested for Grants.Gov proposals, paper proposals, or interagency proposals.

The *Complete Revised Budget* task is created for any user registered to the institution who also has the *Submit to DOE* privilege. You can check your privileges using the Manage Peer Access action described in Section 5.4.7, I Want to Manage Peer Access for a Submission. You must have the *Submit to DOE* privilege for the proposal in order to receive a *Complete Revised Budget Task* in the *Pending Tasks* queue.

Note

If you are not registered to PAMS, you will receive an email asking you to first register to PAMS. You must follow the steps as described in Section 3.1.1, How Do I Register to PAMS?, to register to PAMS and then you will be able to work on the Complete Revised Budget task.

8.2.1.1 Grants.gov and Paper Proposals

6. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 4). For information on what your Pending Tasks are and how you access them, refer to Section 2.7.
7. For the Complete Revised Budget task you choose, click the **Start Revised Budget** link in the *Options* column to go to the *Complete Revised Budget* page (Figure 162). If necessary, use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 161. Pending Tasks - List: Complete Revised Budget

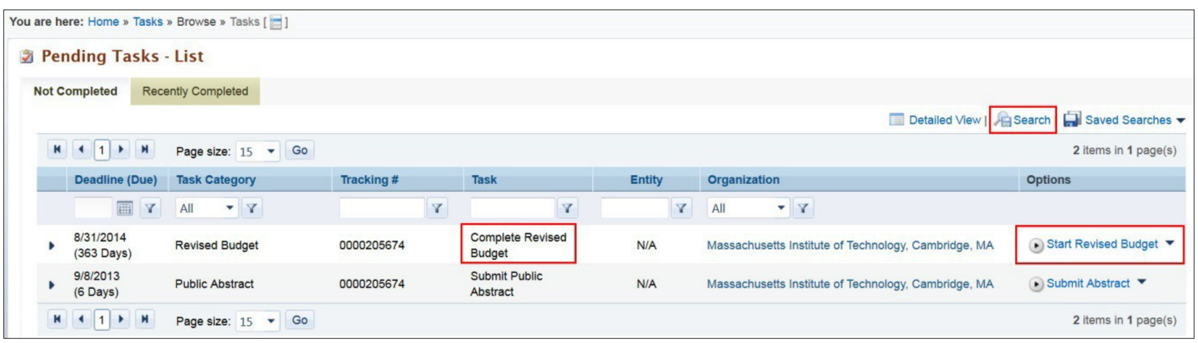
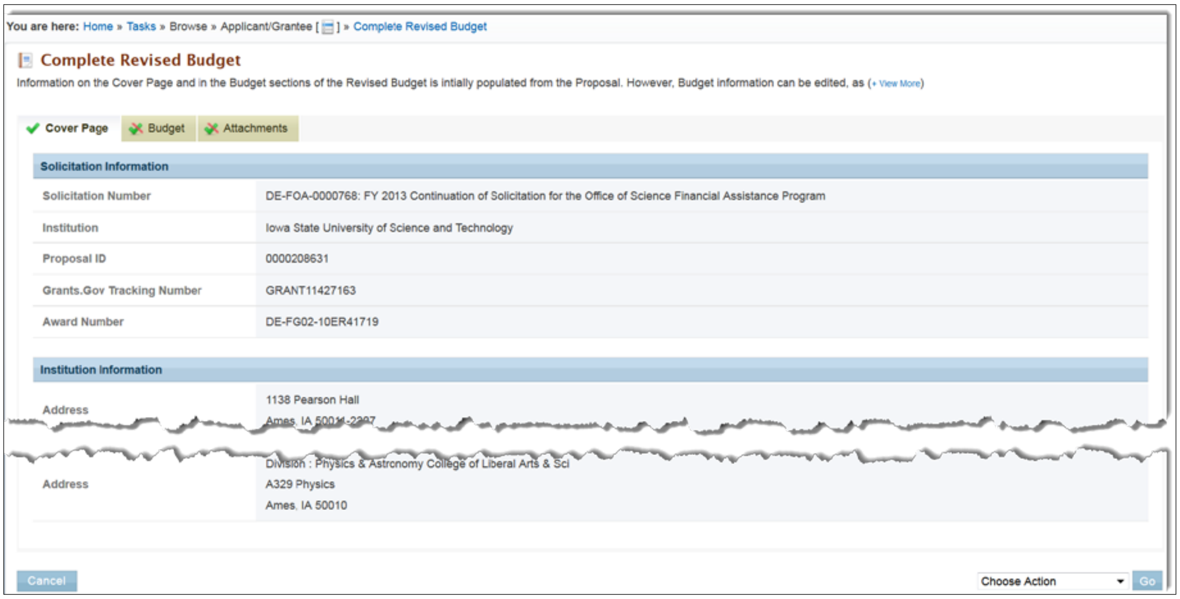


Figure 162. Complete Revised Budget Page

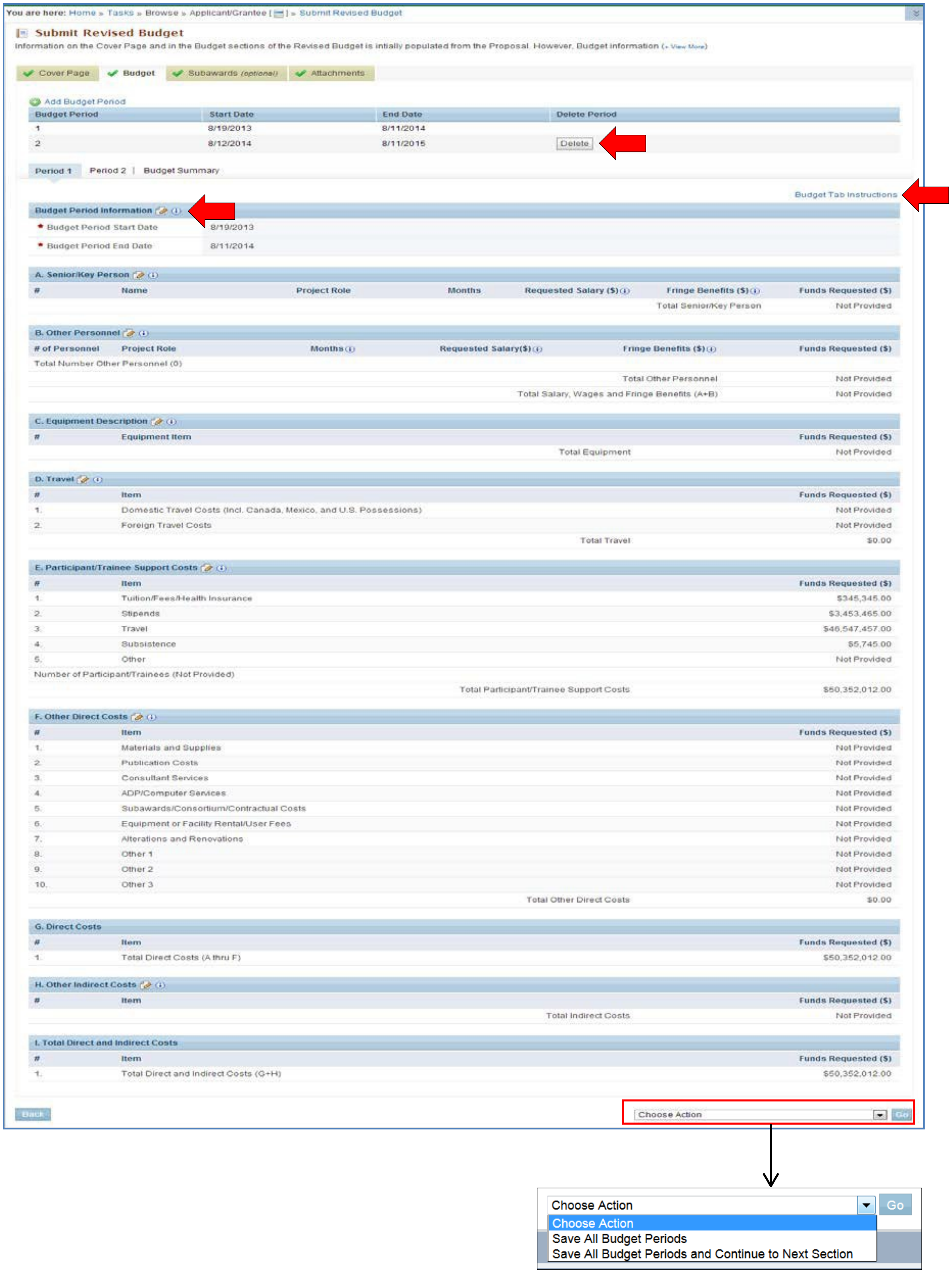


8. On the *Complete Revised Budget* page, three tabs are available: *Cover Page, Budget,* and *Attachments*. The *Cover Page* tab has a green , which means the information there is complete. The *Budget* and *Attachments* tabs have green checkmarks with a , which means that you have to complete those sections.
9. Click the **Budget** tab (Figure 163). Budgets are required for the entire project period. A budget form should be completed for each budget period of the award, and a cumulative budget form for the entire project period will be populated by PAMS. A detailed budget justification narrative should be included after the budget pages. The justification should cover labor, domestic and foreign travel, equipment, materials and supplies, and anything else that will be covered with project funds.
   a. **Budget Period 1 – Budget Period 5 Tabs:** Tabs represent budget for each period.
   b. **Budget Summary Tab:** Provides a cumulative amount of all budget periods and is calculated by PAMS.
   c. **Add Budget Period:** Click on this button to add a new Budget Period tab. The button is hidden after Budget Period 5 tab has been added. The Delete Budget period option allows you to delete the last budget period.
   d. **Copy from Previous Budget Period:** Click button to populate the budget fields in the current (currently-being-viewed) budget period tab with data from the previous budget period tab (Current Budget Period Number minus 1), overwriting any data that had been previously entered on the current budget period tab. Button is displayed on Budget Period 2 – Budget Period 5 tabs.
   e. **Edit Icon:** Click on the Edit icon to update each section.

10. Click the **Budget Tab Instructions** link to view a detailed description on how to enter information for each section in the Budget Tab.

You can copy information for a Budget Period from the Previous Budget Period. To do so simply click the Copy From Previous Period link (Figure 151) to bring over data from the previous period (this does not apply to Period 1). This eliminates duplicating budget information for every year; information only has to be edited after copying.

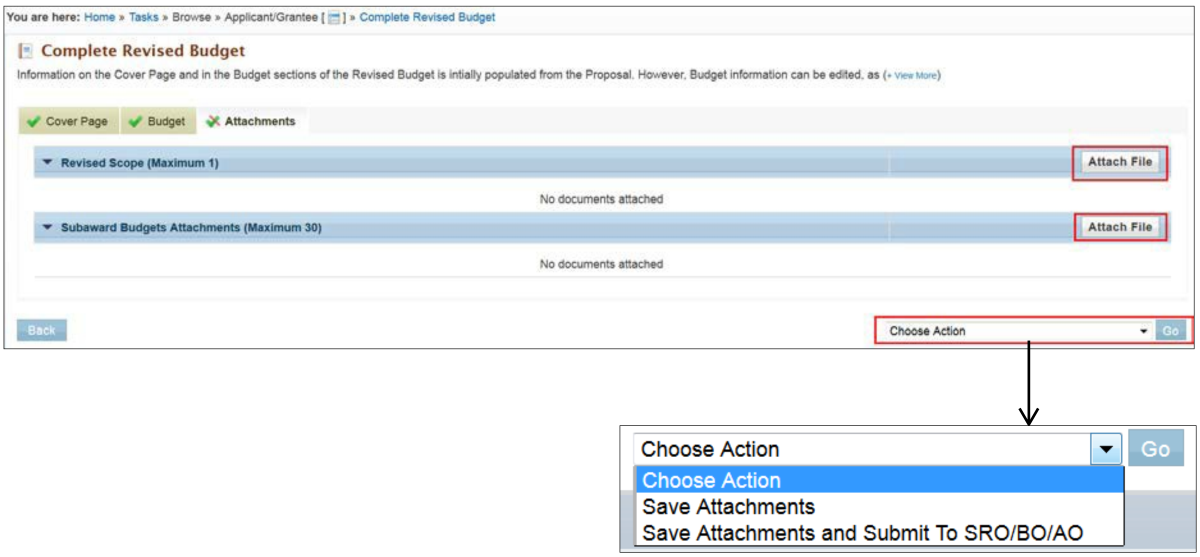
Figure 163. Budget Tab



11. Update all budget sections, as required.

12. When done making all required updates, click the **Choose Action** drop-down arrow. Select appropriate option (Step a. or b. below) and click the **Go** button.
    c. Selecting the **Save All Budget Periods** option saves the budget updates you just made , keeps you on this page, and provides a *Success* message informing you that the Revised Budget was saved successfully (Budget tab now has a). You will still have to complete the *Attachments* tab, at some point, complete that section. When you return at a later time, start with Step 13.
    d. Selecting the **Save All Budget Periods and Continue to Next Section** option saves the budget updates you just made (*Budget* tab now has a) and takes you directly to the *Attachments* tab (Figure 164). Proceed to Step 13.

Figure 164. Attachments Tab



13. To attach supporting documents to the *Revised Scope* section or the *Subaward Budgets Attachments* section, click the **Attach File** button for the section. (If necessary, refer to Section 2.8, *How to Attach a File in PAMS*, for further instructions.)
14. When done with attachments, click the **Choose Action** drop-down arrow, select the appropriate option (Step e or f below), and click the **Go** button.
    e. Selecting the **Save Attachments** option saves the attachments you just made and a *Success* message confirms that the Revised Budget was saved successfully (*Attachments* tab now has a). You will still have to submit the completed revised budget to the SRO/BO/AO at some point. When you return at a later time, start with Step f below.

Note

If you have the Submit to DOE privilege, you need not submit the revised budget to SRO/BO/AO. You can directly submit the Revised Budget to DOE Office of Science.

    f. Selecting the **Save Attachments and Submit To SRO/BO/AO** option saves the attachments you added (*Attachments* tab now has a). In addition, you are taken to the *Request Review of Revised Budget* page (Figure 165) if no SRO is registered to the Institution, or if no one has the *Submit to DOE* privilege. If there is an Admin SRO who has the *Submit to DOE* privileges, the *Request Review of Revised Budget* page does not appear.

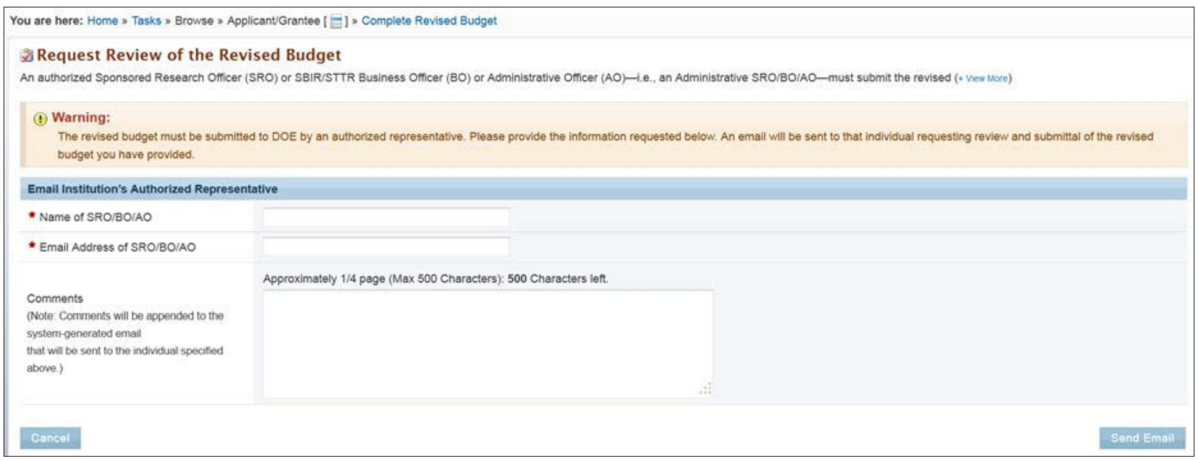
8.2.2 *Request Review of the Revised Budget*

After completing the Revised Budget, the SRO from the institution with *Edit Revised Budget* and *Submit* privileges will receive a task to review and submit the Revised Budget to the DOE Office of Science. If there is no SRO at the institution with these privileges, PAMS will provide you with an option to invite an SRO to register to PAMS. That SRO will then review and submit the Revised Budget to DOE Office of Science.

After completing and submitting the Revised Budget to the SRO, you will be navigated to the *Request Review of Revised Budget* page (Figure 165).

1. Fill in the mandatory SRO/BO/AO name and email address fields, which are marked by red stars (★).
2. Comments can be added in the *Comments* field, if desired.
3. When finished, click the **Send Email** button. You are returned to the *Complete Revised Budget - List* page where a *Success* message confirms that the revised budget was successfully submitted to the SRO/BO/AO.

Figure 165. Request Review of Revised Budget Page

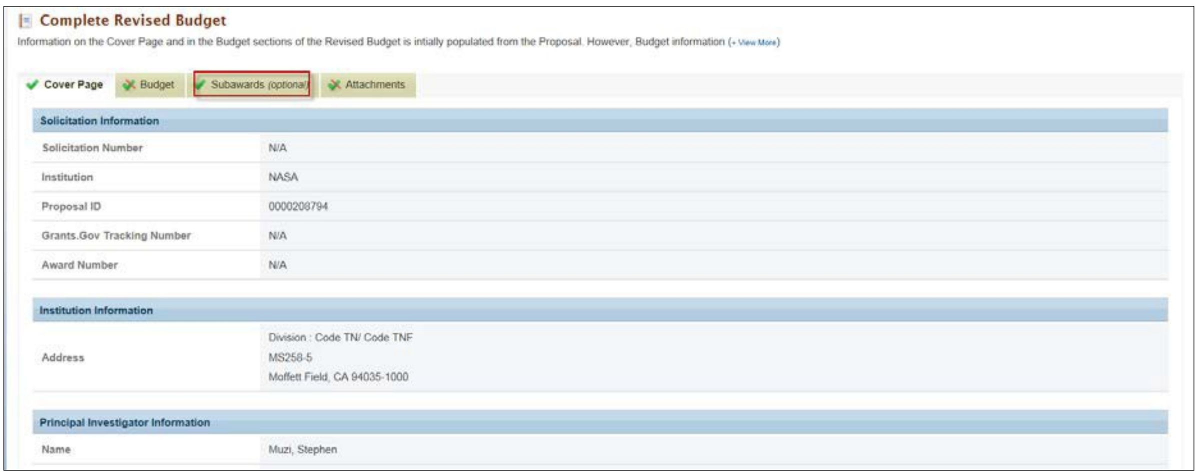


8.2.3 *Complete Revised Budget for Interagency Proposals*

The Complete Revised Budget steps for interagency proposals are similar to the ones for Grant.gov and Paper proposals with the exception of an additional *Subawards* Tab in the *Complete Revised Budget* page and the sections in the attachments tab.

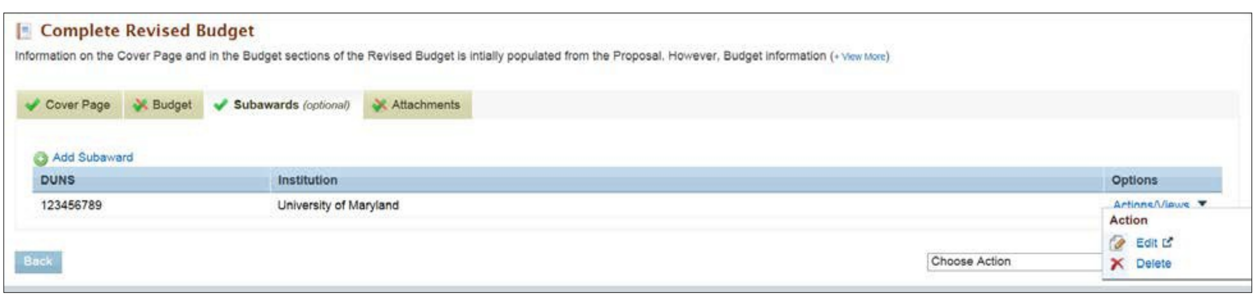
1. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 4). For information on what your Pending Tasks are and how you access them, refer to Section 2.7.
2. For the Complete Revised Budget task you choose, click the **Start Revised Budget** link in the *Options* column to go to the *Complete Revised Budget* page (Figure 166). If necessary, use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 166. Complete Revised Budget Page



3. On the *Complete Revised Budget* page, four tabs are available: *Cover Page, Budget, Subawards,* and *Attachments*. The *Cover Page and the Subawards* tabs have a green ✔, which means the information there is complete. Although the Subawards tab (Figure 167) is optional and completed, you may want to add Subawards Budget information, if necessary. The *Budget* and *Attachments* tabs have green checkmarks with a slash, , which means that you have to complete those sections.

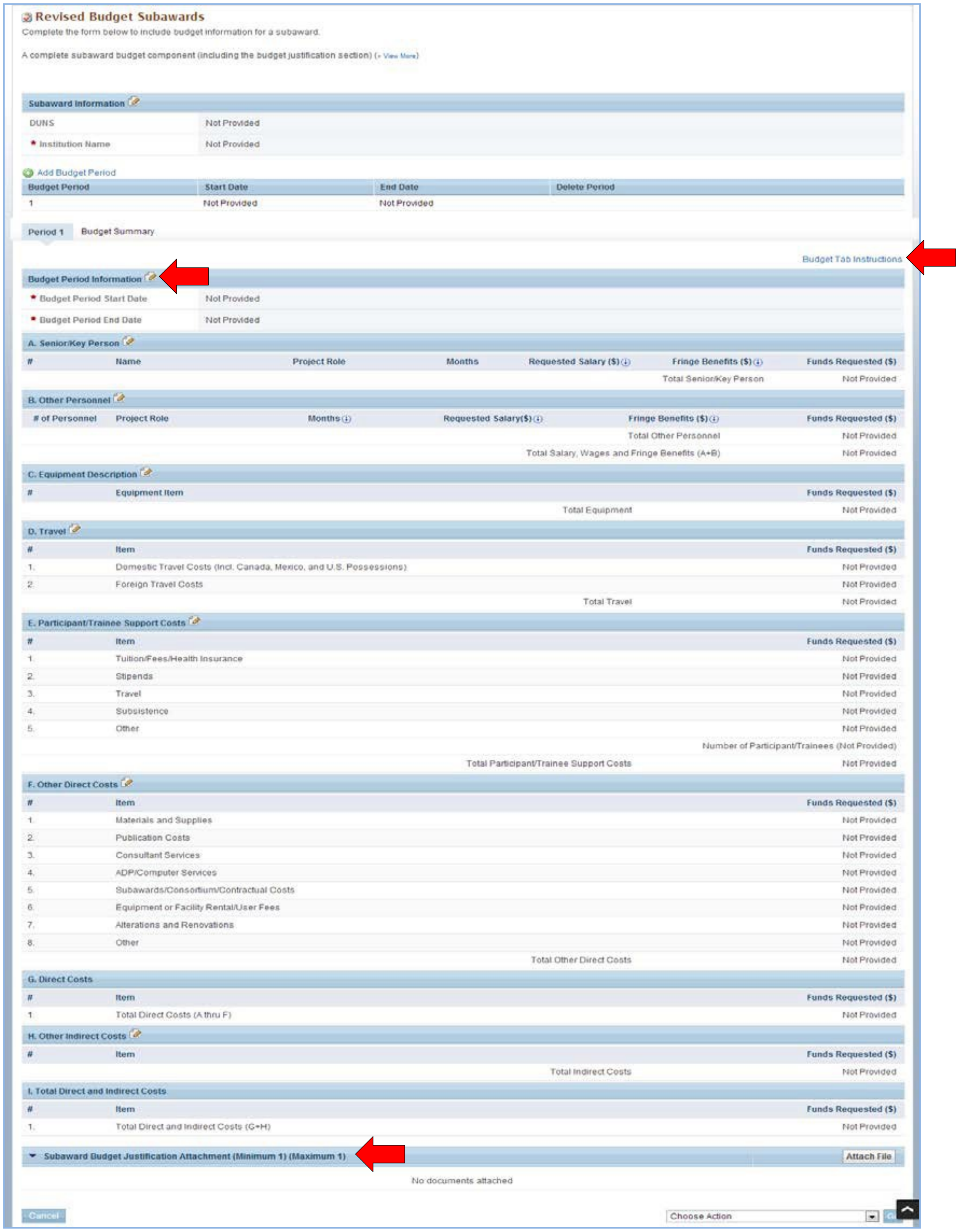
Figure 167. Subaward Tab



4. Click the **Budget** tab (Figure 163). The *Budget* tab is similar to the one for Grants.gov and Paper proposals. Please refer to Section 8.2.1.1, *Grants.gov and Paper Proposals,* for further instructions on how to complete the *Budget* tab.
5. To add Subaward , click the **Add Subaward** link to go to *Revised Budget Subawards* page (Figure 168)

6. Complete the *Subaward Information* section.
7. Complete all budget sections, as required. To access a section's information for updating, click the update icon next to the section name.

Figure 168. Revised Budget Subawards Page



Revised Budget Subawards

Complete the form below to include budget information for a subaward.

A complete subaward budget component (including the budget justification section) (+ View More)

Subaward Information

DUNS	Not Provided
* Institution Name	Not Provided

Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	Not Provided	Not Provided	

Period 1 | Budget Summary

Budget Tab Instructions

Budget Period Information

* Budget Period Start Date	Not Provided
* Budget Period End Date	Not Provided

A. Senior/Key Person

#	Name	Project Role	Months	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)
					Total Senior/Key Person	Not Provided

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)	Not Provided

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	Not Provided

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	Not Provided

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	Not Provided

G. Direct Costs

#	Item	Funds Requested ($)
1	Total Direct Costs (A thru F)	Not Provided

H. Other Indirect Costs

#	Item	Funds Requested ($)
	Total Indirect Costs	Not Provided

I. Total Direct and Indirect Costs

#	Item	Funds Requested ($)
1.	Total Direct and Indirect Costs (G+H)	Not Provided

Subaward Budget Justification Attachment (Minimum 1) (Maximum 1) | Attach File

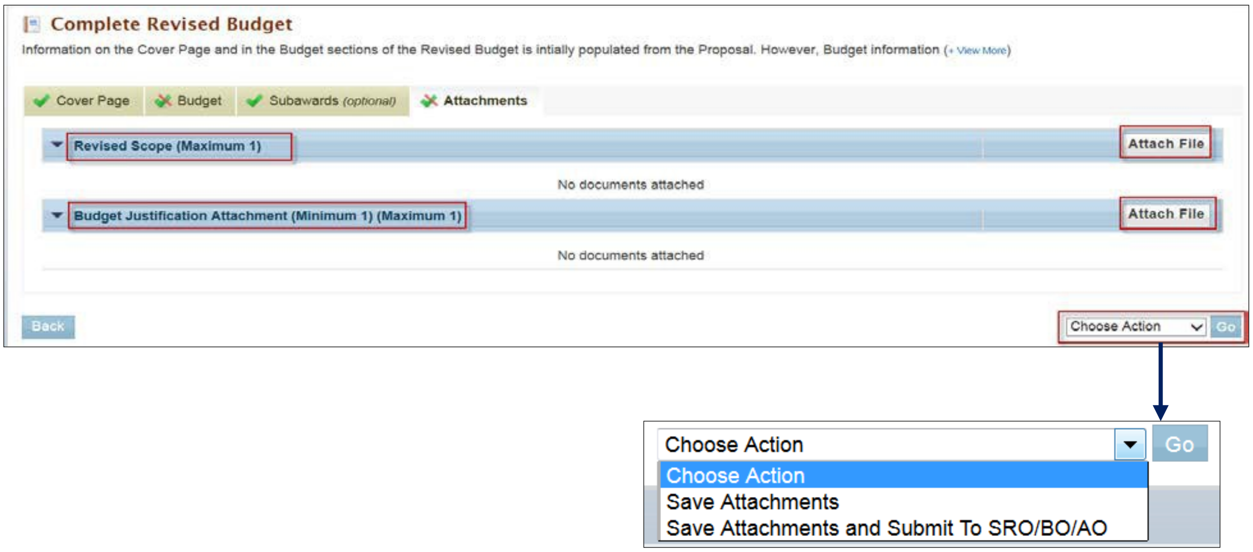
No documents attached

Cancel | Choose Action

8. To include the Subaward Budget Justification, upload the file in the Subaward *Budget Justification Attachment* section of the Subaward Budget as shown in Figure 168.

9. When done making all required updates, click the **Choose Action** drop-down arrow. Select appropriate option (Step a. or b. below) and click the **Go** button.
   a. Selecting the **Save All Subaward Budget Periods** option saves the budget updates you just made, keeps you on this page, and provides a *Success* message informing you that the Subawards section was saved successfully.
   d. Selecting the Save All Budget Periods and Close options saves the Subawards updates you just made and takes you back to the Subawards tab (Figure 167). Proceed to Step10.
   e. Once you are back to the Subawards tab, you can either delete or update the subaward you just added.

Figure 169. Attachments Tab



10. To attach supporting documents to the *Revised Scope* section or the *Budget Justification* section, click the **Attach File** button for the section, as shown in Figure 169. (If necessary, refer to Section 2.8, *How to Attach a File in PAMS*, for further instructions.)
11. When done with attachments, click the **Choose Action** drop-down arrow, select the appropriate option (Step e or f below), and click the **Go** button.
    a. Selecting the **Save Attachments** option saves the attachments you just made and a *Success* message confirms that the Revised Budget was saved successfully (*Attachments* tab now has a green check mark ✔). You will still have to submit the completed revised budget to the SRO/BO/AO at some point. When you return at a later time, start with Step f below.
    b. Selecting the **Save Attachments and Submit To SRO/BO/AO** option saves the attachments you added (*Attachments* tab now has a ✔). In addition, you are taken to the *Request Review of Revised Budget* page (Figure 165) if no SRO is registered to the Institution, or if no one has the *Submit to DOE* privilege. If there is an Admin SRO who has the *Submit to DOE* privileges, the *Request Review of Revised Budget* page does not appear.

> Note
>
> ***If you have the Submit to DOE privilege, you need not submit the revised budget to SRO/BO/AO. You can directly submit the Revised Budget to DOE Office of Science.***

12. Once the Revised Budget is complete, you can submit it to the SRO for review. In case the institution does not have an SRO with *Edit Revised Budget* and *Submit Revised Budget* privileges, follow the steps mentioned in Section 0 to invite an SRO.

8.2.4 How Do I Submit a Revised Budget

The PM may request that a revised budget be submitted by the institution. By default, the SRO listed on the proposal's SF424 form will get the task to *Submit Revised Budget to DOE*. Other users who can *Submit Revised Budget to DOE* are the Institution Admin SRO and any institution users with the *Submit to DOE* privilege at the institution level.

Note	***To assign user privileges at the institution level, please refer to Section*** *Error! Reference source not found.****, Manage Users from the Institution.***

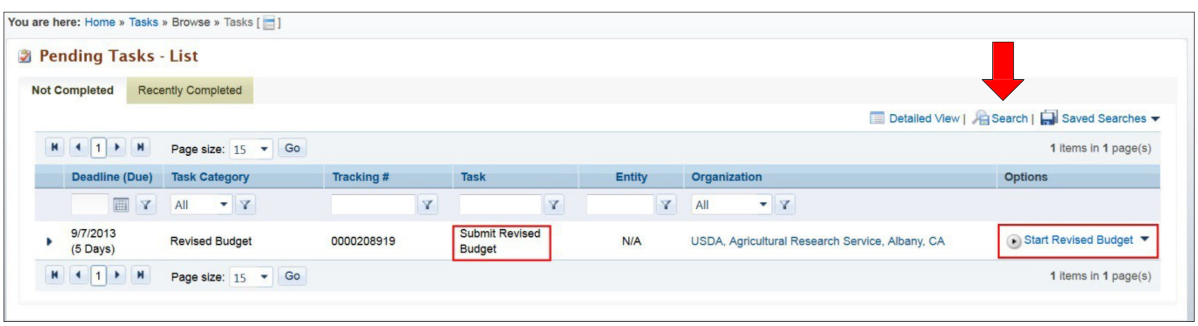
After the budget is reviewed, the SRO/Institution Admin SRO may request further revision to the revised budget. The PI will have to revise the budget again and resubmit it to the SRO. However, if the budget requires no further revision, it may be submitted to DOE.

The Submit Revised Budget task can be for Grant.gov proposals, paper proposals, and interagency proposals.

8.2.4.1 Submitting a Revised Budget for Grants.gov and Paper Proposals

1. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 170). For information on what your Pending Tasks are and how you access them, refer to Section 2.7.
2. Find the Submit Revised Budget task you want to work on and click the **Start Revised Budget** link in the *Options* column. You can use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 170. Pending Tasks List - Page: Submit Revised Budget



3. On the *Submit Revised Budget* page (Figure 171), three tabs are available: *Cover Page, Budget,* and *Attachments*.

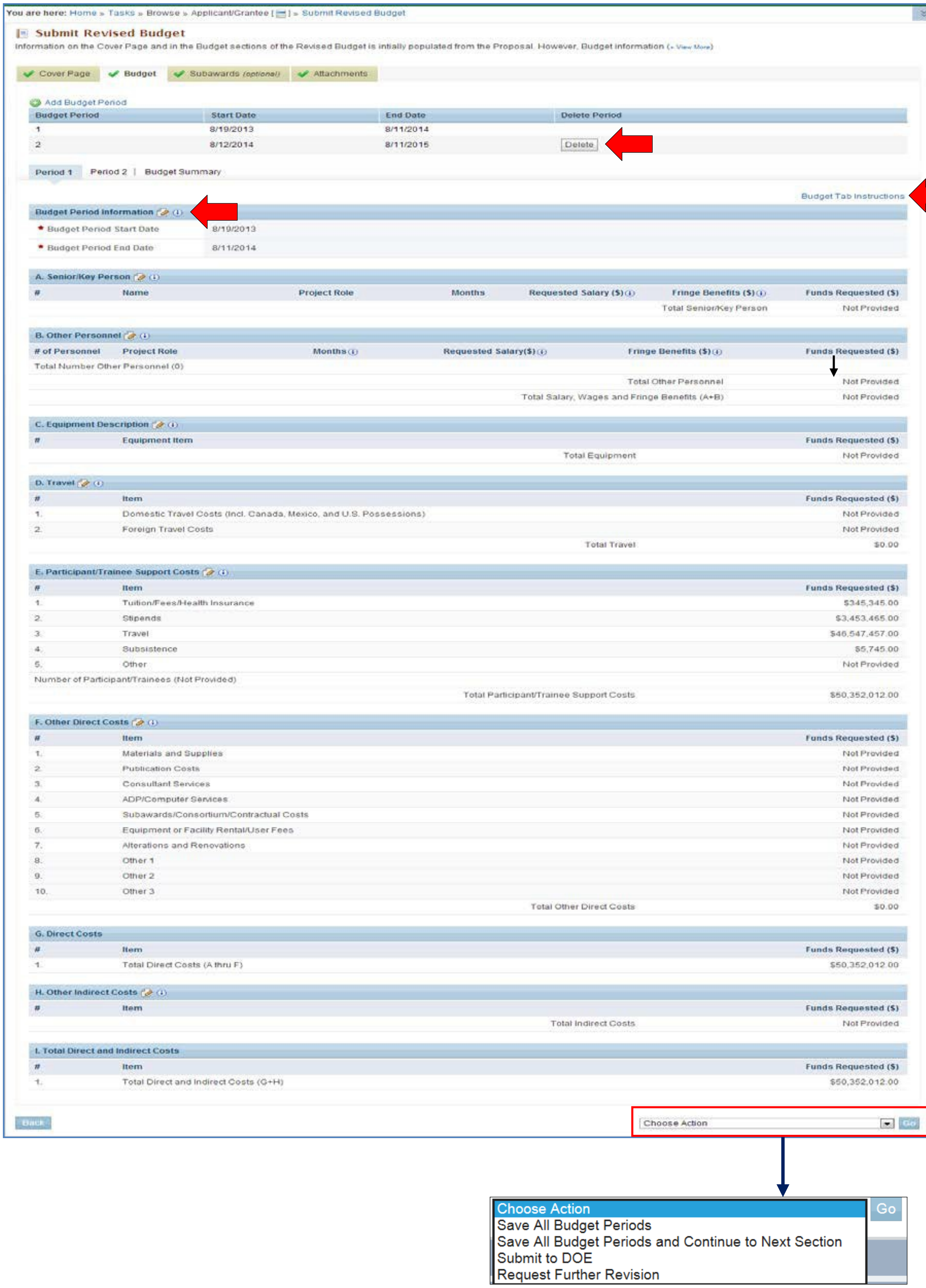
Note	***A green checkmark next to a tab means the information there is complete. A green checkmark with a slash next to a tab, means the information there is incomplete.***

4. Click the **Budget** tab. Budgets are required for the entire project period. A budget form should be completed for each budget period of the award, and a cumulative budget form for the entire project period will be populated by PAMS. A detailed budget justification narrative should be included after the budget pages. The justification should cover labor, domestic and foreign travel, equipment, materials and supplies, and anything else that will be covered with project funds.
   a. **Budget Period 1 – Budget Period 5 Tabs:** Tabs represent budget for eachperiod.
   b. **Budget Summary Tab:** Provides a cumulative amount of all budget periods and is calculated by PAMS.
   c. **Add Budget Period:** Click on this button to add a new Budget Period tab. The button is hidden after Budget Period 5 tab has been added. The Delete Budget period option allows you to delete the last budget period.
   d. **Copy from Previous Budget Period:** Click button to populate the budget fields in the current (currently-being-viewed) budget period tab with data from the previous budget period tab (Current Budget Period Number minus 1), overwriting any data that had been previously entered on the current budget period tab. Button is displayed on Budget Period 2 – Budget Period 5 tabs.
   e. **Edit Icon:** Click on the Edit icon to update eachsection.
5. Click the **Budget Tab Instructions** link to view a detailed description on how to enter information for each section in the *Budget* tab.

Note

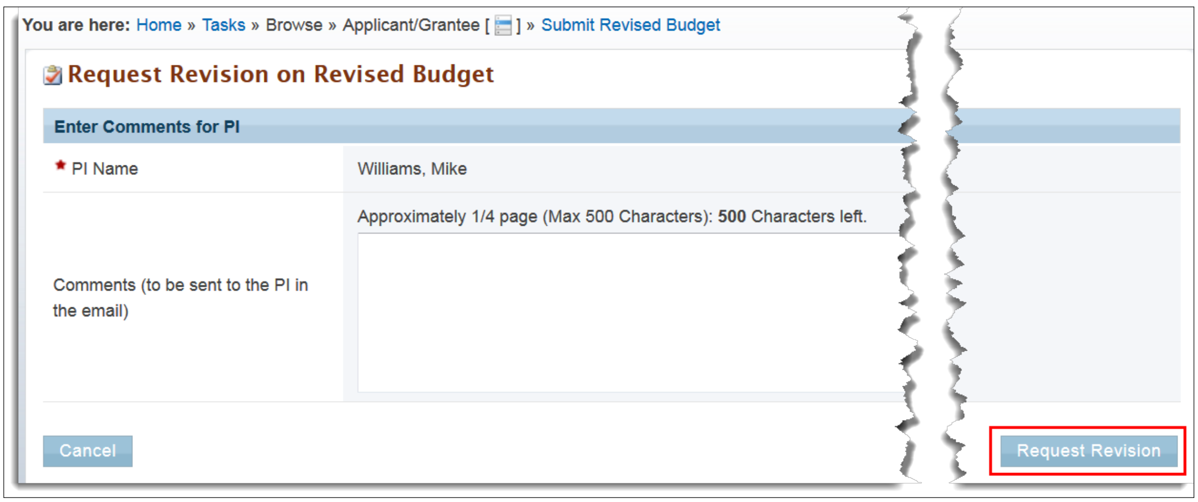
When entering budget information for multiple budget periods, simply click the Copy From Previous Period link to copy data over from the previous period. This will eliminate you having to duplicate budget information for every year; you will merely have to edit the information after copying it over.

Figure 171. Submit Revised Budget Page



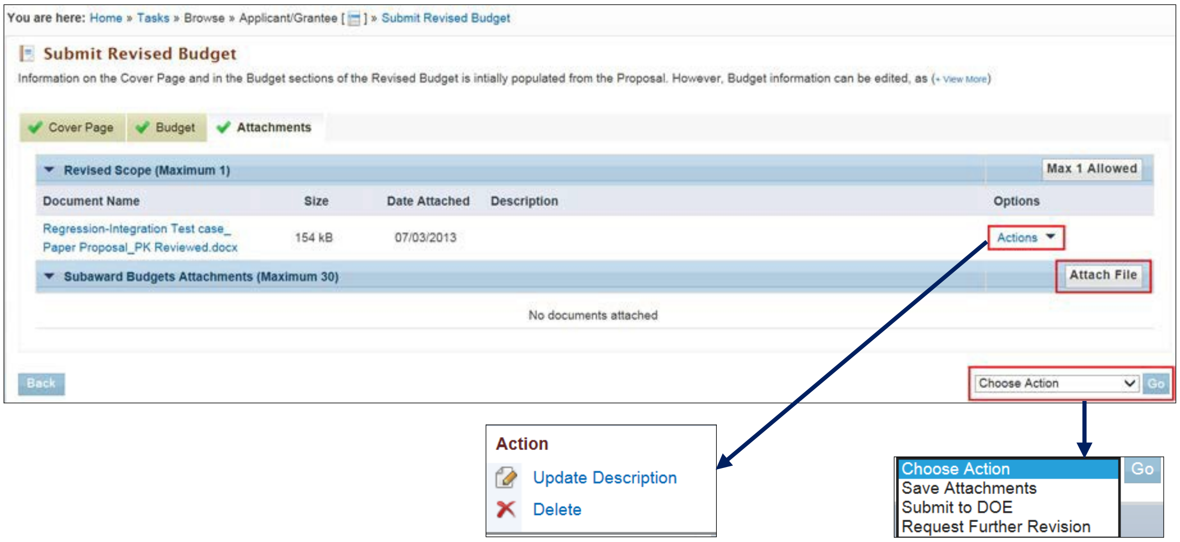
6. To access a section's information for updating, click the update icon next to the section name and update all information, as needed.
7. When finished, click the **Choose Action** dropdown, select the appropriate action,and click the **Go** button. Proceed to Step 8.
   a. Selecting **Save All Budget Periods** saves the work you have done to this point for later retrieval.
   b. Selecting **Save All Budget Periods and Continue to Next Section** saves your work and takes you to the Attachments tab.
   c. Selecting **Submit to DOE** sends the Revised Budget to DOE. A Success message confirms successful submission.
   d. Selecting **Request Further Revision** takes you to the *Request Revision on Revised Budget* page (Figure 172). Enter the name of the PI who will perform further revisions on the budget. Enter **Comments**, if necessary, and click the **Request Revision** button.

Figure 172. Request Revision on Revised Budget Page



8. Click the **Attachments** tab (Figure 173) to bring up the attachments already uploaded toPAMS.

Figure 173. Attachments Tab



a. To access an attachment's information, click the **Actions** link in the *Options* column.

b. Click either the **Update Description** or **Delete** link. **Update Description** enables you to change the attachment's description. **Delete** completely removes the attachment.

c. If you want to upload new attachments, click the **Attach File** button and select a file from your computer. (If necessary, refer to Section 2.8, *How to Attach a File in PAMS*, for complete instructions.)

9. When you are finished with all updates, click the **Choose Action** drop-down list arrow, select the appropriate save option, and click the **Go** button.

   a. Selecting **Save Attachments** saves the work you have done to this point for later retrieval.

   b. Selecting **Submit to DOE** sends the Revised Budget to DOE. A *Success* message confirms successful submission.

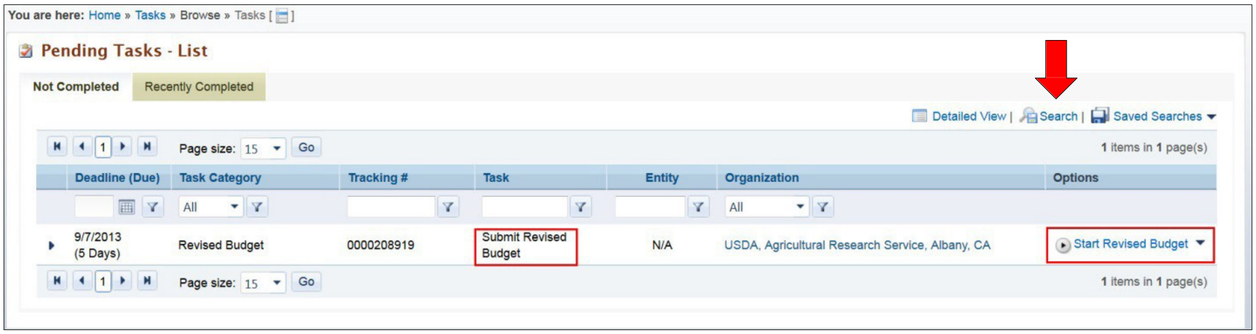
   c. Selecting **Request Further Revision** takes you to the *Request Revision on Revised Budget* page (Figure 172). Enter the name of the PI who will perform further revisions on the budget. Enter **Comments**, if necessary, and click the **Request Revision** button.

8.2.4.2 Interagency Proposals

The Submit Revised Budget steps for interagency proposals are similar to the ones for Grant.gov and Paper Proposals, with the exception of an additional *Subawards* tab on the *Complete Revised Budget* page and the sections in the *Attachments* tab.

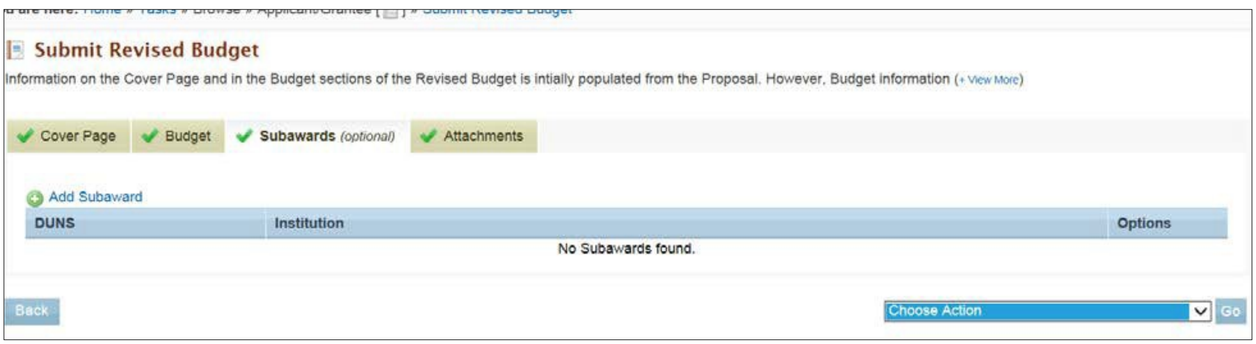
1. From the PAMS home page (Figure 3), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 174). For information on what your Pending Tasks are and how you access them, refer to Section 2.7.

Figure 174. Pending Tasks List - Page: Submit Revised Budget



2. Find the Submit Revised Budget task you want to work on and click the **Start Revised Budget** link in the *Options* column. You can use the *Search* link at the top of the page to enter criteria and perform a search.
3. On the *Submit Revised Budget* page (Figure 175), four tabs are available: *Cover Page, Budget, Subawards* and *Attachments*.

Figure 175. Submit Revised Budget page



> Note
>
> ***A green checkmark ✓ next to a tab means the information there is complete. A green checkmark with a slash next to a tab means the information there is incomplete.***

4. Click the **Budget** tab and proceed as follows: The budget tab is similar to the one for Grant.gov and paper proposals. Please refer to Section 8.2.1.1, *Grants.gov and Paper Proposals,* for further instructions on how to complete the Budget tab.
5. To add Subaward from the *Subawards* tab (Figure 176), click the **Add Subaward** link to go to *Revised Budget Subawards* page (Figure 177).

Figure 176. Subawards Tab

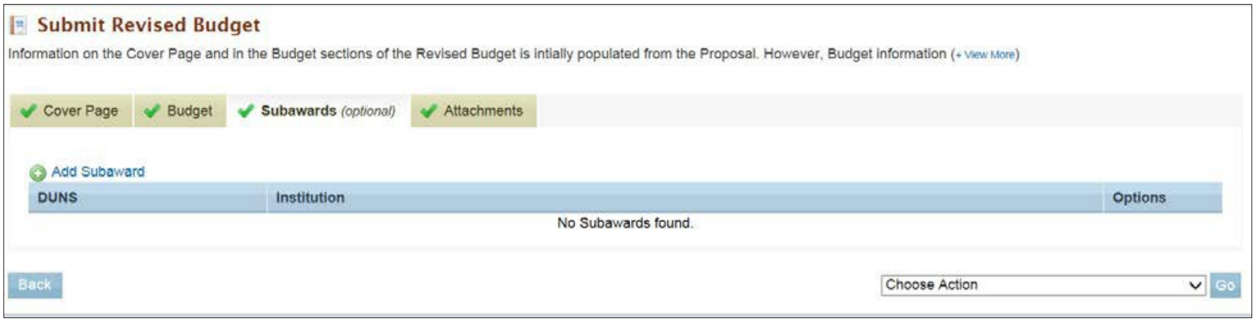
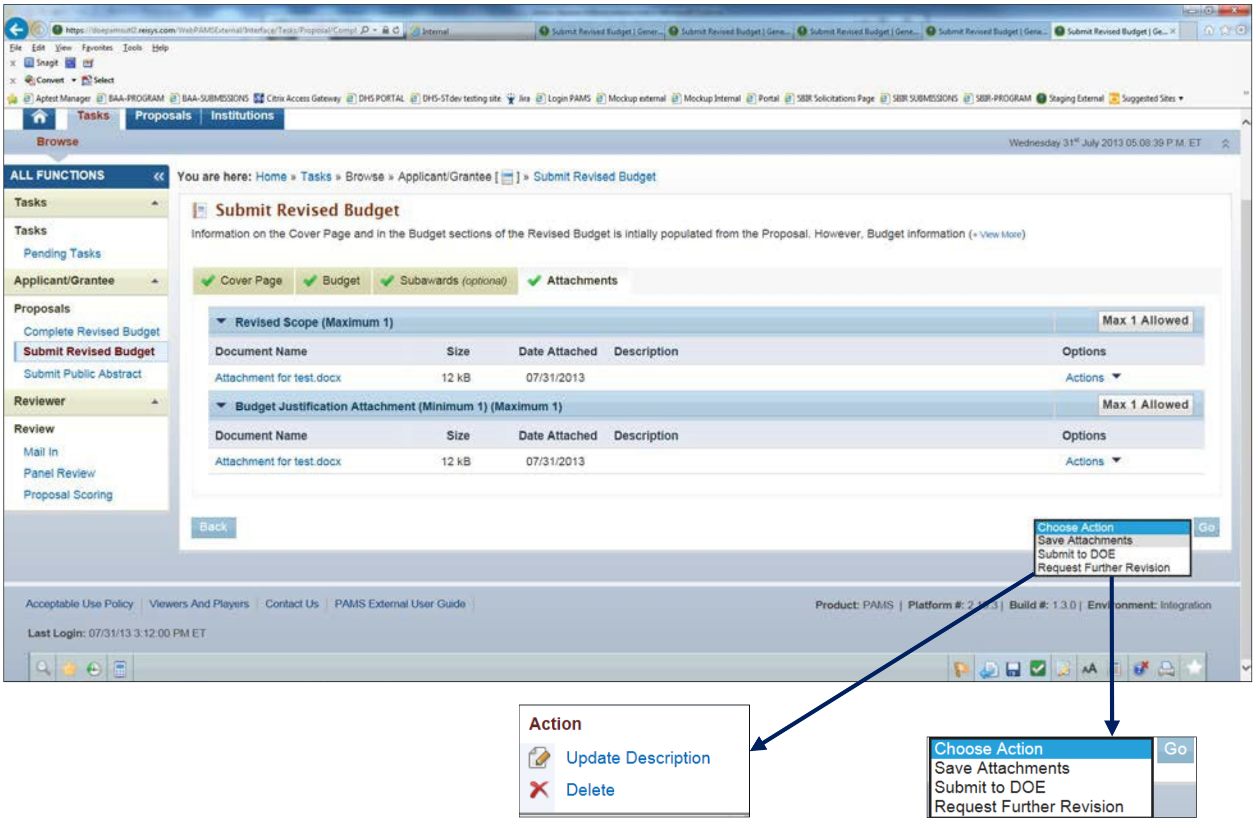


Figure 177. Revised Budget Subawards Page

6. Complete the *Subaward Information* section.
7. Complete all Budgets sections, as required. To access a section's information for updating, click the update icon next to the section name.
8. Attach the Budget Justification file in the Subaward *Budget Justification Attachment* section.
9. When done making all required updates, click the **Choose Action** drop-down arrow. Select appropriate option (Step a. or b. below) and click the **Go** button.
   a. Selecting the **Save All Subaward Budget Periods** option saves the budget updates you just made, keeps you on this page, and provides a Success message informing you that the Subawards Section was saved successfully.
   b. Selecting the **Save All Budget Periods and Close** option saves the Subawards updates you just made and takes you back to the *Subawards* tab. Proceed to Step 10.
   c. Once you are back to the *Subawards* tab, you can either delete or update the subaward that you just added.
10. Click the **Attachments** tab (Figure 178) to bring up the attachments already uploaded to PAMS.

Figure 178. Attachments Tab



a. To access an attachment's information, click the **Actions** link in the *Options* column.

b. Click either the **Update Description** link or **Delete** link. **Update Description** enables you to change the attachment's description. **Delete** completely removes the attachment.

c. If you want to upload new attachments, click the **Attach File** button and select a file from your computer. (If necessary, refer to Section 2.8, *How to Attach a File in PAMS*, for complete instructions.)

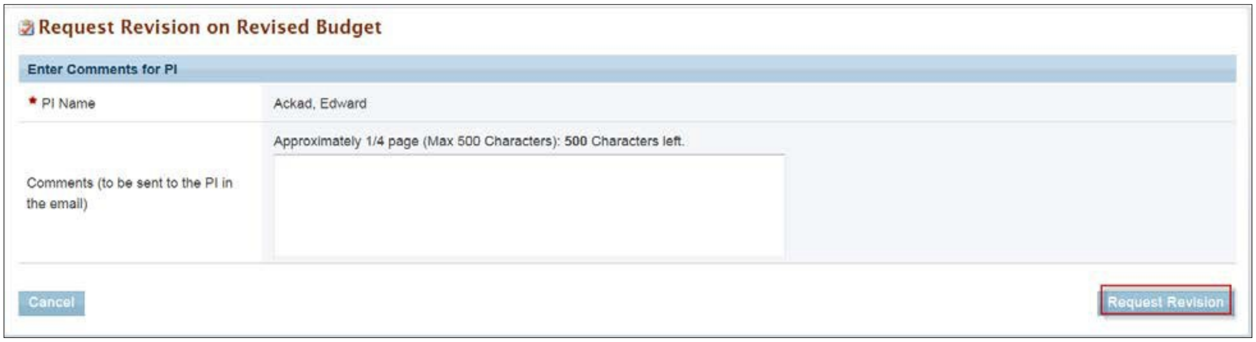
11. When you are finished with all updates, click the **Choose Action** drop-down list arrow, select the appropriate save option, and click the **Go** button.

a. Selecting **Save Attachments** saves the work you have done to this point for later retrieval.

b. Selecting **Submit to DOE** sends the Revised Budget to DOE. A *Success* message confirms successful submission.

c. Selecting **Request Further Revision** takes you to the *Request Revision on Revised Budget* page (Figure 172). Enter the name of the PI who will perform further revisions on the budget. Enter **Comments**, if necessary, and click the **Request Revision** button.

Figure 179. Request Revision on Revised Budget



8.3 Proposal Reviews

Research funding from the DOE Office of Science is awarded through a merit-based selection process. Merit review means a thorough, consistent, and objective examination of Proposals, based on pre-established criteria by persons who are:

- Independent of those submitting the applications
- Knowledgeable in the field of endeavor for which support is requested.

PMs perform initial evaluations of all applications to ensure that the required information is provided, the proposed effort is technically sound and feasible, and that the effort is consistent with program-funding priorities.

For Proposals that pass the initial evaluation, program managers use peer review to evaluate them, based on criteria specified in 10 CFR 605. Common review criteriaare:

- Scientific and/or technical merit of the project
- Appropriateness of the proposed method or approach
- Competency of applicant's personnel and adequacy of proposed resources
- Reasonableness and appropriateness of the proposedbudget
- Other notable factors established and set forth in a notice of availability or in a specific Solicitation.

This section covers the Proposal review tasks assigned to reviewers within PAMS. Proposals assigned to reviewers for review show up as tasks in PAMS. To learn how to view and access your tasks, refer to Section 2.7, *Access Tasks*. This section provides detailed instructions to perform a Proposal review task in PAMS.

8.3.1 How Do I Perform Proposal Review?

When Proposals are assigned to you for review by DOE Staff, a review task will be assigned to you in PAMS. A review task can be of one of the following types:

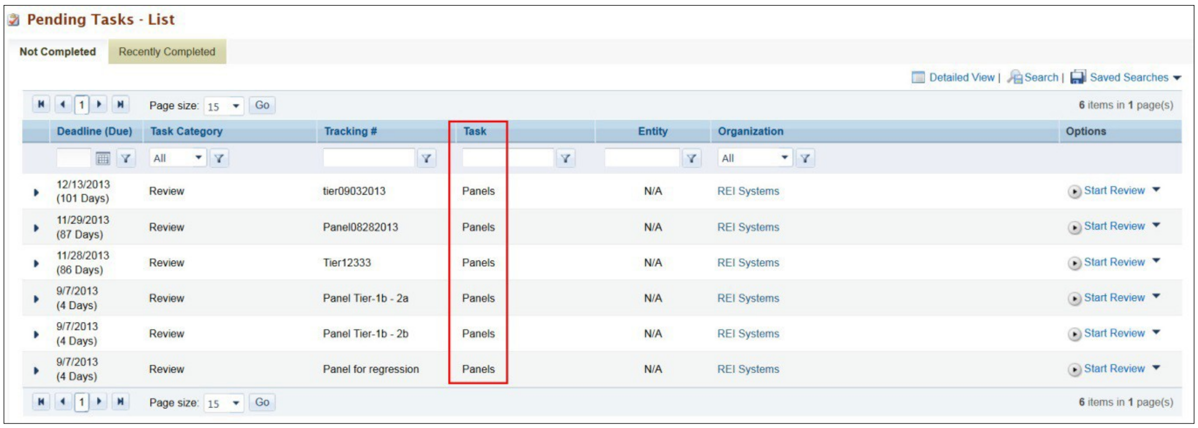
- **Mail In Review:** Mail In reviews are performed one proposal at a time in PAMS. Each Proposal assigned to you for a mail-in review appears as a separate pending task in PAMS. You can view the Proposal details, enter your evaluation, and submit the Proposal review to the DOE Office of Science.
- **Panel Review:** For typical panel reviews, 10-15 reviewers convene in a conference room and submit reviews. Each reviewer provides his or her own input. Each panel appears as a single task in PAMS. All Proposals within the panel are available from the single task. You can view each Proposal, enter your evaluation, and submit the Proposal review to the DOE Office of

Science from within the Panel Review task.

- **Scoring Only:** As a follow-up to a panel, Proposals within the panel are scored or ranked. A single task is created in PAMS for a reviewer to score or rank multiple Proposals. You can enter a score or rank, provide comments for each Proposal in the task, and submit the same to the Office of Science.

The *Task* column on the *Pending Tasks – List* page (Figure 180) displays the review typeof the task.

Figure 180. Pending Tasks – List Page



8.3.1.1 Conflict of Interest (COI) Certificate

As a reviewer, you are required to comply with COI rules. You have a COI if:

- Reviewing particular material would have a direct and predictable effect on any person, company, or organization with which you have a relationship—financial or otherwise.
- The interests of your spouse, minor child, general partner, or organization in which you serve as an officer, director, trustee, general partner, or employee—and any person or organization with whom you are negotiating employment—are attributed to thereviewer.

In other words, if you believe that performing a review you have been assigned will affect you, a family member, current or potential business partner or fellow business officer, or any current or potential employer, you have a COI.

Note

If you have any questions about what constitutes a COI, contact the programmanager.

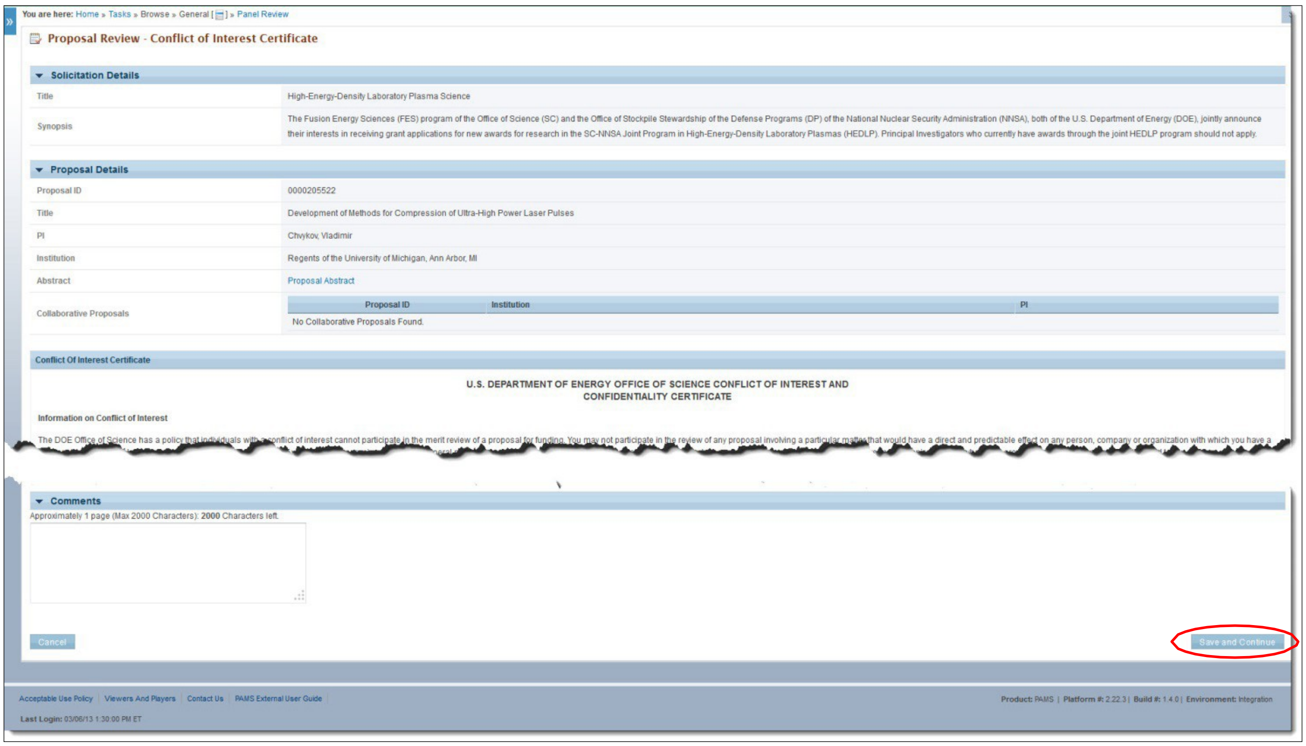
You must agree to disclose any COIs discovered during the course of the review process. PAMS enables you to view the Solicitation and Proposal Abstract information. Based on this information, you can decide initially if you have a conflict in reviewing the Proposal. You can read the COI certificate (Figure 181) and choose from the following threeoptions:

- *I **have no** Conflict of Interest in reviewing this proposal*: Select this option to declare that you do not have a COI with the Proposal and to view the Proposal and being the review process
- *I **have** a Conflict of Interest in reviewing the proposal*: Select this option to declare that you have a COI with the Proposal and do not wish to view or review the Proposal.
- *I **have no** Conflict of Interest but do not wish to review the proposal*: Select this option to decline the Proposal in spite of not having a COI with the Proposal.

> ***If you declare a COI for a Proposal or decline to review the Proposal, the Proposal will no longer be available to you. You will need to contact the PM and request to reopen the Proposal review task.***

Select the appropriate option and click the **Save and Continue** button on the COI Certificate page (Figure 181).

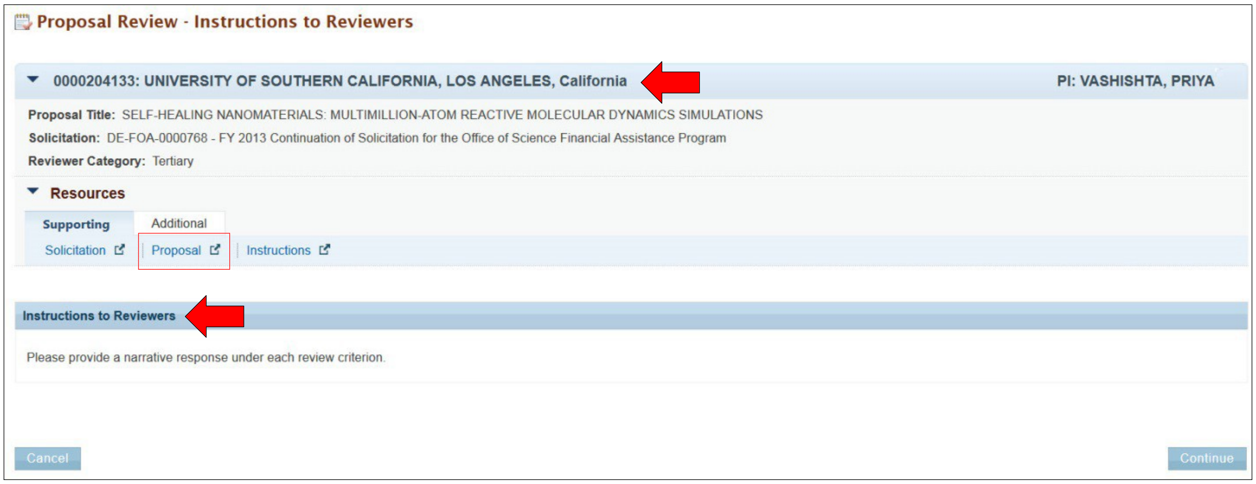
Figure 181. Proposal Review COI Certificate



8.3.1.2 View Proposal Information and Review Instructions - Proposal Header

After the COI Certificate is read and you agree that no COI exists with you reviewing the Proposal, PAMS takes you to the *Proposal Review – Instructions to Reviewers* page (Figure 182). This page displays a Proposal Header followed by instructions from the DOE Office of Science staff. A link to the Proposal can be found in the Proposal header under *Resources*.

Figure 182. Instructions to Reviewers



The *Proposal Header* component enables you to view the followingdetails:

Table 5. Proposal Header

Section	Description
Proposal Header	The Proposal header, by itself, displays the Proposal ID, Institution, and the PI on the Proposal. Click the ▸icon on the header to expand the header. The expanded section displays the *Proposal Title, Solicitation* number and title*,* and *Reviewer Category* assigned to you for reviewing the Proposal.
Resources Header	The *Resources* header, by default, is always expanded and provides links to view the following documents in PAMS: **Supporting tab** • *Solicitation:* Displays the Solicitation as a PDF document. • *Proposal TOC:* Displays different sections within the Proposal as a table of contents. Click on a topic to view more information on the topic. • *Proposal:* Displays the Proposal in pdf format. • *Instructions:* Displays the *Instructions to Reviewers* provided by DOE Office of Science staff. **Additional tab** • Conflict of Interest: Allows you to declare a COI at any time while reviewing the proposal • Points of Contact: Displays a list of all points of contact for reviewers from DOE Office of Science. • Each link opens in a separate window on your browser.

Note

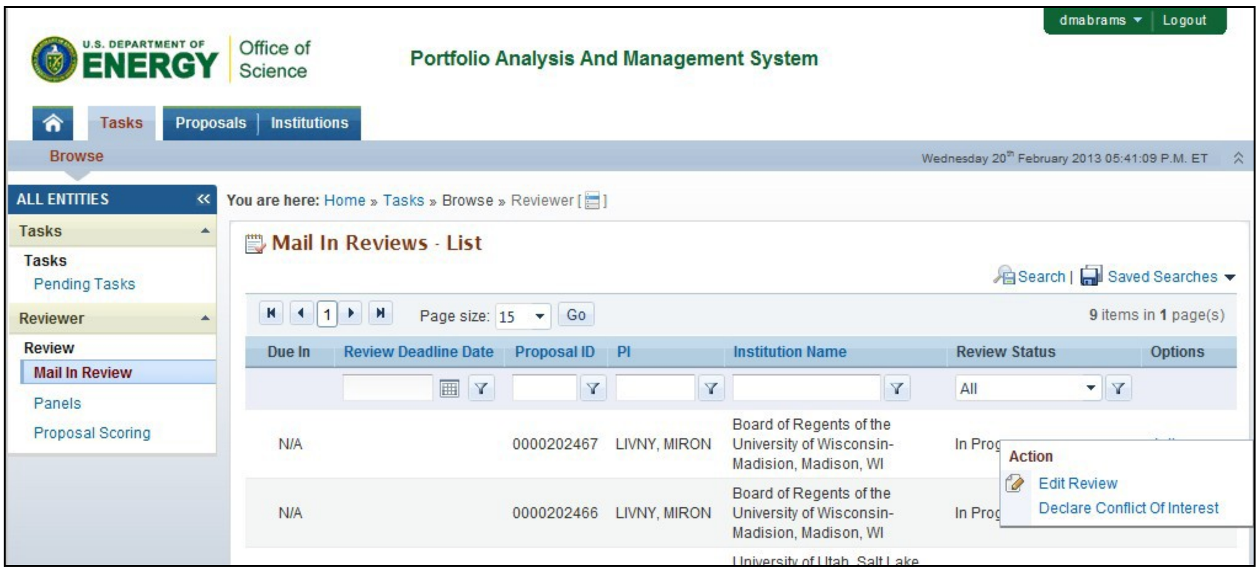
The Proposal Header will be displayed on all review pages to allow you to access Proposal and Solicitation information readily.

8.3.2 How Do I Perform a Mail In Review?

> Note
>
> ***Both Mail In Review and Commercialization Review tasks will be created as Mail In Review tasks in PAMS. Commercialization Reviews are applicable to SBIR Proposals only.***

1. Click the **Mail In Review** link on the left navigation menu (Figure 183) to view all the *Mail In Review* tasks.
2. Find the Mail In Review task you want to work on. If necessary, you can click the **Search** link at the top of the page to perform a search.
3. Click the **Actions** and **Start Review** links in the *Options* column to go to the *Proposal Review - Conflict of Interest Certificate* page (Figure 181).

Figure 183. Mail In Reviews List – Action Links



4. On the *Proposal Review - Conflict of Interest Certificate* page, scan the Solicitation and Proposal details, along with the abstract, to determine if you have a COI with the Proposal, Institution, or any of the applicants.
5. Read the COI certificate and then select the appropriate option (see Section 8.3.1.1).
6. If you selected *I have no Conflict of Interest in reviewing the Proposal,* click the **Save and Continue** button and proceed as follows:
   a. On the *Proposal Review - Instructions to Reviewers* page (Figure 182), read the instructions and click the **Continue** button to go to the *Update Review* page (Figure 184).
   b. You can update the review form and click the **Save and Submit** button to preview the comments entered.
   c. You can choose to email a copy of the review to your primary email address by checking the **Email Myself a Copy** box (Figure 185).
   d. Submit the review to DOE by clicking the **Confirm** button (Figure 185). At that point, the task is removed from your queue.
   e. PAMS will send an email to the reviewer acknowledging submission of the review.

> *PAMS will time out your session every 30 minutes. Please save your review information every 15 minutes. You can save your review by clicking the Save button at the bottom of the screen or by clicking the save icon on the Floating Toolbar at the bottom of the page (refer to* ***System Navigation****, Item 8).*

Figure 184. Update Review: Save and Submit

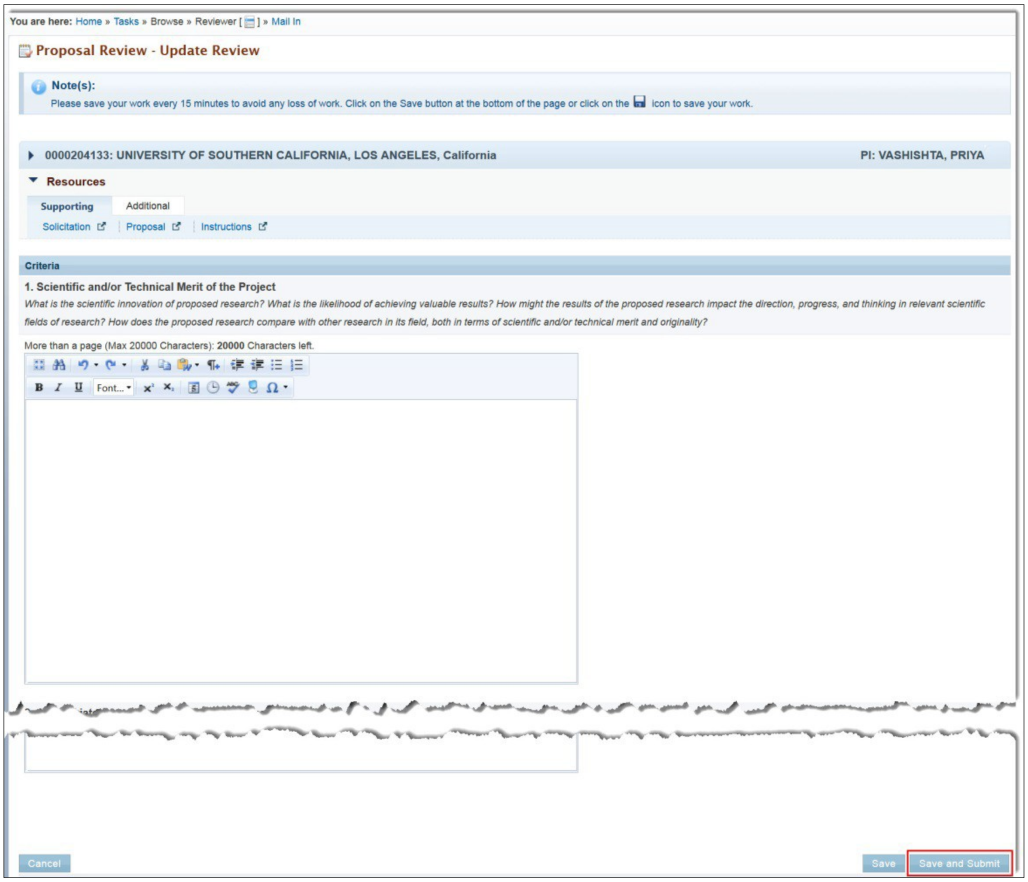
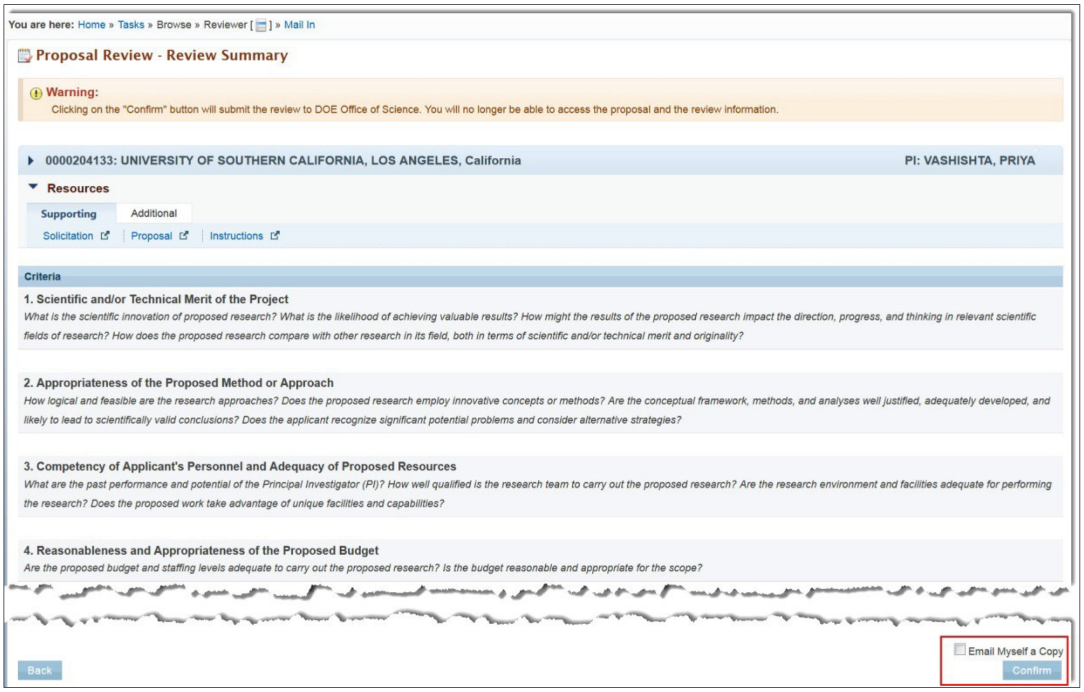


Figure 185. Proposal Review: Email Myself a Copy



Once a review has been submitted to DOE, the task is closed. You no longer have access to the review or Proposal in PAMS. To request re-opening the review, contact the appropriate program office of the DOE Office of Science.

7. If you selected *I have a Conflict of Interest in reviewing the Proposal*, enter comments to be shared in an email with the program manager. Then click the **Save and Continue** button. The task is removed from your *Pending Tasks* queue.

If you believe you declared a COI by mistake or would like to re-open the review, you should contact the appropriate program office of the DOE Office of Science.

8. If you selected *I have no Conflict of Interest but do not wish to review the Proposal*, enter comments to be shared in an email with the program manager. Then click the **Save and Continue** button. The task is removed from your *Pending Tasks* queue.

If you selected this option by mistake or would like to re-open the review, you should contact the appropriate program office of the DOE Office of Science.

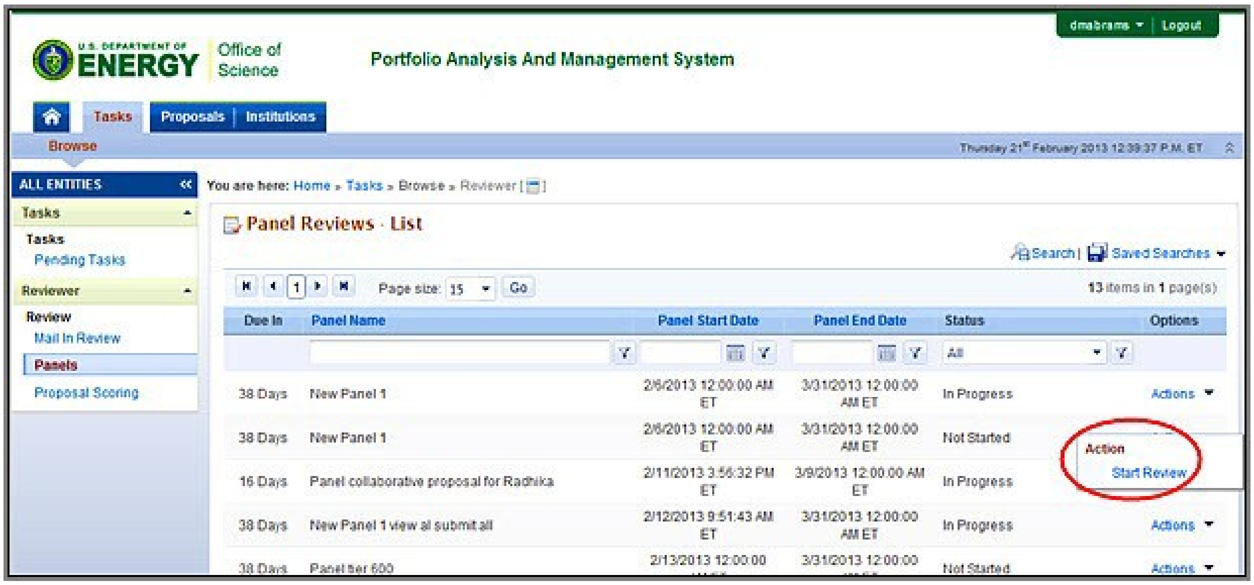
8.3.3 How Do I Perform a Panel Review?

If you are a panelist, you are a reviewer with one of the following reviewer categories for each Proposal that you are able to submit review:

- Primary: You are a primary reviewer for the Proposal.
- Secondary: You are a secondary reviewer for the Proposal.
- Tertiary: You are the tertiary reviewer for the Proposal.
- Reviewer: Categories have not been configured for this panel and everyone is a *Reviewer*.
- Additional: The Proposal is not assigned to you. It is an *Other* Proposal in the panel, and you are able to view the Proposal but not provide a written review of it.

1. Click the **Panels** link in the left navigation menu to go to the *Panel Reviews - List* page (Figure 186). Here, you can view all the Panel Review tasks.

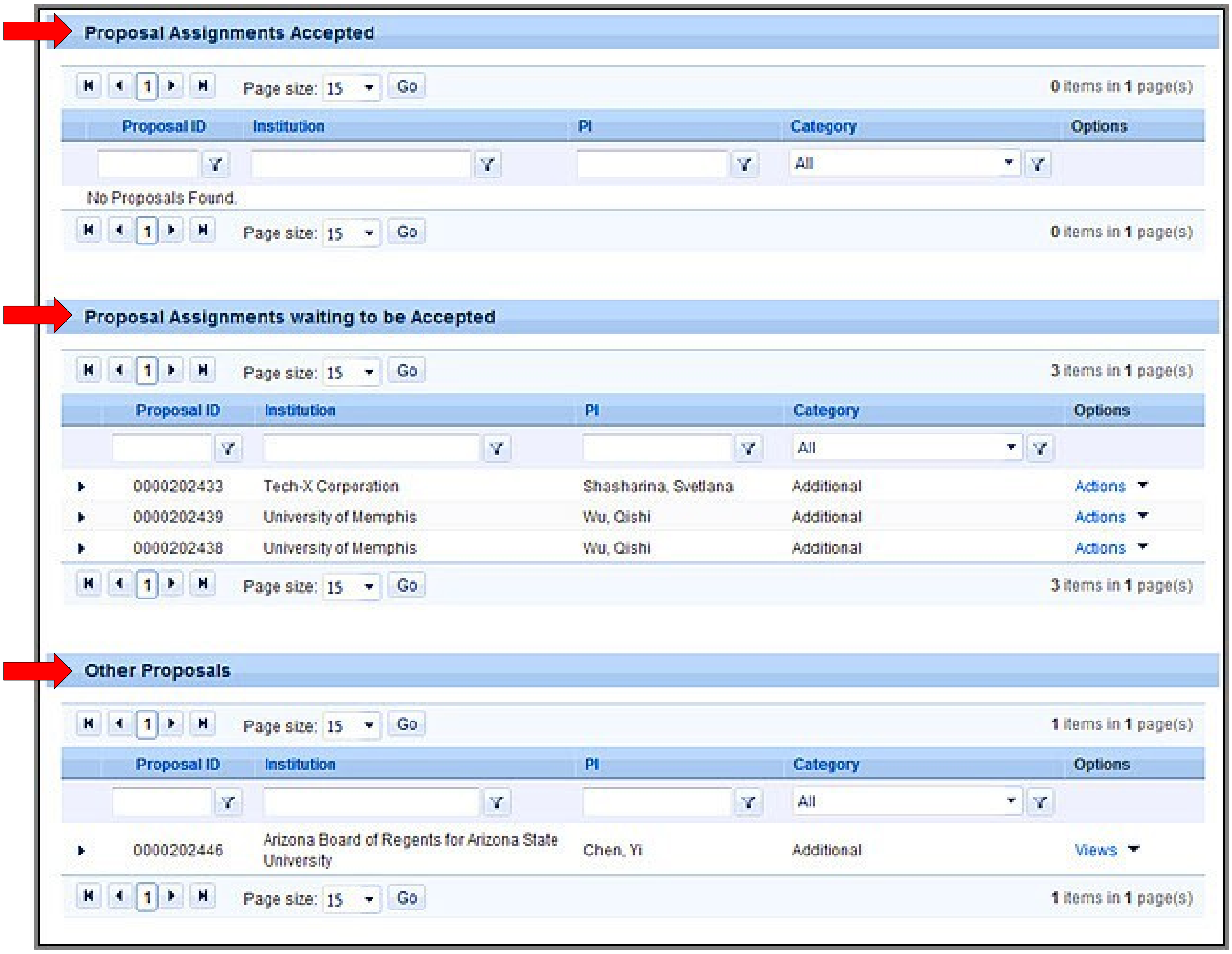
Figure 186. Panel Reviews List – Action Link



2. Find the Panel Review task you want to work on. If necessary, you can click the **Search** link at the top of the page to perform a search. Click the **Start Review** link in the *Options* column to go to the *Panel Review* page (Figure 187).
3. On the *Panel Review* page, you can view the list of Proposals to which you have access. With Panel Reviews, a single task is created for all Proposals within the panel.
4. Proposals in the panel can be viewed in one of these three grids:

- Proposal Assignments Waiting to be Accepted.
- Proposal Assignments Accepted.
- Other Proposals.

Figure 187. Panel Review Page



8.3.3.1 Proposal Assignments Waiting To Be Accepted

This is the second grid on the *Panel Review* page (Figure 187). This grid (Figure 188) displays the list of Proposals you can submit reviews for. The *Category* column displays whether the Proposal is assigned or unassigned (other) Proposal. The *Category* for unassigned Proposals is *Additional*.

1. Select a Proposal to review.
2. In the *Options* column, click the **Actions** link and then the **Accept/Reject Assignment** link. This will take you to the *Proposal Review - Conflict of Interest Certificate* page (Figure 181).

Figure 188. Proposal Assignments Waiting to be Accepted

3. On the *Proposal Review - Conflict of Interest Certificate* page, view the Solicitation and Proposal details section to determine if you have a COI with the Proposal, Institution, or any of the applicants.
4. Read the COI certificate and then select the appropriate option (see Section 8.3.1.1). If you selected *I have no Conflict of Interest in reviewing the Proposal,* click the **Save and Continue** button and proceed as follows:
   a. On the *Proposal Review - Instructions to Reviewers* page (Figure 182), read the instructions.
   b. Click the **Continue** button to go to the *Update Review* page (Figure 184).
5. You can update the review form and click the **Save and Submit** button to preview the comments entered.
6. You can choose to email a copy of the review to your primary email address by checking the **Email Myself a Copy** box (Figure 185).
7. Submit the review to DOE by clicking the **Confirm** button.
8. PAMS will send an email to the reviewer acknowledging submission of the review.
9. You may reopen the review, edit it, and resubmit it, as many times as you like, until the program manager closes the panel.

Note	***Once a review has been submitted to DOE, the Proposal review will be available for re-opening and resubmitting on the Panel Review page. The Proposal review will available only until the panel review task is open in your pending tasks queue.***

10. If you selected *I have a Conflict of Interest in reviewing the Proposal*, enter comments to be shared in an email with the program manager. Then, click the **Save and Continue** button. The proposal is removed from your panel task.

Note	***If you believe you declared a COI by mistake or would like to re-open the review, you should contact the appropriate program office of the DOE Office of Science. You can still view the Proposal review record on the Panel Review page. However, no actions can be performed on or information viewed for the Proposal review.***

11. If you selected *I have no Conflict of Interest but do not wish to review the Proposal*, enter comments to be shared in an email with the program manager. Then, click the **Save and Continue** button. The proposal is removed from your panel task.

> ***If you selected this option by mistake or would like to re-open the review, you should contact the appropriate program office of the DOE Office of Science. You can still view the Proposal review record on the Panel Review page. However, no actions can be performed on or information viewed for the Proposal review.***

12. Once you have taken an action on the Proposal, the Proposal is moved into either the *Proposal Assignments Accepted* grid or to the *Other Proposals in the Panel* grid, based on the reviewer category.

8.3.3.2 Proposal Assignments Accepted

This grid (Figure 189) displays the list of assigned Proposals that you have signed a COI Certificate for and accepted for review.

1. Select a Proposal review to update.
2. Click the **Actions/Views** and then click the **Update Review** link in the *Options* column to start entering review comments for the Proposal.

Figure 189. Proposal Assignments Accepted: Action/View

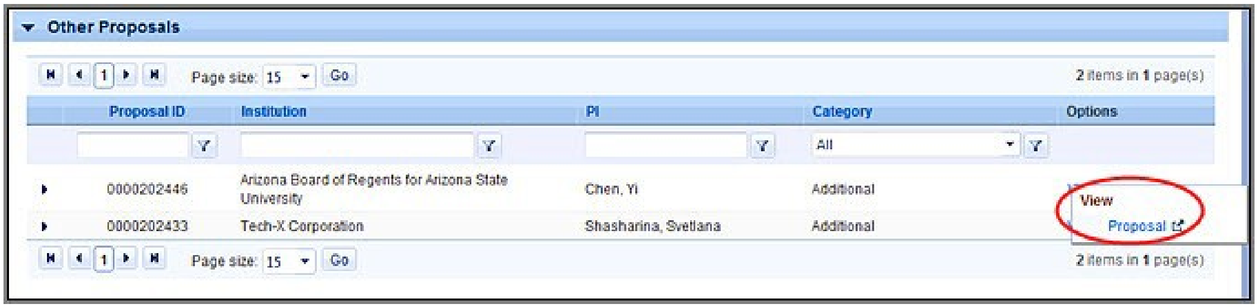
3. You can update the review form and click the **Save and Submit** button to preview the comments entered.
4. You can choose to email a copy of the review to your primary email address by checking the **Email Myself a Copy** box.
5. Submit the review to DOE by clicking the **Confirm** button. At this point, the task is removed from your queue.
6. If you wish to declare a COI for a review, then select the review and click the **Actions/Views** and **Declare Conflict of Interest** links. The review will still be available in the grid, but you will no longer be able to see the *Actions/Views* link in the *Options* column.

8.3.3.3 Other Proposals in the Panel

This grid (Figure 190) displays *Additional* Proposals you that you have signed a COI Certificate for and accepted for review.

1. Select a Proposal to update the review for. Click the **Actions/Views** and **Update Reviews** links in the *Options* column to start entering review comments for the Proposal.

Figure 190. Other Proposals



2. You can update the review form and click the **Save and Submit** button to preview the comments entered.
3. You can choose to email a copy of the review to your primary email address by checking the **Email a Copy to Myself** box (Figure 185).
4. Submit the review to DOE by clicking the **Confirm** button. The task will be removed from your queue at this point.
5. If you wish to declare a COI for a review, then select the review and click the **Actions/Views** link and the **Declare Conflict of Interest** link. The review will still be available in the grid, but you will no longer be able to see the *Actions/Views* link in the *Options* column.
6. In some cases, you will be able to see only the *Views* link under the *Options* column. This is intentional and has been set by the DOE Office of Science to enable you to only view the Proposal.
7. Viewing the Proposal also requires you to comply with and accept the COI statement.

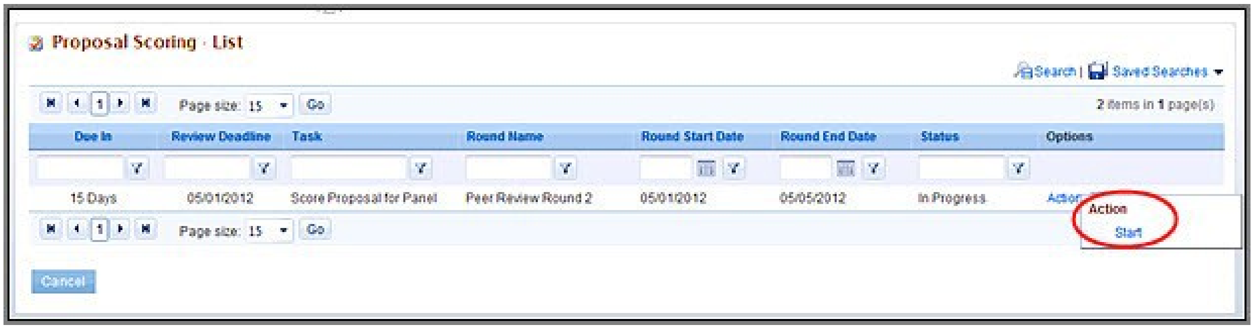
> Note
>
> ***PAMS will time out your session every 30 minutes. Please save your review information every 15 minutes. You can save your review by clicking the Save button at the bottom of the screen or by clicking the save icon on the Floating Toolbar at the bottom of the page (refer to System Navigation, Item 8).***

8.3.4 How Do I Perform a Proposal Scoring Task?

Proposal Scoring tasks might be created to collect scores for Proposals that are part of a panel. These tasks are usually created in conjunction with panels but only after the panel reviews are complete. However, you could also be assigned a Proposal Scoring task either as a part of a panel or as an independent task.

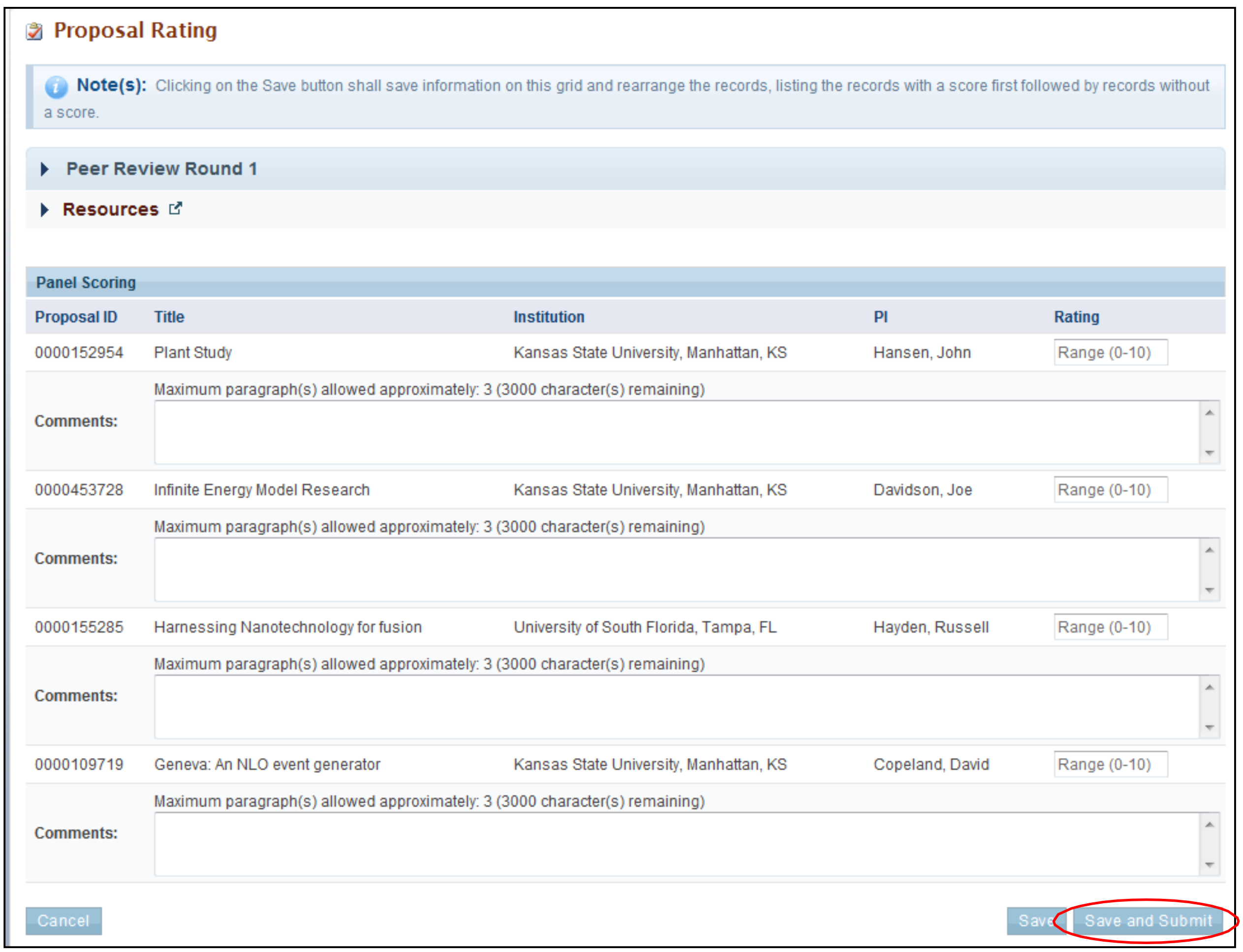
1. Click on **Proposal Scoring** link available on the left-hand menu to go to the *Proposal Scoring – List* page (Figure 191) and view the Proposal Scoring tasks.

Figure 191. Proposal Scoring - List



2. Select the task you want to work on and click the **Action** and **Start** links to begin.
3. On the *Proposal Rating* page (Figure 192), choose the Proposal for which you want to enter a score or a rank.
4. You may enter a numerical score within the allotted range, choose an adjectival score from the available drop-down, or enter comments about the score. One or more of these options are available, depending on the configuration set by DOE Office of Science for the task.

Figure 192. Proposal Rating



5. When you finish the scoring task, click the **Save and Submit** button to close the task and submit the scores to DOE.

6. PAMS will send an email to the reviewer acknowledging submission of the review.

PAMS will time out your session every 30 minutes. Please save your scoring information every 15 minutes. You can save your scoring information by clicking the Save button atthe bottom of the screen or by clicking the save icon on the Floating Toolbar at the bottom of the page (refer to System Navigation, Item8).

9.1 WHAT TASKS ARE COMPLETED POST AWARD?

● Quick Summary ●

- **What tasks can be performed in PAMS postaward?**
  - Update & submit **Progress Reports** & **Out of Cycle Reports**
  - Update & submit Renewable Proposal Products
  - Update & submit Commercialization Surveys
- **Progress Reports**
  - *Report Frequency:* Due at the *end of each budget period*, except the last budget period of each project period.
  - *Report Contents:* Progress Reports have the following sections and all of them must be completed:
    - Cover Page
    - Accomplishments
    - Products
    - Participants
    - Impact & Foreign Spending
    - Changes – Problems
    - Demographic Information
    - Attachments
- **Out of Cycle Reports**
  - *Report Frequency:* Due as determined by DOE Office of Science.
  - *Report Contents:* DOE Office of Science determines which Progress Report sections must be completed for an award's Out of Cycle Reports.

This section covers the reporting tasks that award recipients must perform during an award's lifecycle. The required reports provide justification for the DOE award by demonstrating that the awardee is meeting the terms and goals specified by the award.

9.2 Progress Reports & Out of Cycle Progress Reports

Progress Reports and Out of Cycle Progress Reports are similar, which is why they are being covered together. This section describes each of the reports and how users create, update, and submit them to DOE.

9.1.1 What Is a Progress Report?

For all award budget periods except the final one, awardees must submit a satisfactory Progress Report to DOE Office of Science to receive continuation-of-award funding for the next budget period. The Progress Report format is a series of questions. The awardee's answers to those questions demonstrate to DOE Office of Science whether the awardee has met the defined project goals during the current budget period or not.

The basic Progress Report workflow is as follows:

- DOE Office of Science sets the configurable due date for a Progress Report **90 days before the end date of the current budget period**.
- For non-SBIR awards, a notification email is sent to the PI **30 days before the due date** that a Progress Report is coming due.

- For SBIR awards, a notification email is sent to the SRO/BO/AO **30 days before the due date** that a Progress Report is coming due. The PI is cc'd on the email.
- PI and SRO/BO/AO receive a *Submit Progress Report* task in their Pending Tasks queues. PI and SRO/BO/AO must be registered to both PAMS and their respective awards.
- Awardee completes all sections of the Progress Report and submits it to DOE Office of Science, via PAMS, by the due date. PI or SRO/BO/AO can complete and submit the report or assign the necessary privileges to other users.
- If the report has not been submitted by the due date, PAMS sends a second reminder email (**on the configurable due date itself**) and a third reminder email (**30 days after the second reminder email**). If no report is submitted, the PM determines what course of action to take.
- Upon receipt of the report by DOE Office of Science, PAMS sends notification emails to:
  - PI, report submitter (if different from PI), and cc's SRO/BO/AO for non-SBIR awards.
  - SRO/BO/AO, report submitter (if different from SRO/BO/AO), and cc's PI for SBIR awards.
- PM reviews the Progress Report and either:
  - Approves the report.
    - For non-SBIR awards, notification emails are sent to PI and report submitter (if different from PI). SRO/BO/AO), all Primary/Secondary PMs, and all Primary/Secondary PSS's are cc'd on the emails.
    - For SBIR awards, notification emails are sent to SRO/BO/AO and report submitter (if different from SRO/BO/AO). PI, all Primary/Secondary PMs, and all Primary/Secondary SBIR SS's are cc'd on the emails.
    - PM may require awardee to complete and submit a revised budget. If so, system will create a *Complete Revised Budget* task for the awardee. Refer to Section 8.2, How Do I Complete a Revised Budget?
  - Declines the report.
    - For non-SBIR awards, notification emails are sent to all Primary/Secondary PMs. All Primary/Secondary PSS's are cc'd on the emails.
    - For SBIR awards, notification emails are sent to all Primary/Secondary SBIR SS's. All Primary/Secondary PMs are cc'd on the emails.
  - Requests changes from PI.
    - For non-SBIR awards, notification emails are sent to PI and report submitter (if different from PI). SRO/BO/AO), all Primary/Secondary PMs, and all Primary/Secondary PSS's are cc'd on the emails.
    - For SBIR awards, notification emails are sent to SRO/BO/AO and report submitter (if different from SRO/BO/AO). PI, all Primary/Secondary PMs, and all Primary/Secondary SBIR SS's are cc'd on the emails.

9.1.2 What Is an Out of Cycle Progress Report?

While Progress Reports cover an entire budget period, Out of Cycle Progress Reports cover time periods determined by DOE Office of Science. For example, the determination may be that monthly or quarterly reports are needed.

Out of Cycle Progress Reports are specific to each award and, thus, *ad hoc* in nature. These reports cannot be configured for past due and expired awards. Awardees receive a *Submit Progress Report* task in their Pending Tasks queues when an Out of Cycle Progress Report is due.

Note	***Awardees receive a "Submit Progress Report" task whether the report due is a standard Progress Report or an Out of Cycle Progress Report. To differentiate between a standard Progress Report and an Out of Cycle Progress Report, look at the report title. Progress Reports will always have "Progress Report" in the title. On the other hand, Out of Cycle Progress Reports will have a specific title created by DOE Office of Science and never be titled "Progress Report."***

The basic Out of Cycle Progress Report workflow is as follows:

- If Out of Cycle Progress Reports are needed for an award, DOE Office of Science sets the configurable due dates.
  - For non-SBIR awards, a notification email is sent to the PI **on the task available date** asking the PI to submit a Progress Report.
  - For SBIR awards, a notification email is sent to the SRO/BO/AO **on the task available date** asking the SRO/BO/AO to submit a Progress Report. The PI is cc'd on the email.
- PI and SRO/BO/AO receive a *Submit Progress Report* task in their Pending Tasks queues. PI and SRO/BO/AO must be registered to both PAMS and their respective awards.
- Awardee completes only the report sections configured by DOE Office of Science and submits the completed report to DOE Office of Science, via PAMS, by the due date. PI or SRO/BO/AO can complete and submit the report or assign the necessary privileges to other users.
- Upon receipt of the report by DOE Office of Science, PAMS sends notification emails to:
  - PI, report submitter (if different from PI), and cc's SRO/BO/AO for non-SBIR awards.
  - SRO/BO/AO, report submitter (if different from SRO/BO/AO), and cc's PI for SBIR awards.
- PM reviews the Out of Cycle Progress Report and either:
  - Approves the report.
    - For non-SBIR awards, notification emails are sent to PI and report submitter (if different from PI). SRO/BO/AO, all Primary/Secondary PMs, and all Primary/Secondary PSS's are cc'd on the emails.
    - For SBIR awards, notification emails are sent to SRO/BO/AO and report submitter (if different from SRO/BO/AO). PI, all Primary/Secondary PMs, and all Primary/Secondary SBIR SS's are cc'd on the emails.
  - Declines the report.
    - For non-SBIR awards, notification emails are sent to all Primary/Secondary PMs. All Primary/Secondary PSS's are cc'd on the emails.
    - For SBIR awards, notification emails are sent to all Primary/Secondary SBIR SS's. All Primary/Secondary PMs are cc'd on the emails.
  - Requests changes from PI.
    - For non-SBIR awards, notification emails are sent to PI and report submitter (if different from PI). SRO/BO/AO, all Primary/Secondary PMs, and all Primary/Secondary PSS's are cc'd on the emails.
    - For SBIR awards, notification emails are sent to SRO/BO/AO and report submitter (if different from SRO/BO/AO). PI, all Primary/Secondary PMs, and all Primary/Secondary SBIR SS's are cc'd on the emails.

9.1.3 How Do I Know When a Progress Report or Out of Cycle Progress Report Is Due?

A separate, PAMS-generated email is sent for each of the following scenarios:

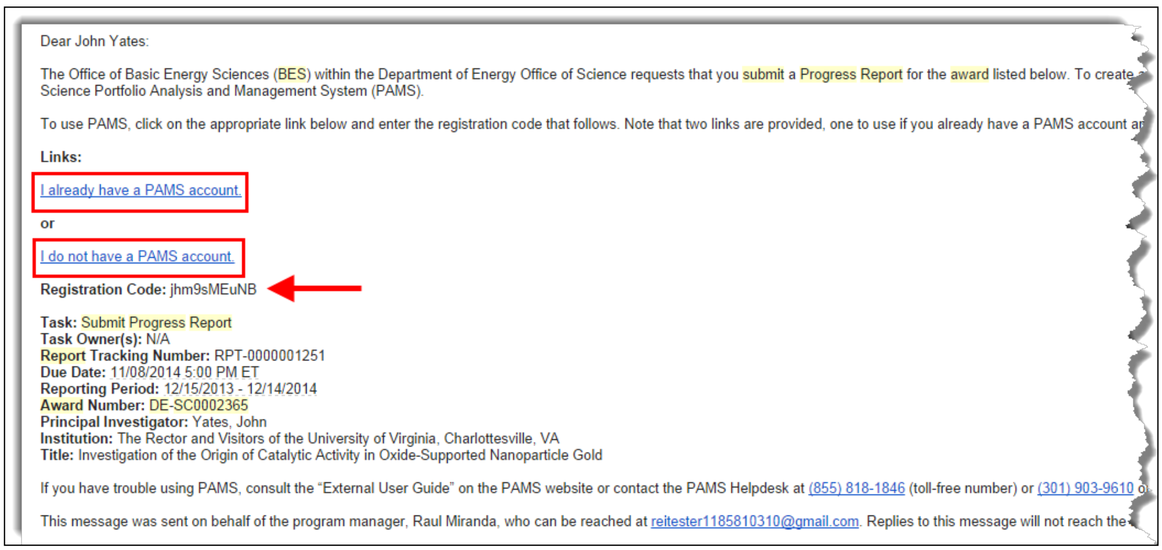
- ***PI is a registered PAMS user and associated to the award.***
- ***PI is not a registered PAMS user or is not registered to the award.***
- ***PI is a registered PAMS user but not associated to the award.***

The PI receives an email from PAMS requesting that a Progress Report be submitted for the current budget period (Figure 193). The email includes a *Registration Code* and two links: *I already have a PAMS account* or *I do not have a PAMS account*.

The PI selects the link that applies and uses the Registration Code to either register to PAMS or access the award requiring a Progress Report. The PI can also grant privileges to other institution users to access, work on, and submit the Progress Report.

All institution users with privileges to edit and submit Progress Reports receive a task to do so for each budget period of an active award. Awards in their last budget periods do not generate tasks to submit Progress Reports.

Figure 193. DOE Email: Submit Progress Report (Sample)


Dear John Yates:

The Office of Basic Energy Sciences (BES) within the Department of Energy Office of Science requests that you submit a Progress Report for the award listed below. To create
Science Portfolio Analysis and Management System (PAMS).

To use PAMS, click on the appropriate link below and enter the registration code that follows. Note that two links are provided, one to use if you already have a PAMS account ar

Links:

I already have a PAMS account.

or

I do not have a PAMS account.

Registration Code: jhm9sMEuNB

Task: Submit Progress Report
Task Owner(s): N/A
Report Tracking Number: RPT-0000001251
Due Date: 11/08/2014 5:00 PM ET
Reporting Period: 12/15/2013 - 12/14/2014
Award Number: DE-SC0002365
Principal Investigator: Yates, John
Institution: The Rector and Visitors of the University of Virginia, Charlottesville, VA
Title: Investigation of the Origin of Catalytic Activity in Oxide-Supported Nanoparticle Gold

If you have trouble using PAMS, consult the "External User Guide" on the PAMS website or contact the PAMS Helpdesk at (855) 818-1846 (toll-free number) or (301) 903-9610 o

This message was sent on behalf of the program manager, Raul Miranda, who can be reached at reitester1185810310@gmail.com. Replies to this message will not reach the

9.1.4 How Do I Update a Progress Report or Out of Cycle Progress Report?

Use the sections and steps below to update and submit a Progress Report or Out of Cycle Progress Report. Since each report uses the same sections of the same form (i.e., a Progress Report addresses all sections; an Out of Cycle Progress Report covers only those sections determined by DOE Office of Science), the information will only be covered once for the purposes of this *User Guide*.

If this is a first-time Progress Report, all fields, except for the Cover Page, will be blank. If this is not a first-time Progress Report, you could be editing prepopulated information from the last submitted Progress Report, Out of Cycle Progress Report, or Renewal Proposal Products.

1. On the *Guide Me* page (Figure 194), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 195).

   OR

   From any PAMS page, click the **Progress Report** link in the left navigation menu to go tothe *Progress Report – List* page (Figure 196).
2. From either *List* page, find the Progress Report task you want and click the **Start Progress Report** link. If necessary, click the **Search** link at right above the grid to find a specific Progress Report task.

Figure 194. Guide Me Page – Tasks Tab

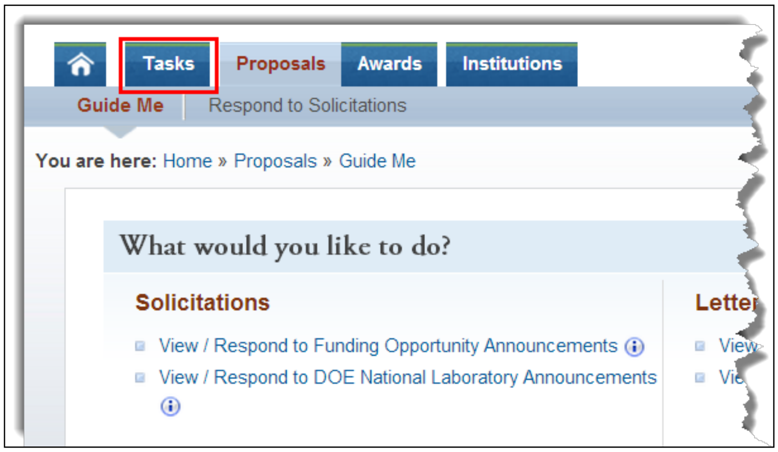


Figure 195. Pending Tasks – List Page

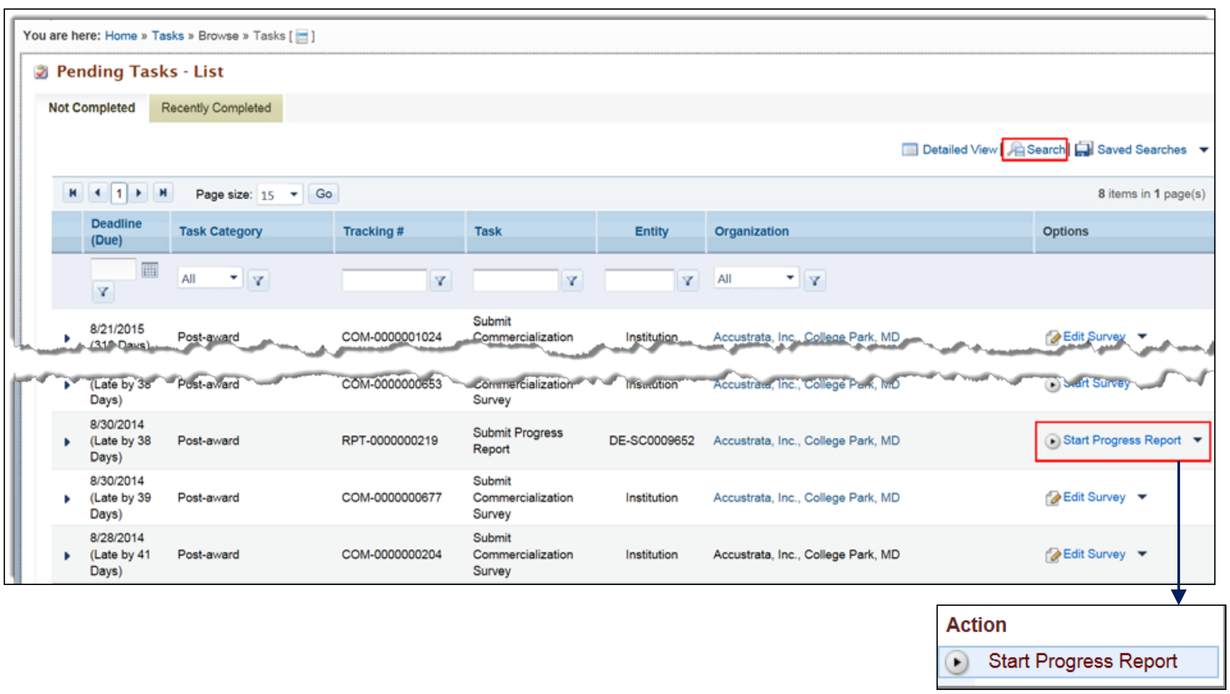
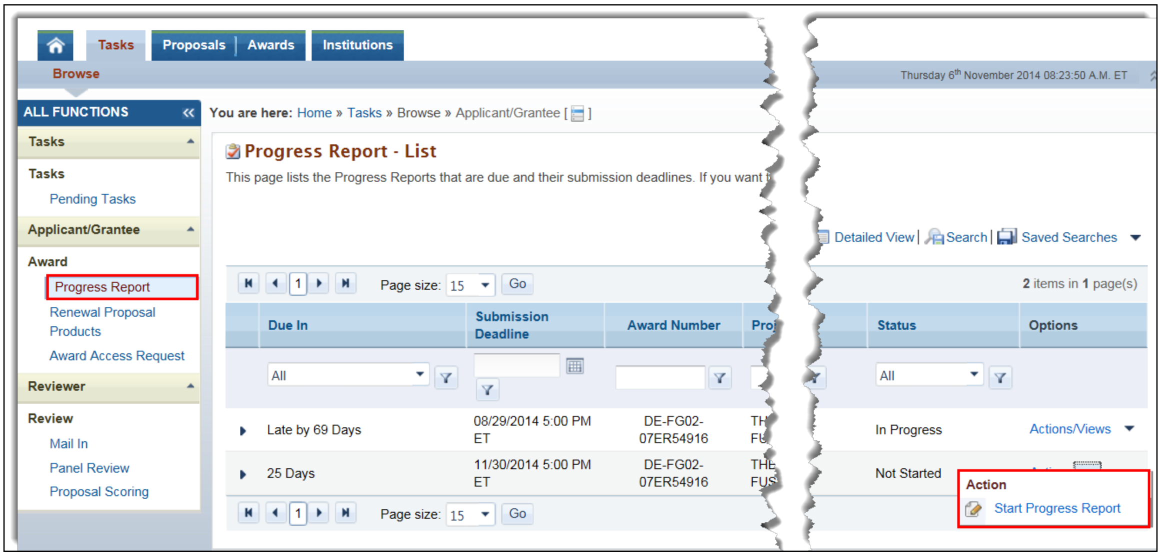


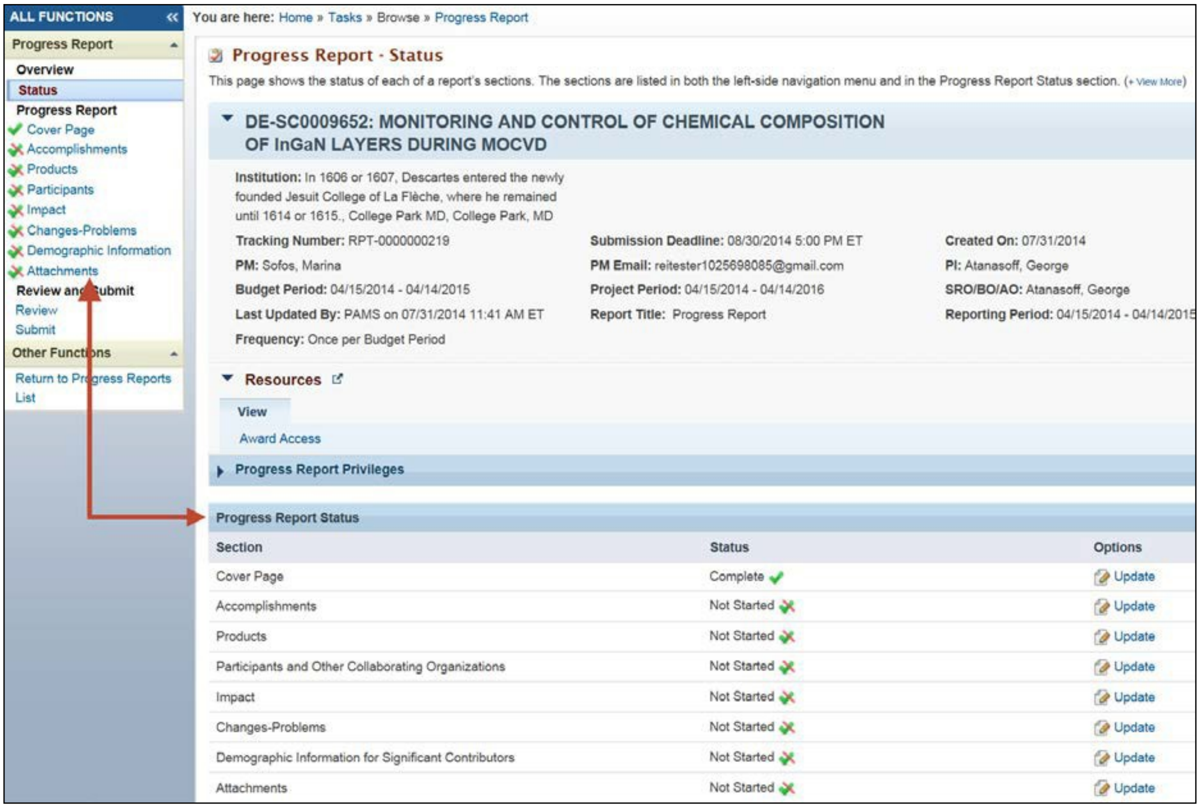
Figure 196. Left Navigation Menu & Progress Report – List Page



3. The *Progress Report – Status* page (Figure 197) displays the status of each section of the report in both the left navigation menu and in the *Progress Report Status* section of the page itself.

Note	***A green check mark ✔) means a section is complete, while a green check mark with a red slash through it ✘) means a section is not complete. At any time prior to report submittal, a section can be edited by clicking the Update link in the Options column (Figure185).***

Figure 197. Progress Report – Status Page



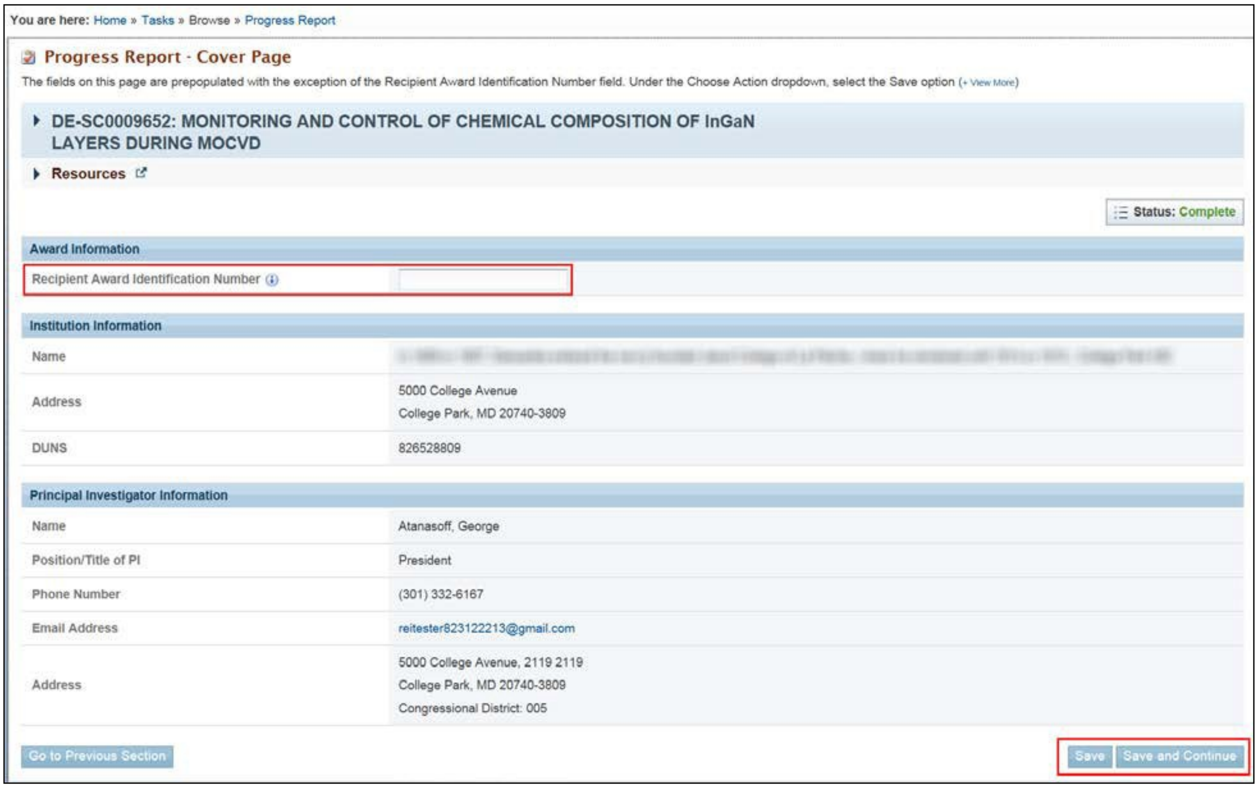
4. In the *Options* column, click the **Update** link next to the section you wish to workon.

9.1.4.1 Cover Page

Note

The Cover Page of the Progress Report (Figure 186) is always "Status: Complete" because its fields are prepopulated. Institutions can use the Recipient Award Identification Number field on this page to track the Progress Report internally. Click the Save and Continue button when finished to go to the next Progress Reportsection.

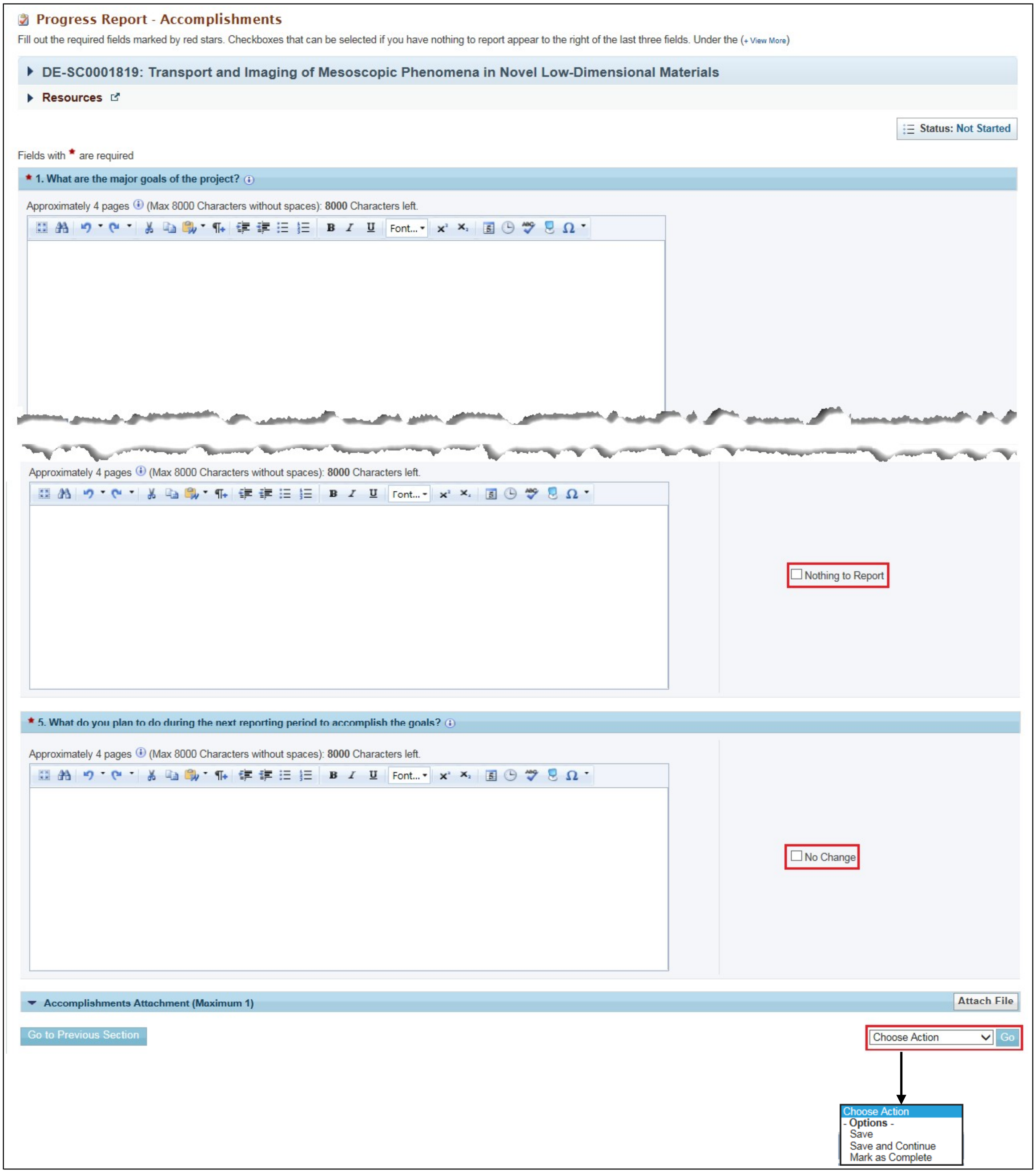
Figure 198. Progress Report – Cover Page



9.1.4.2 Accomplishments Section

1. On the *Progress Report – Accomplishments* page (Figure 199), you must enter all mandatory information.
2. For some questions, you might have the option to select **Nothing to Report** or **No Change**.
3. Under the *Choose Action* dropdown:
   a. Select the **Save** option and click the **Go** button to retain the work you have completed so far and stay on this page.
   b. Alternatively, select the **Save and Continue** option and click the **Go** button to save your work and navigate to the next page.
   c. If you are finished, select the **Mark as Complete** option and click the **Go** button to change the status of this section to *Complete*.

Figure 199. Progress Report – Accomplishments



Notable Page Elements

Element	Description
What are the major goals of the project? Field	Fill in with required information. May be prepopulated from previous submission.
What was accomplished under these goals? Field	Fill in with required information.
What opportunities for training and professional development has the project provided? Field	Fill in with required information. Select the *Nothing to Report* checkbox to save the section without entering data in the textbox.
How have the results been disseminated to communities of interest? Field	Fill in with required information. Select the *Nothing to Report* checkbox to save the section without entering data in the textbox.
What do you plan to do during the next reporting period to accomplish the goals? Field	Fill in with required information. Select the *No Change* checkbox to save the section without entering data in the textbox.
Attach file Button	Select a document to upload. A maximum of one document may be attached. The allowable formats are doc, docx, and pdf.
Go to Previous Section Button	Click to go to the *Cover Page.* Any data entered is notsaved.
Choose Action Dropdown and *Go* Button	• Click **Save** and click the **Go** button to save the data entered and remain on this page. • Click **Save and Continue** and click the **Go** button to save the data entered and go to the next section of thereport. • Click **Mark as Complete** and click the **Go** button to save the data, mark this section's status as *Complete*, and go to the next section of the report.

9.1.4.3 Products Section

This page lists all products created during the course of your project. Product categoriesare *Publications, Intellectual Property, Technologies or Techniques,* and *OtherProducts*.

1. Under each product section (Figure 200), any entries from the prior Progress Report can be edited or deleted.
    a. To edit/delete a product, click **Actions/Views** link in the *Options* column to reveal the context menu (Figure 201).
    b. Click the **Update** or **Delete** link, as required.

Figure 200. Progress Report – Products Page

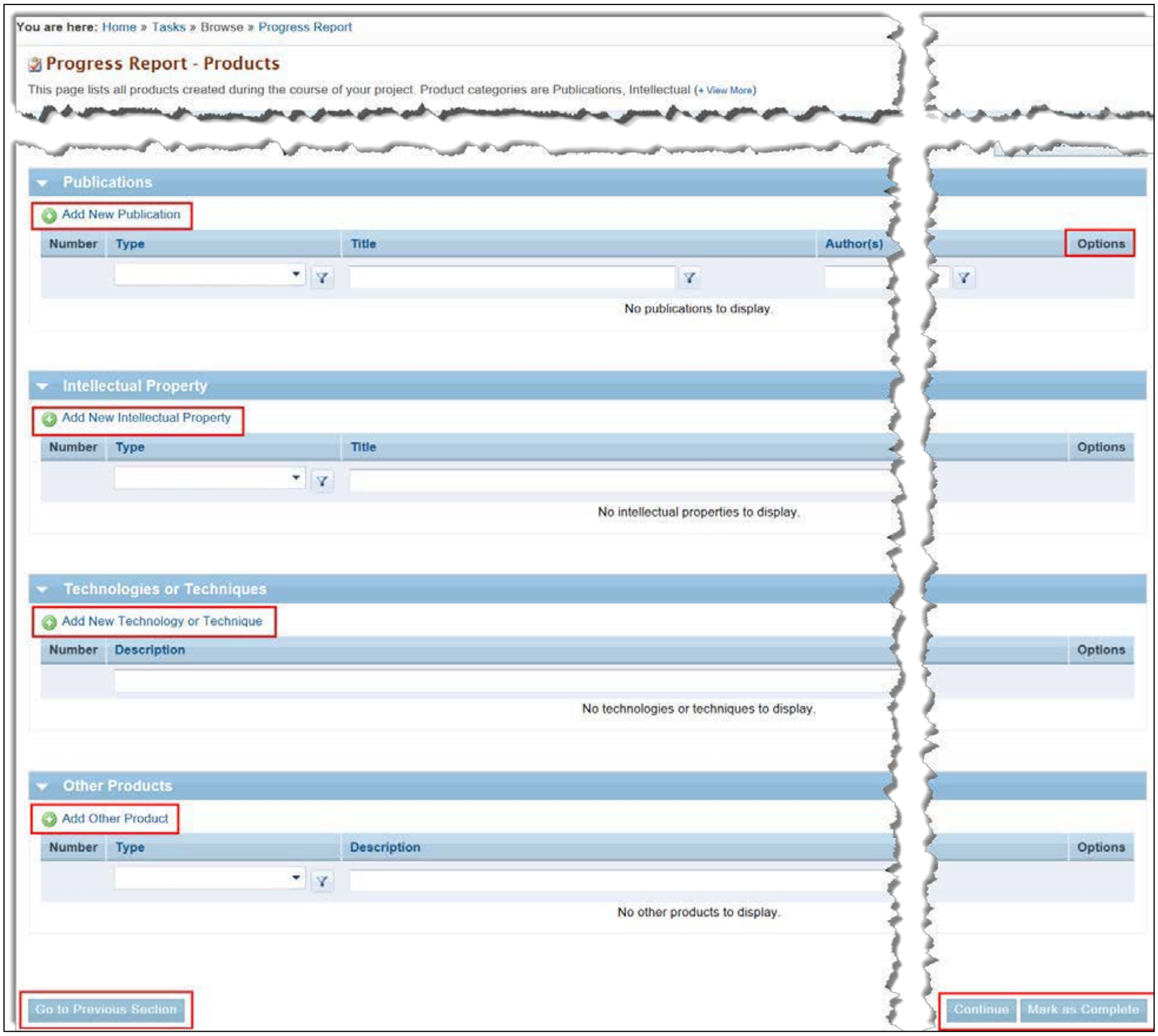
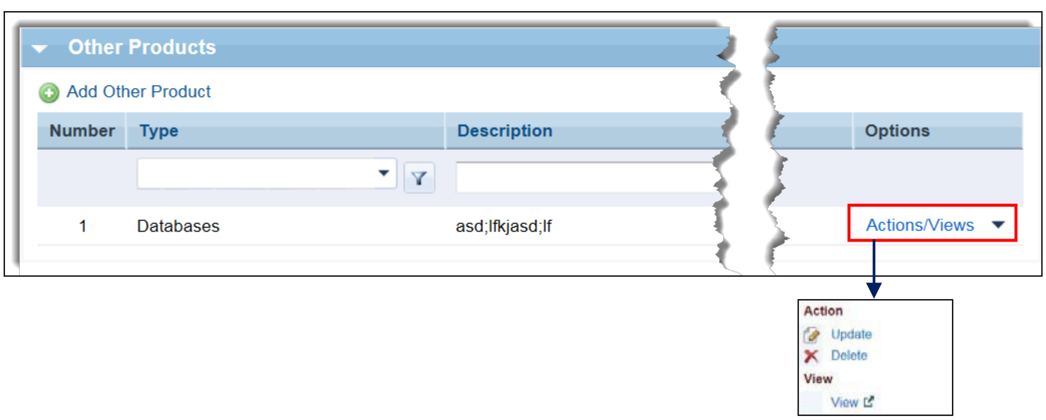
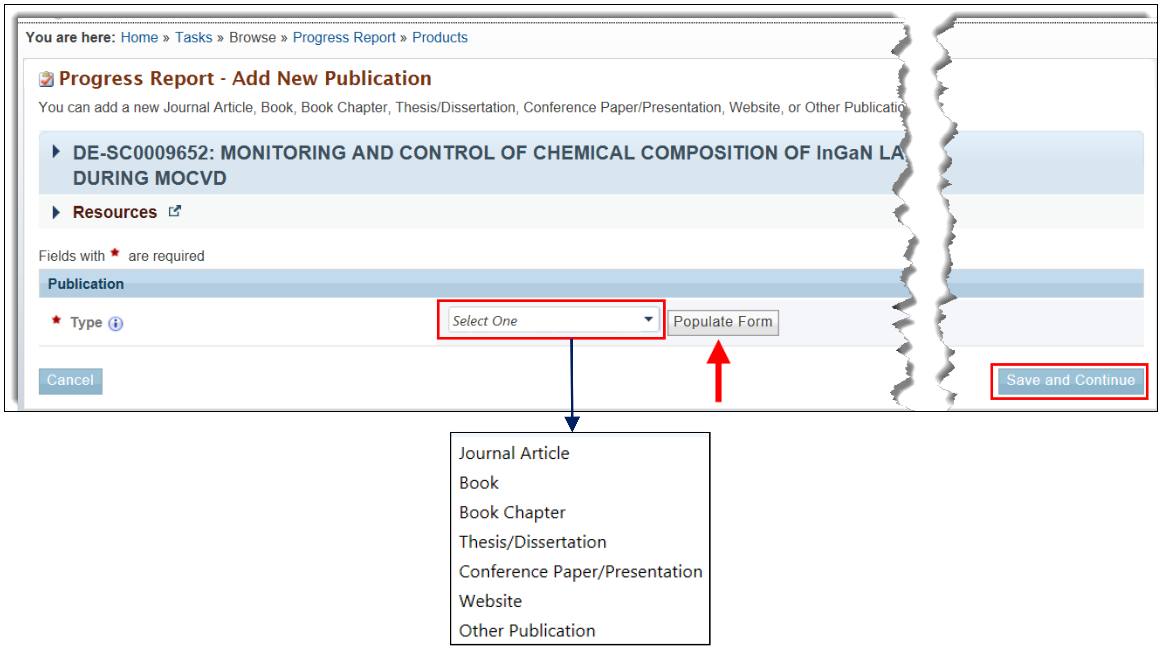


Figure 201. Products Section – Actions/Views Dropdown



2. To add a new product under a section, click the appropriate **Add** product link above the section's grid.
    a. Click the **Add New Publication** link to go to the *Progress Report – Add New Publication* page (Figure 202).

Figure 202. Progress Report – Add New Publication Page



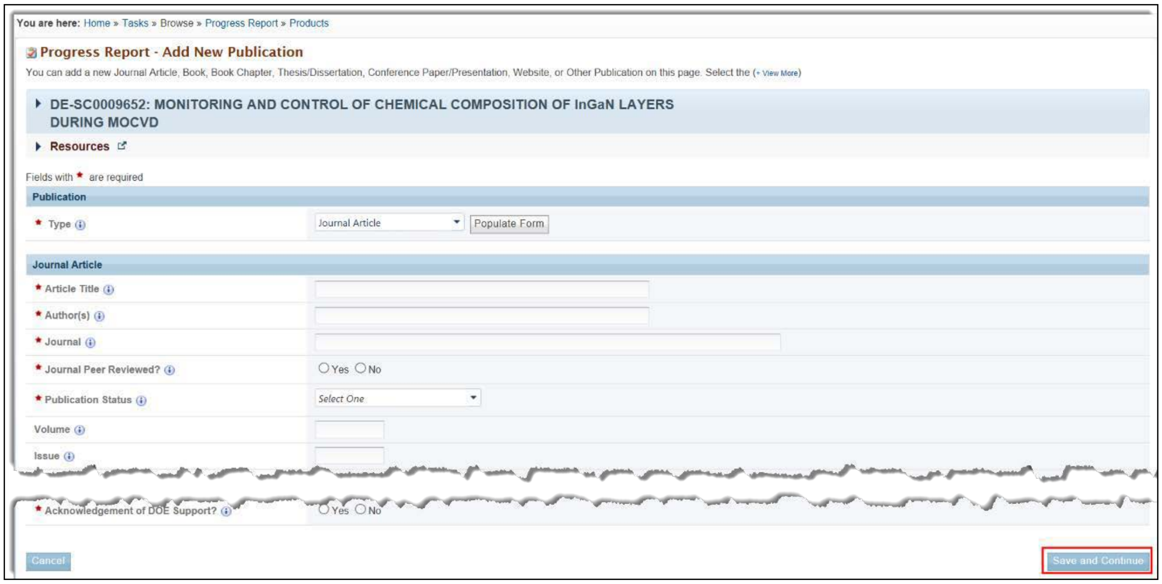
i. In the *Publication* section's *Type* field, click the **Select One** dropdown arrow and choose the kind of publication you are adding.

ii. Click the **Populate Form** button.

iii. Based on your choice of *Publication Type* from the dropdown, fill in the mandatory fields on the respective page that appears. Figure 203 through Figure 209 show all *Publication Type* pages.

iv. When finished, click the **Save and Continue** button to go to the *Progress Report – Products* page. A *Success* message informs you that the publication was added successfully.

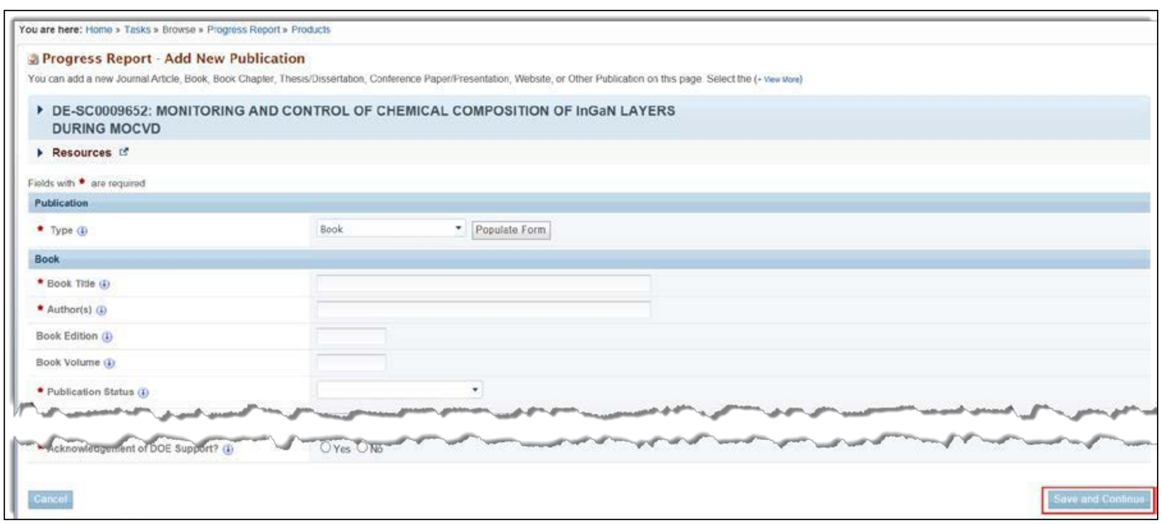
Figure 203. Add New Publication – Journal Article



Journal Article – Mandatory Fields

Element	Description
Article Title Field	Fill in with required information.
Author Field	Fill in with required information.
Journal Field	Fill in with required information.
Journal Peer Reviewed?	Select the **Yes** or **No** radio button
Publication Status	Select a status from the dropdown.
Acknowledgement of DOE Support?	Select the **Yes** or **No** radio button
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the article was successfully added.

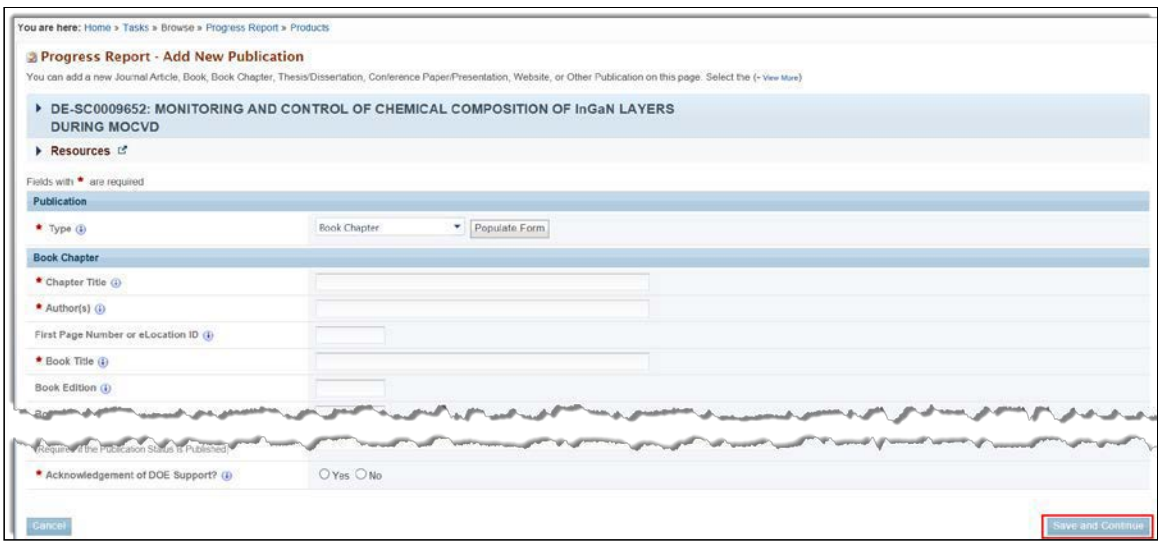
Figure 204. Add New Publication – Book



Book – Mandatory Fields

Element	Description
Book Title Field	Fill in with required information.
Author(s) Field	Fill in with required information.
Publication Status Field	Select a status from the dropdown. If the status is *Other*, please specify in the field provided.
Book Publisher Field	Fill in with required information.
Book Peer Reviewed?	Select the **Yes** or **No** radio button
Acknowledgement of DOE Support?	Select the **Yes** or **No** radio button
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the book was successfully added.

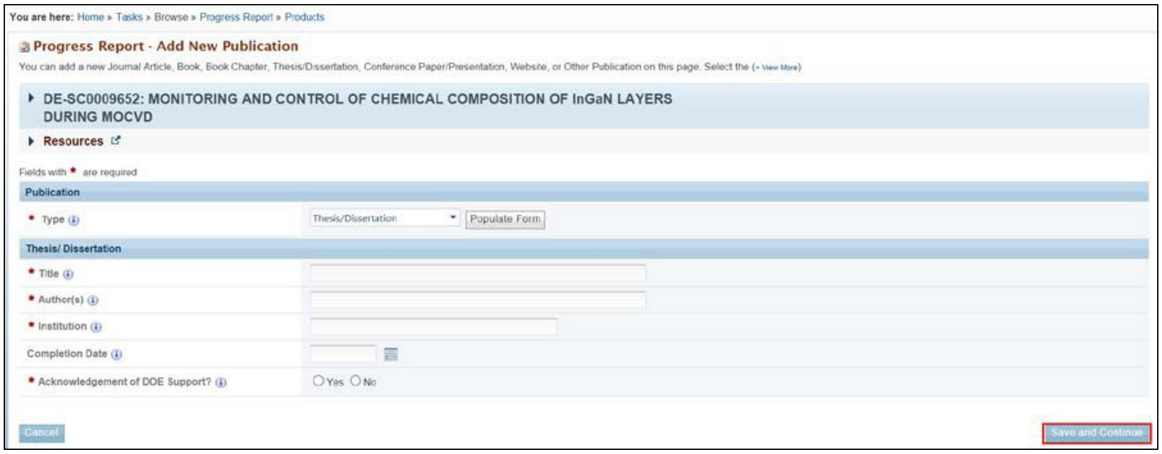
Figure 205. Add New Publication – Book Chapter



Book Chapter – Mandatory Fields

Element	Description
Chapter Title Field	Fill in with required information.
Author(s) Field	Fill in with required information.
Book Title Field	Fill in with required information.
Publication Status Field	Select a status from the dropdown.
Book Publisher Field	Fill in with required information.
Chapter Peer Reviewed?	Select the **Yes** or **No** radio button
Acknowledgement of DOE Support?	Select the **Yes** or **No** radio button
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the book chapter was successfully added.

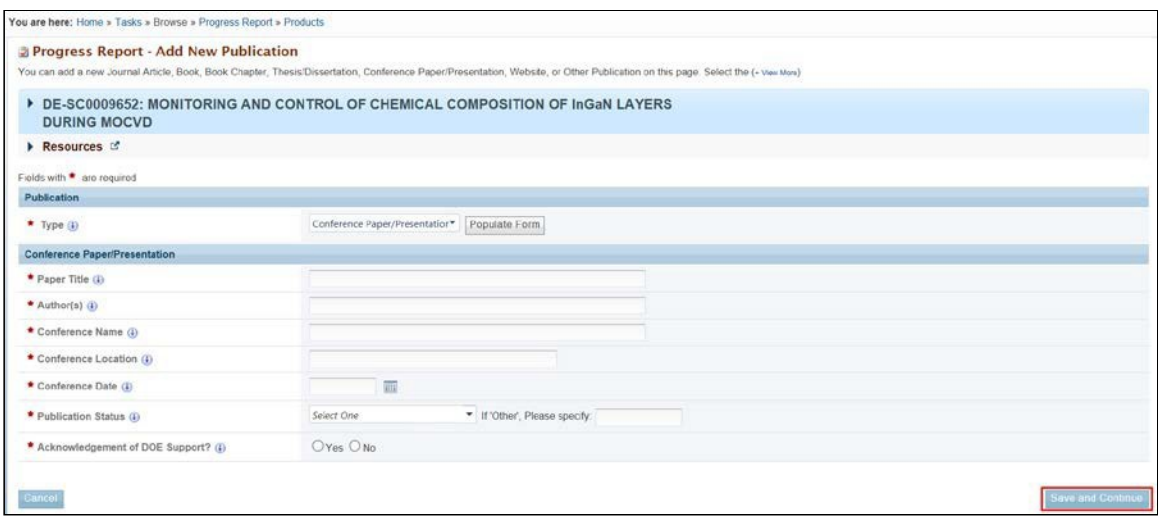
Figure 206. Add New Publication – Thesis/Dissertation



Thesis/Dissertation – Mandatory Fields

Element	Description
Title Field	Fill in with required information.
Author(s) Field	Fill in with required information.
Institution Field	Fill in with required information.
Acknowledgement of DOE Support?	Select the **Yes** or **No** radio button
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the thesis/dissertation was successfully added.

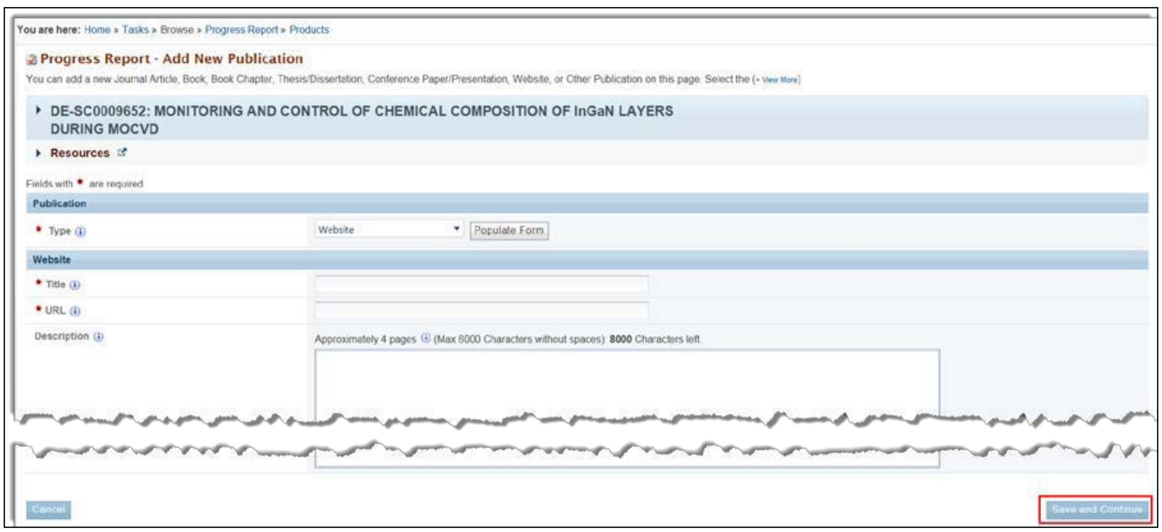
Figure 207. Add New Publication – Conference Paper/Presentation



Conference Paper/Presentation – Mandatory Fields

Element	Description
Paper Title Field	Fill in with required information.
Author(s) Field	Fill in with required information.
Book Title Field	Fill in with required information.
Conference Name Field	Fill in with required information.
Conference Location Field	Fill in with required information.
Conference Date Field	Fill in with required information.
Publication Status Field	Select a status from the dropdown. If the status is *Other*, please specify in the field provided.
Acknowledgement of DOE Support?	Select the **Yes** or **No** radio button
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the conference paper/presentation was successfully added.

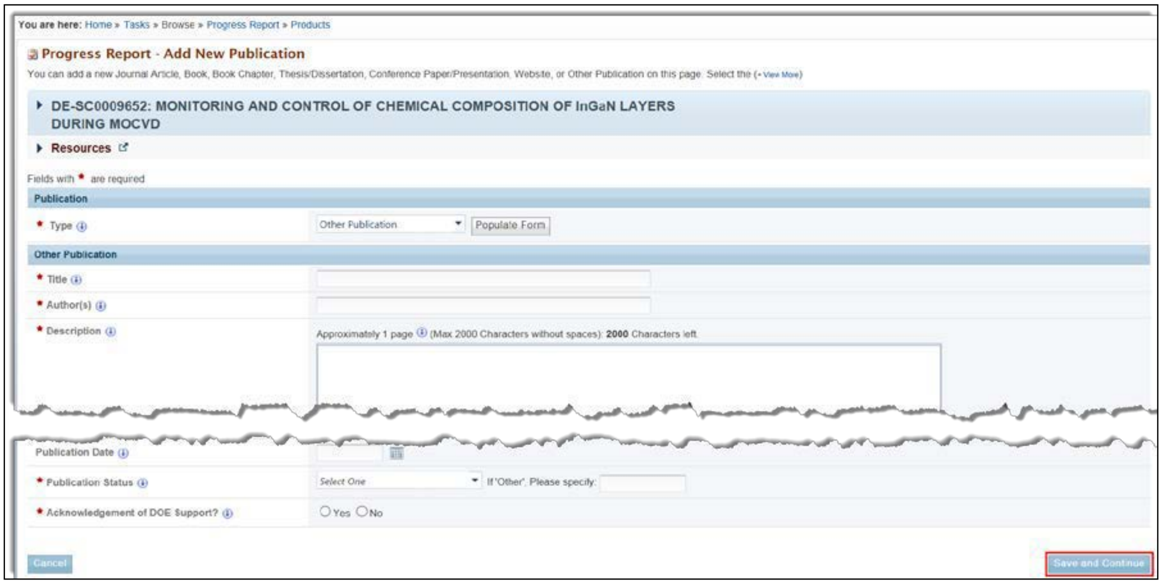
Figure 208. Add New Publication – Website



Website – Mandatory Fields

Element	Description
Title Field	Fill in with required information.
URL Field	Fill in the Web address.
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the Website was successfully added.

Figure 209. Add New Publication – Other Publication



Other Publication – Mandatory Fields

Element	Description
Title Field	Fill in with required information.
Author(s) Field	Fill in with required information.
Description Field	Explain the nature of thispublication.
Publication Status Field	Select a status from the dropdown. If the status is*Other*, please specify in the field provided.
Acknowledgement of DOESupport?	Select the **Yes** or **No** radio button.
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the publication was successfully added.

b. Click the **Add New Intellectual Property** link to go to the *Progress Report – Add New Intellectual Property* page (Figure 210).

i. In the *Intellectual Property* section's *Type* field, click the **Select One** dropdown arrow and choose the kind of intellectual property you are adding.

ii. Click the **Populate Form** button.

iii. Based on your choice of *Intellectual Property Type* from the dropdown, fill in the mandatory fields on the respective page that appears. (Refer to Figure 211 - Figure 213 for *Intellectual Property Type* pages.)

iv. When finished, click the **Save and Continue** button to go to the *Progress Report – Products* page. A *Success* message informs you that the intellectual property was added successfully.

Figure 210. Progress Report - Add New Intellectual PropertyPage

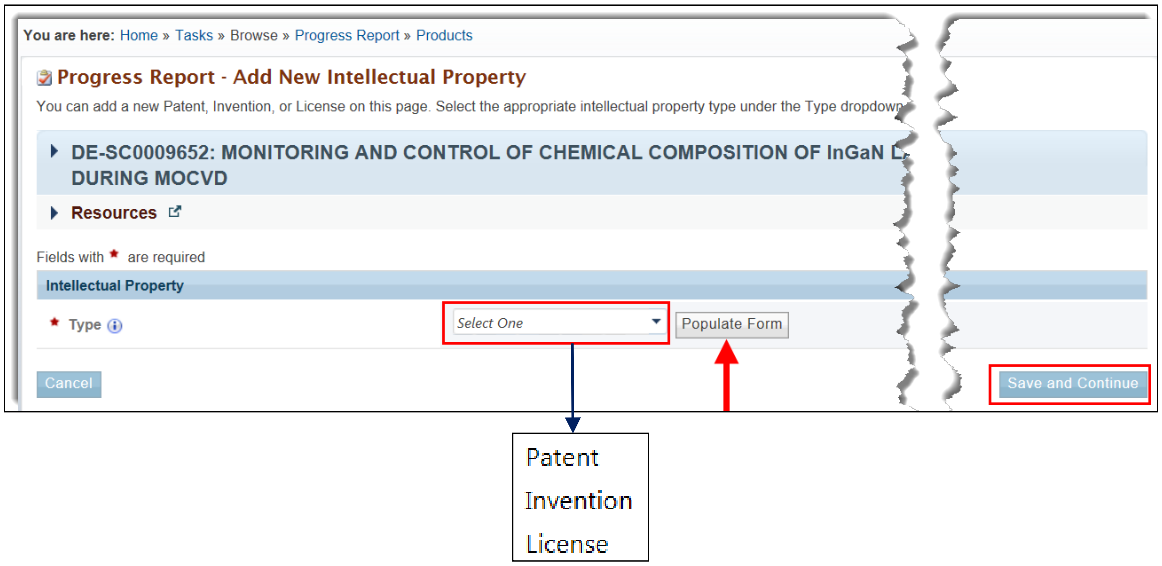
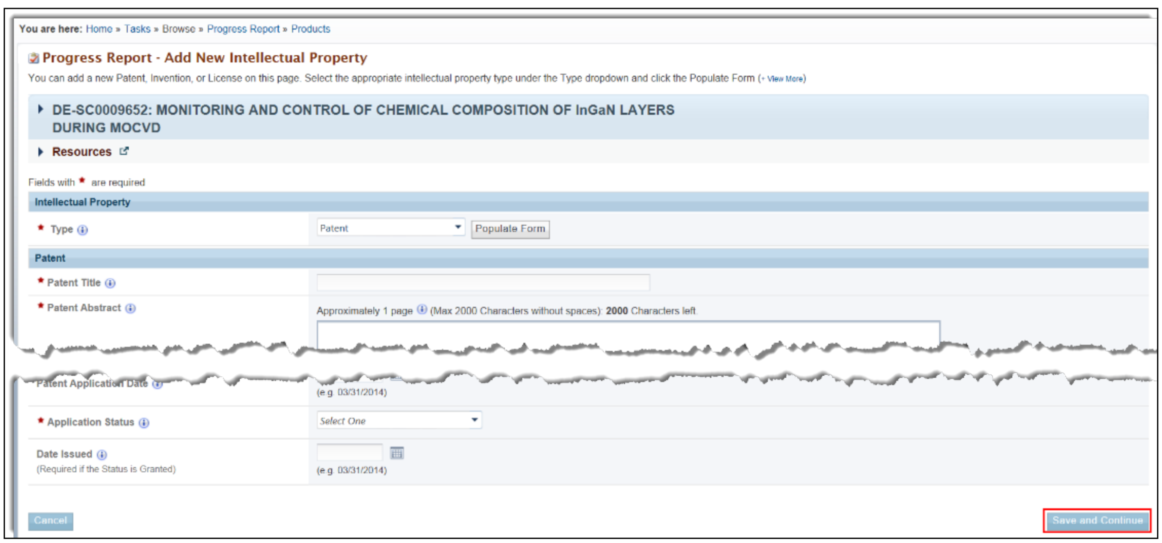


Figure 211. Add New Intellectual Property – Patent

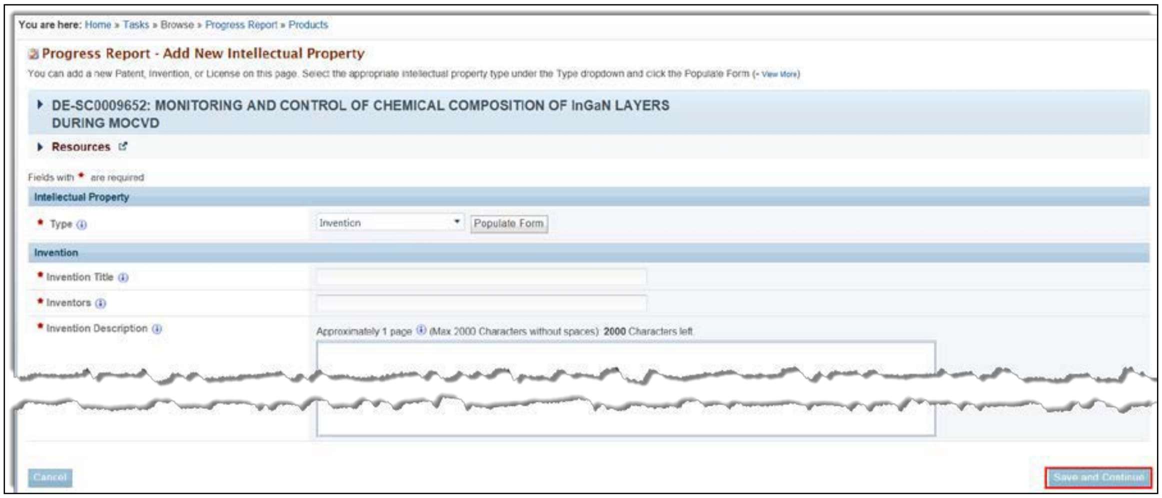


Patent – Mandatory Fields

Element	Description
Patent Title Field	Fill in with required information.
Patent Abstract Field	Provide a description of thepatent.
Patent Number Field	Fill in with required information.
Country Field	Click the **Select One** dropdown and choose the country wherethe patent resides.
Application Status Field	Click the dropdown and choose the current status of the patent: *Submitted, Pending,* or *Granted*.

Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the patent was successfully added.

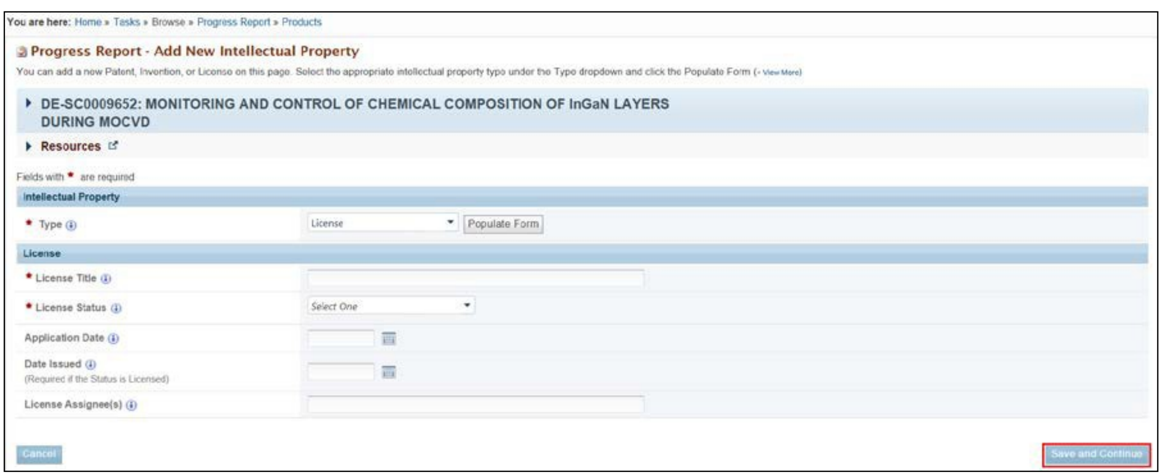
Figure 212. Add New Intellectual Property – Invention



Invention – Mandatory Fields

Element	Description
Invention Title Field	Fill in with required information.
Inventors Field	Fill in with required information.
Invention Description Field	Explain the nature of the invention.
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the patent was successfully added.

Figure 213. Add New Intellectual Property – License



License – Mandatory Fields

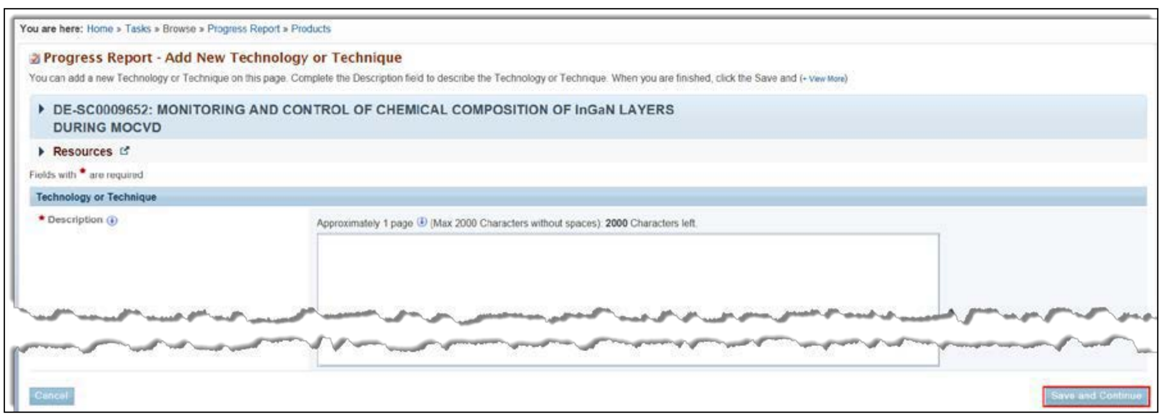
Element	Description
License Title Field	Fill in with required information.
License Status Field	Click the dropdown and choose the current status of the license: *None, Pending,* or *Licensed*.
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the license was successfully added.

c. Click the **Add New Technology or Technique** link to go to the *Progress Report – Add New Add New Technology or Technique* page (Figure 214).

   i. Describe the new technology or technique in the *Technology or Technique* section's *Description* field.

   ii. When finished, click the **Save and Continue** button to go to the *Progress Report – Products* page. A *Success* message informs you that the technology or technique was added successfully.

Figure 214. Progress Report – Add New Technology or Technique Page



Add New Technology or Technique – Mandatory Fields

Element	Description
Description Field	Explain the nature of the technology ortechnique.
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the technology or technique was successfully added.

d. Click the **Add Other Products** link to go to the *Progress Report – Add Other Product* page (Figure 215).

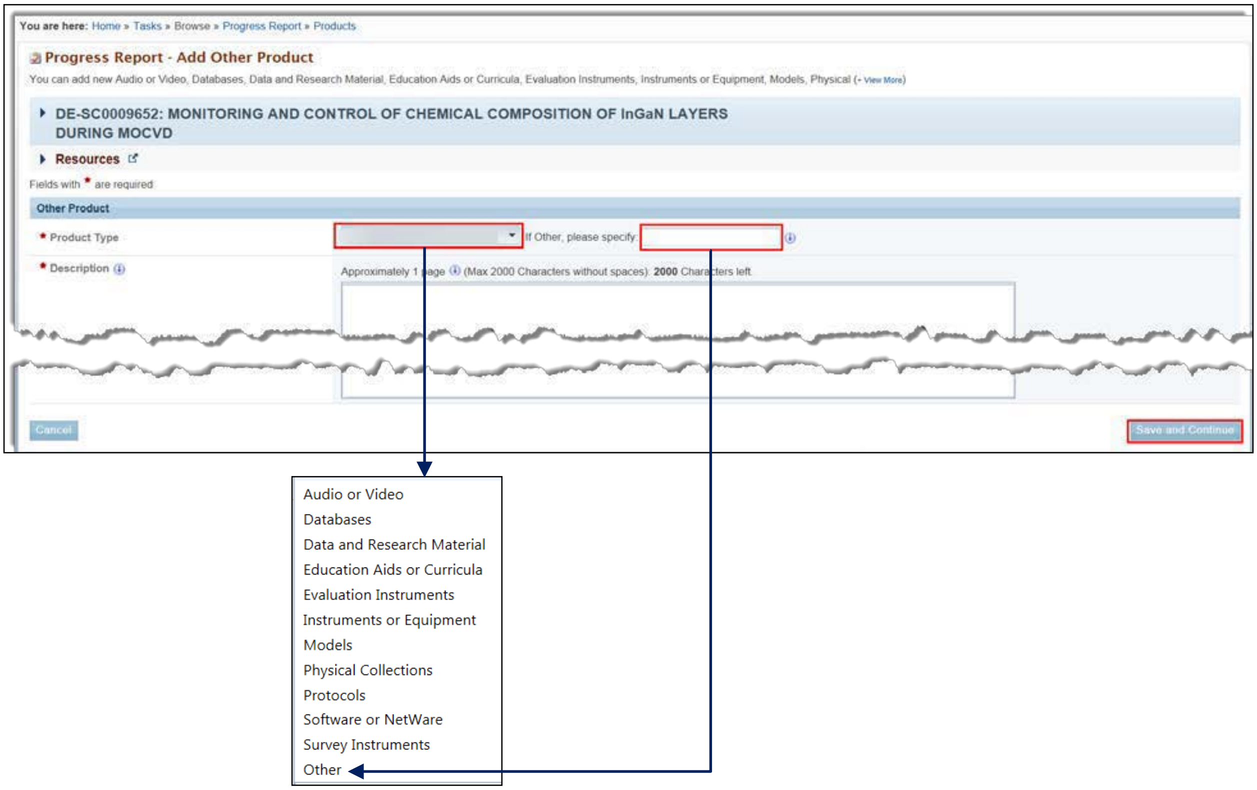
   i. In the *Other Product* section's *Product Type* field, click the dropdown arrow and choose the kind of product you are adding.

   ii. If you select *Other* for the *Product Type*, provide a specific, brief identification of the product in the field provided.

   iii. Fill in the mandatory **Description** field.

   iv. When finished, click the **Save and Continue** button to go to the *Progress Report – Products* page. A *Success* message informs you that the product was addedsuccessfully.

Figure 215. Progress Report - Add Other Product Page



Add Other Product – Mandatory Fields

Element	Description
Product Type Field	Click the dropdown and choose a type for this product. If you select *Other*, provide a specific, brief identification of the product in the field provided.
Description Field	Explain the nature of the product.
Save and Continue Button	Click this button to return to the *Progress Reports – Products* page where a *Success* message informs you that the product was successfully added.

9.1.4.4 Participants and Other Collaborating OrganizationsSection

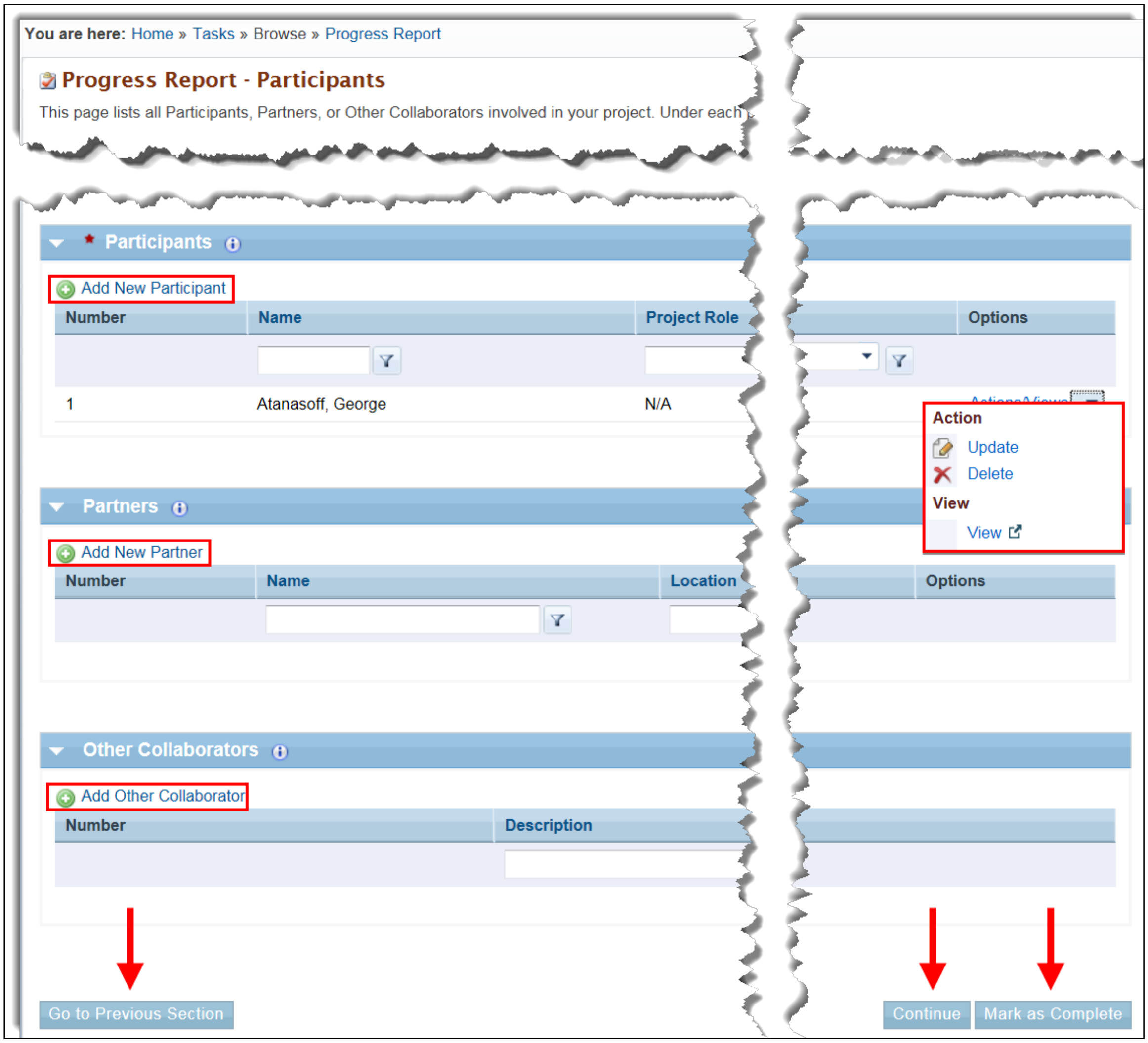
On the *Progress Report – Participants* page (Figure 216), users can see a list of persons and other entities that have been involved in the project. User can add participants, edit existing participants from prior Progress Report submittals, or delete them from the list.

In addition, for the first budget period, the PI on the award, along with data from the *KeyPersonnel* section of the proposal's approved budget, are prepopulated in the *Participants* section ofFigure 216.

A participant is grouped as one of the following types:

- Participant
- Partner
- Other Collaborator.

Figure 216. Progress Report - Participants Page



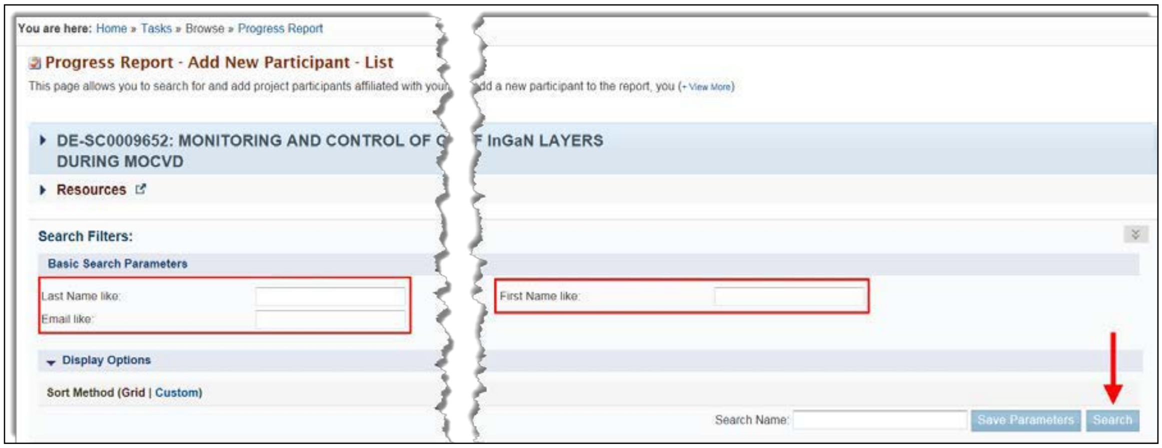
9.1.4.4.1 Add New Participant

This action enables you to search for and add project participants affiliated with your institution to the report. Before you can add a new participant, however, you must Search for the person in the PAMS database.

To add a new participant:

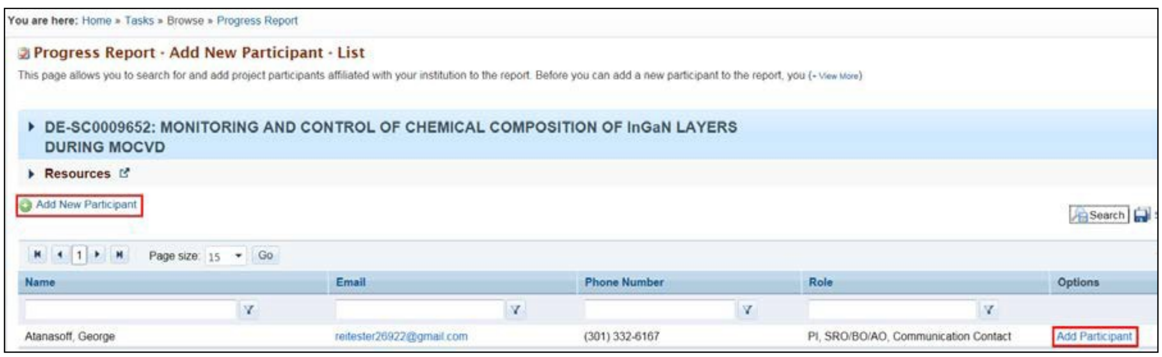
1. On the *Progress Report – Participants* page (Figure 216), click the **Add New Participant** link.
2. On the *Progress Report – Add New Participant – List* page (Figure 217), enter data in one or more parameter fields to search for the new participant in the PAMSdatabase.
3. Click the **Search** button to go to the *Add New Participant Search Results* page (Figure 218).

Figure 217. Progress Report – Add New Participant – List Page



4. If the search returns the person you want, click the **Add Participant** link in the *Options* column. If you cannot find the person you want, click the **Add New Participant** link above the grid. Whichever link you click, you are taken to the *Progress Report – Add New Participant* page (Figure 219).

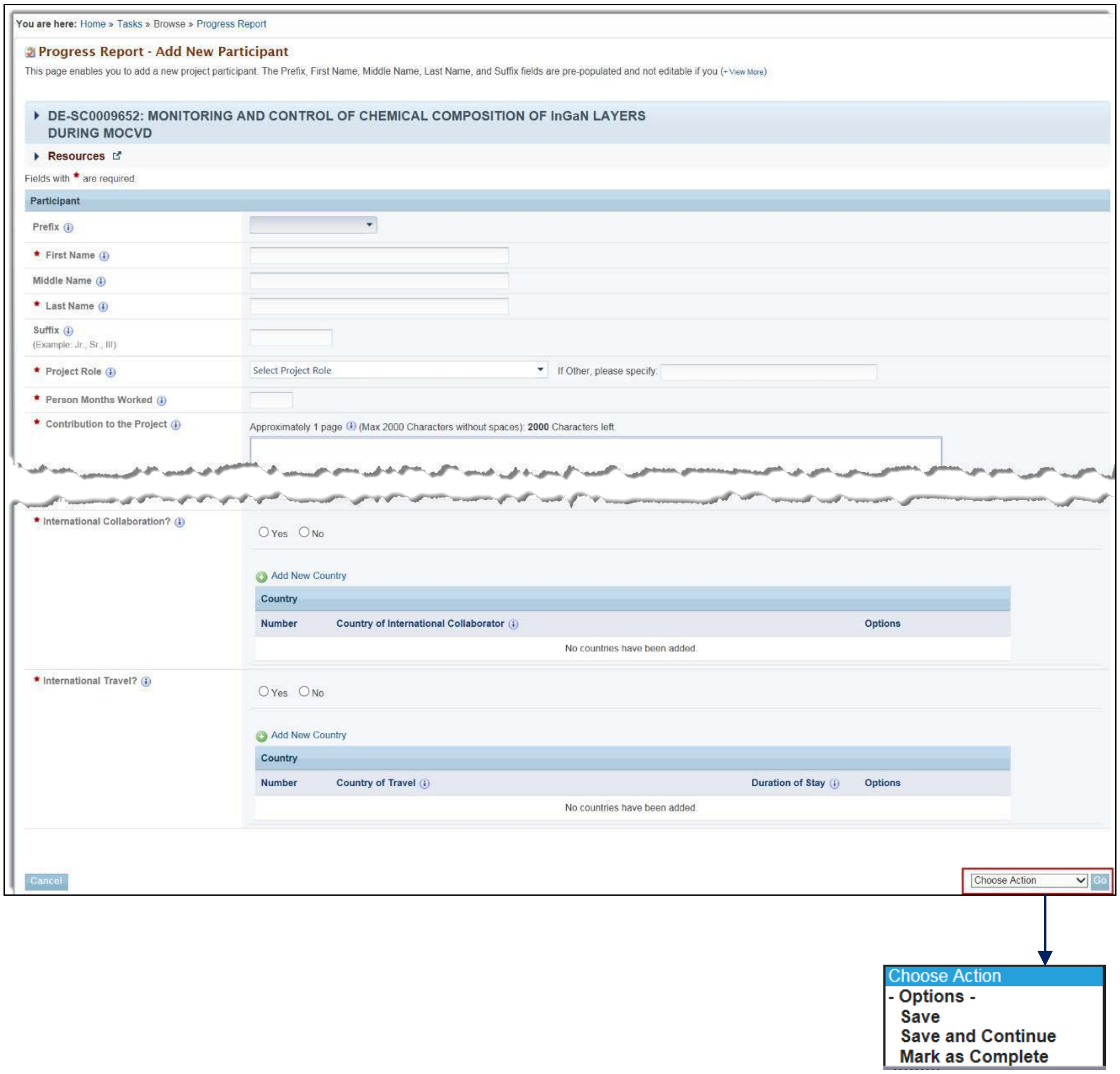
Figure 218. Add New Participant Search Results Page



If the participant you are adding was found in the PAMS database, the Name fields on the Progress Report – Add New Participant page (Figure 217) will be prepopulated. If the participant you are adding is new to PAMS, those same Name fields will beblank.

5. Fill in the mandatory fields. When finished, click the **Choose Action** dropdown, select an option, and click the **Go** button. A *Success* message informs you that the participant was successfully added.

Figure 219. Progress Report – Add New Participant Page



Add New Participant – Mandatory Fields

Element	Description
First Name Field	Fill in with required information. (This field is prepopulated if the new participant was found in the PAMSdatabase.)
Last Name Field	Fill in with required information. (This field is prepopulated if the new participant was found in the PAMSdatabase.)
Project Role Field	Click the **Select Project Role** dropdown and make a selection. If you select *Other*, provide a specific, brief identification of the project role in the field provided.
Contribution to the Project Field	Explain how the participant has contributed to theproject.

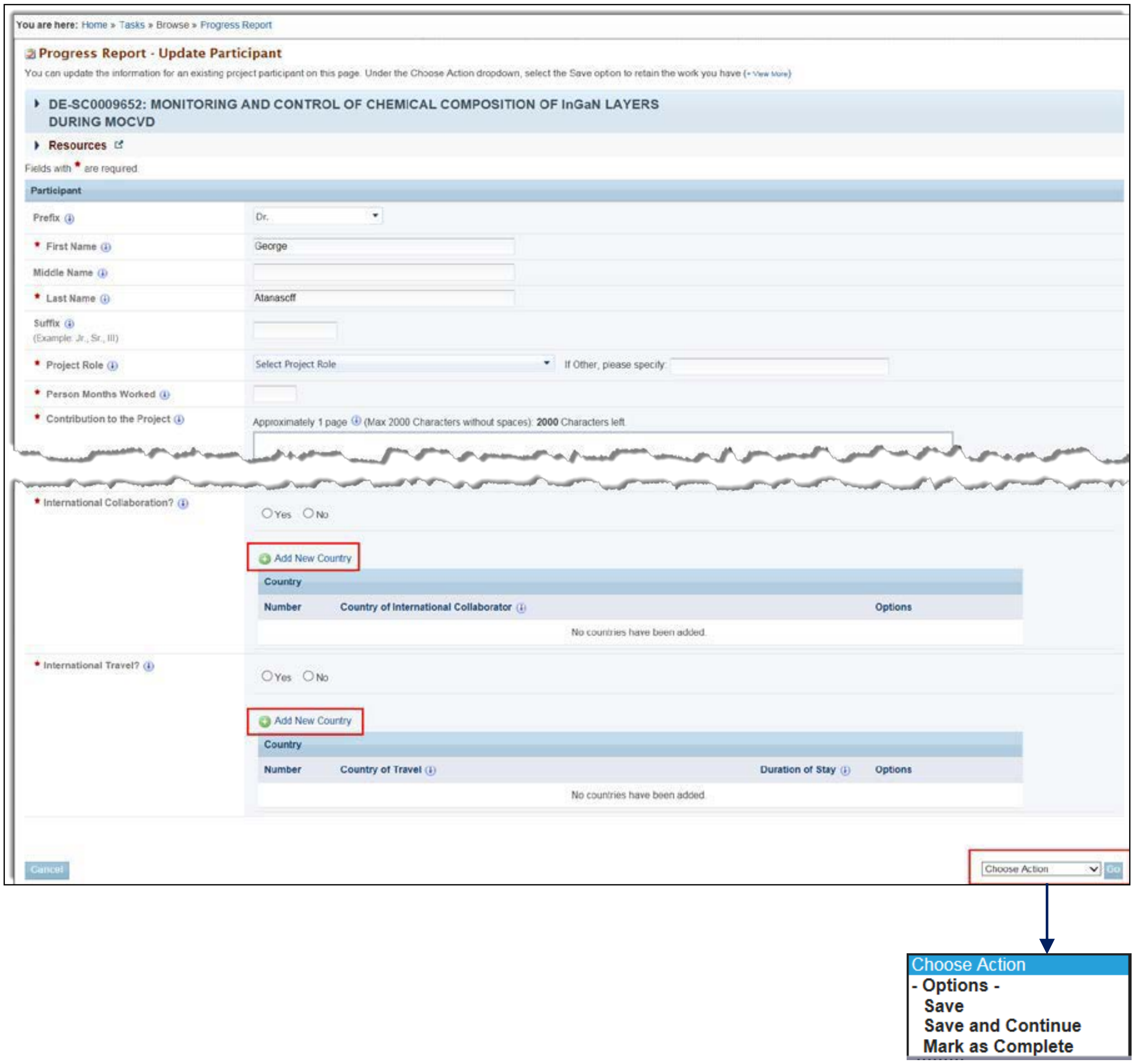
Element	Description
International Collaboration?	Select the **Yes** or **No** radio button.
Add New Country Link	When this link is clicked, a dropdown list of countries appears under the *Country of International Collaborator* column. Select one.
International Travel?	Select the **Yes** or **No** radio button.
Add New Country Link	When this link is clicked, a dropdown list of countries appears under the *Country of Travel* column. Select one.
Choose Action Dropdown and *Go* Button	• Click **Save** and click the **Go** button to save the data entered and remain on this page. • Click **Save and Continue** and click the **Go** button to save the data entered and go to the next section of the report. • Click **Mark as Complete** and click the **Go** button to save the data, mark this section's status as *Complete*, and go to the next section of the report.

9.1.4.4.2 Update Participant

To update a participant:

1. On the *Progress Report – Participants* page (Figure 216), find the participant, partner, or other collaborator you want to update and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Update** link.
3. On the *Progress Report – Update Participant* page (Figure 220), fill in the mandatory fields.
4. When finished, click the **Choose Action** dropdown, select an option, and click the **Go** button. A *Success* message informs you that the participant was successfully updated.

Figure 220. Progress Report – Update Participant Page



Update Participant – Mandatory Fields

Element	Description
First Name Field	Fill in with required information.
Last Name Field	Fill in with required information.
Project Role Field	Click the **Select Project Role** dropdown and make a selection. If you select *Other*, provide a specific, brief identification of the project role in the field provided.
Contribution to the Project Field	Explain how the participant has contributed to theproject.
International Collaboration?	Select the **Yes** or **No** radio button.
Add New Country Link	When this link is clicked, a dropdown list of countries appears under the *Country of International Collaborator* column. Select one.

Element	Description
International Travel?	Select the **Yes** or **No** radio button.
Add New Country Link	When this link is clicked, a dropdown list of countries appears under the *Country of Travel* column. Select one.
Choose Action Dropdown and *Go* Button	• Click **Save** and click the **Go** button to save the data entered and remain on this page. • Click **Save and Continue** and click the **Go** button to save the data entered and go to the next section of the report. • Click **Mark as Complete** and click the **Go** button to save the data, mark this section's status as *Complete*, and go to the next section of the report.

9.1.4.4.3 Delete Participant

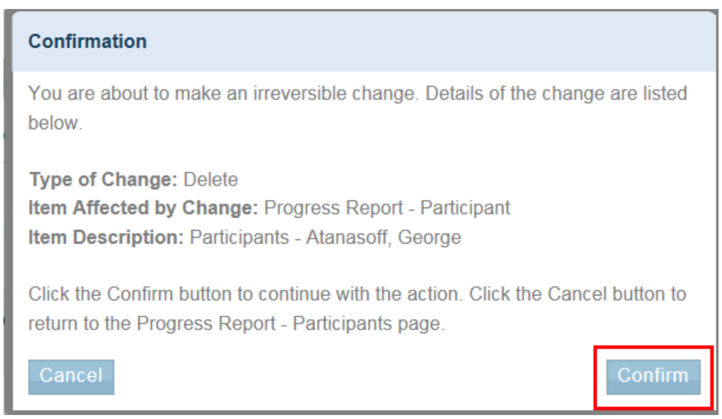
To delete a participant:

1. On the *Progress Report – Participants* page (Figure 216), find the participant you want to delete and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Delete** link.
3. A *Confirmation* box appears (Figure 221). Click the **Confirm** button to remove the participant. A *Success* message confirms participant deletion.

   OR

   Click the **Cancel** button to leave the participant as is.

Figure 221. Delete Participant Confirmation Box

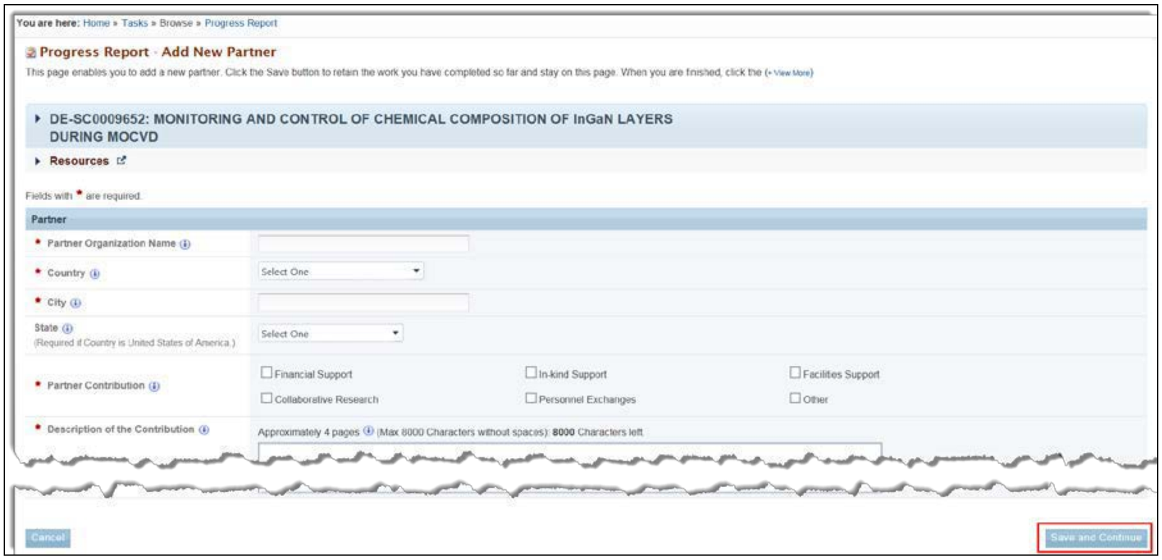


9.1.4.4.4 Add New Partner

This action enables you to add a new partner to the project. To add a new partner:

1. On the *Progress Report – Participants* page (Figure 216), click the **Add New Partner** link.
2. On the *Progress Report – Add New Partner* page (Figure 222), fill in the mandatory fields.
3. When finished, click the **Save and Continue** button. A *Success* message informs you that the new partner was successfully added.

Figure 222. Progress Report – Add New Partner Page



Add New Partner – Mandatory Fields

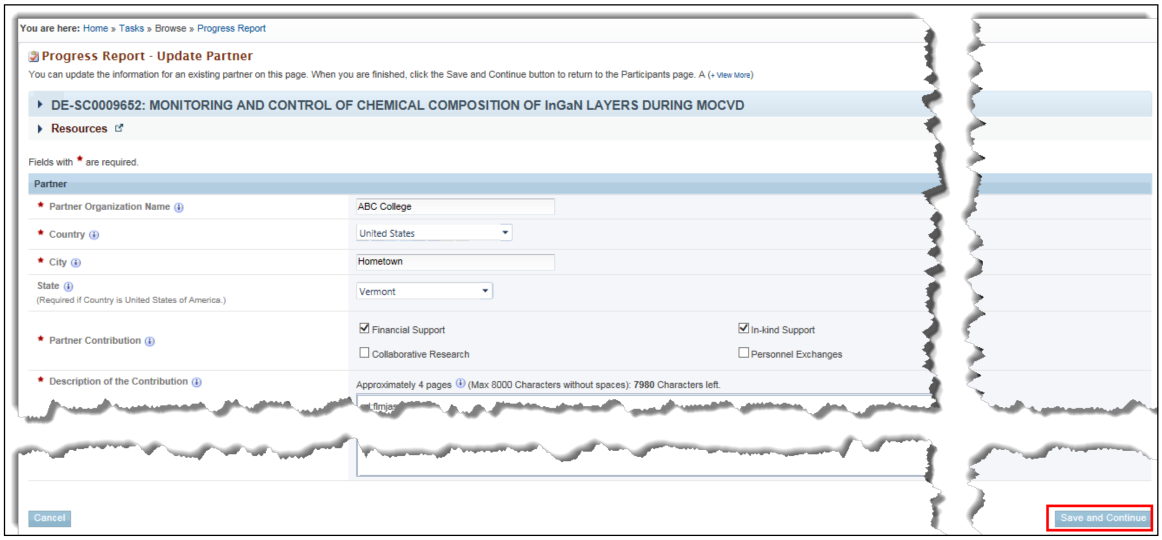
Element	Description
Partner Organization Name Field	Fill in with required information.
Country Field	Click the **Select One** dropdown and choose the country wherethe partner resides.
City Field	Fill in with required information.
State Field (required if *Country* selected above is *United States of America*)	Click the **Select One** dropdown and choose the state where the partner resides.
Partner Contribution Checkboxes	Select the appropriatecheckboxes.
Description of the Contribution Field	Explain the nature of the partner's contribution to the project.
Save and Continue Button	Click **Save and Continue** button when finished. A *Success*message informs you that the new partner was successfullyadded.

9.1.4.4.5 Update Partner

To update a partner:

1. On the *Progress Report – Participants* page (Figure 216), find the partner you want to update and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Update**link.
3. On the *Progress Report – Update Partner* page (Figure 223), update the fields, asrequired.
4. When finished, click the **Save and Continue** button. A *Success* message informs you that the partner was successfully updated.

Figure 223. Progress Report – Update Partner Page



9.1.4.4.6 Delete Partner

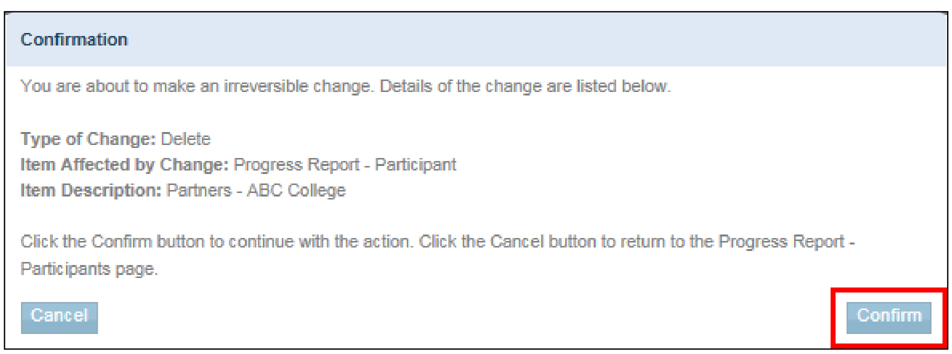
To delete a partner:

1. On the *Progress Report – Participants* page (Figure 216), find the partner you want to delete and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Delete** link.
3. A *Confirmation* box appears (Figure 224). Click the **Confirm** button to remove the partner. A *Success* message confirms partner deletion.

   OR

   Click the **Cancel** button to leave the partner as part of the project.

Figure 224. Delete Partner Confirmation Box

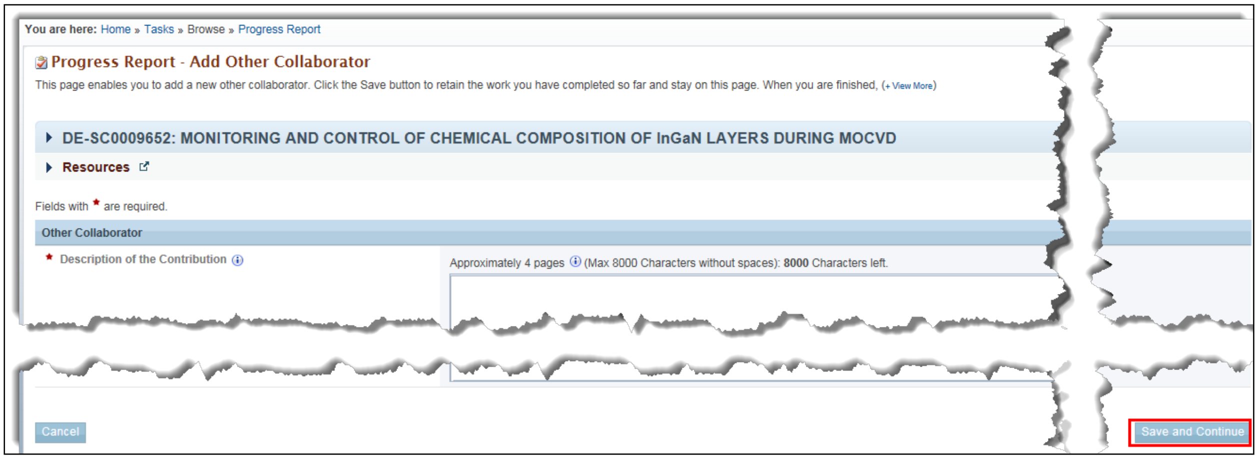


9.1.4.4.7 Add Other Collaborator

This action enables you to add a new, other collaborator to the project. To add a new collaborator:

1. On the *Progress Report – Participants* page (Figure 226), click the **Add Other Collaborator** link.
2. On the *Progress Report – Add Other Collaborator* page (Figure 225), fill in the mandatory **Description of the Contribution** field.
3. When finished, click the **Save and Continue** button. A *Success* message informs you that the other collaborator was successfully added.

Figure 225. Progress Report – Add Other Collaborator Page

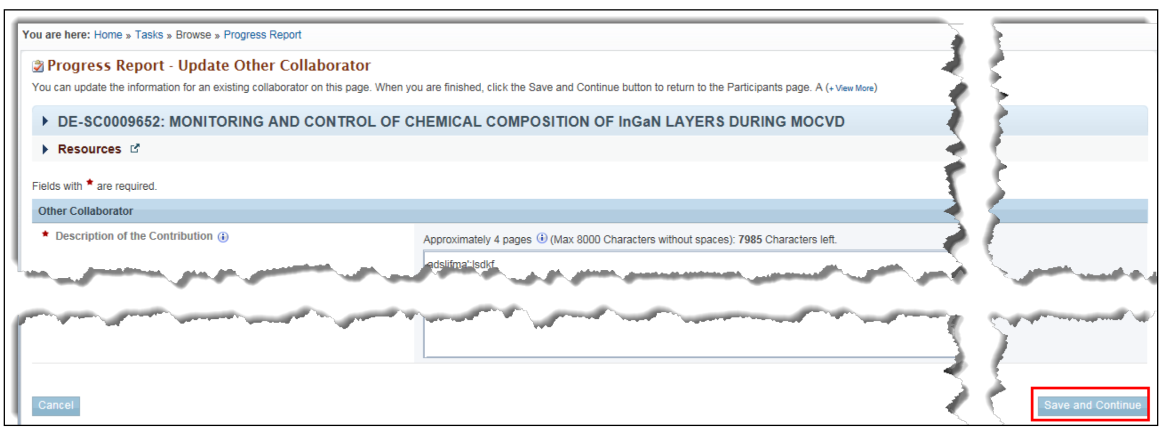


9.1.4.4.8 Update Other Collaborator

To update other collaborator:

1. On the *Progress Report – Participants* page (Figure 216), find the other collaborator you want to update and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Update** link.
3. On the *Progress Report – Update Other Collaborator* page (Figure 226), update the *Description* field, as required.
4. When finished, click the **Save and Continue** button. A *Success* message informs you that the other collaborator was successfully updated.

Figure 226. Progress Report – Update Other Collaborator Page



9.1.4.4.9 Delete Other Collaborator

To delete other collaborator:

1. On the *Progress Report – Participants* page (Figure 204), find the other collaborator you want to delete and click the **Actions/Views** link in the *Options* column.
2. From the context menu that appears, click the **Delete** link.

3. A *Confirmation* box appears (Figure 227). Click the **Confirm** button to remove the other collaborator. A *Success* message confirms other collaborator deletion.

   OR

   Click the **Cancel** button to leave the other collaborator as part of the project.

Figure 227. Delete Other Collaborator Confirmation Box

9.1.4.5 Impact Section

On the *Progress Report – Impact* page (Figure 228), users record how the project has affected other disciplines and areas for the reporting period. The *Impact* section comprises seven subsections:

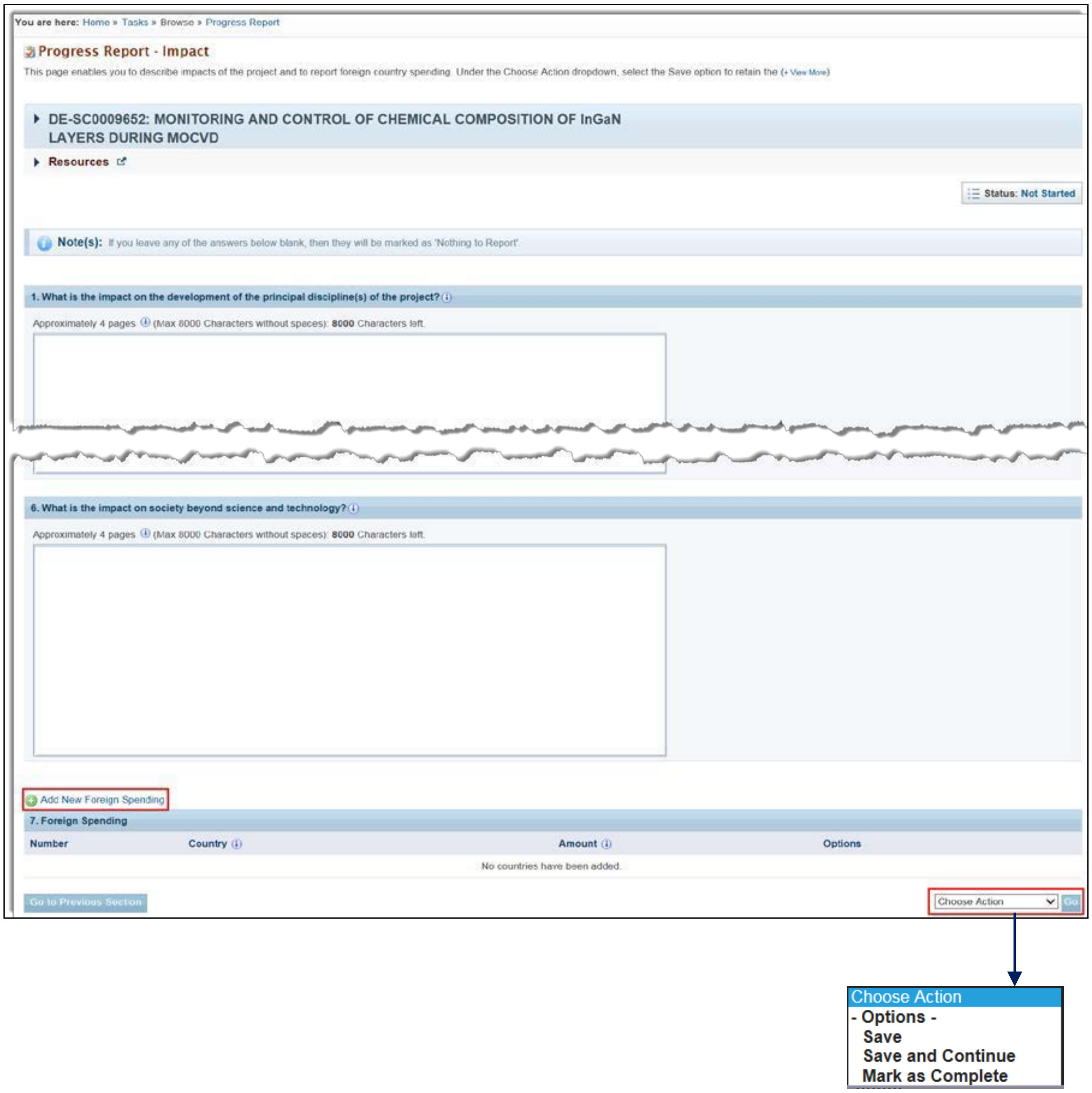
- Development of the principal disciplines of the project?
- Other disciplines?
- Development of human resources?
- Physical, institutional, and information resources that form infrastructure?
- Technology transfer?
- Society beyond science and technology?
- Foreign Spending.

No mandatory fields exist for this Progress Report section. Fields left blank will be recorded as *Nothing to Report.*

The *Foreign Spending* section (field 7 of the *Progress Report – Impact* page) describes how much of an award's budget was spent in foreign countries during the reporting period. To report new foreign spending:

1. Click the **Add New Foreign Spending** link, just above field 7 at the bottom of the *Progress Report – Impact* page (Figure 228).
2. Once the link is clicked, a *Select One* dropdown appears in the *Country* column and a *$* field appears in the *Amount* column. Each time you click the **Add New Foreign Spending** link, a new set of fields appears.
3. Click the **Select One** dropdown arrow to choose the foreign country about which you are reporting.
4. In the $ field, fill in the amount that was spent in that country.
5. Click the red **X** in the *Options* column to remove the country and dollar amount entered.
6. When finished, click the *Choose Action* dropdown:
   - Click **Save** and click the **Go** button to save the data entered and remain on this page.
   - Click **Save and Continue** and click the **Go** button to save the data entered and go to the next section of the report.
   - Click **Mark as Complete** and click the **Go** button to save the data, mark this section's status as *Complete*, and go to the next section of the report.
   - A *Success* message informs you that *Impact* was successfully saved.

Figure 228. Progress Report – Impact Page



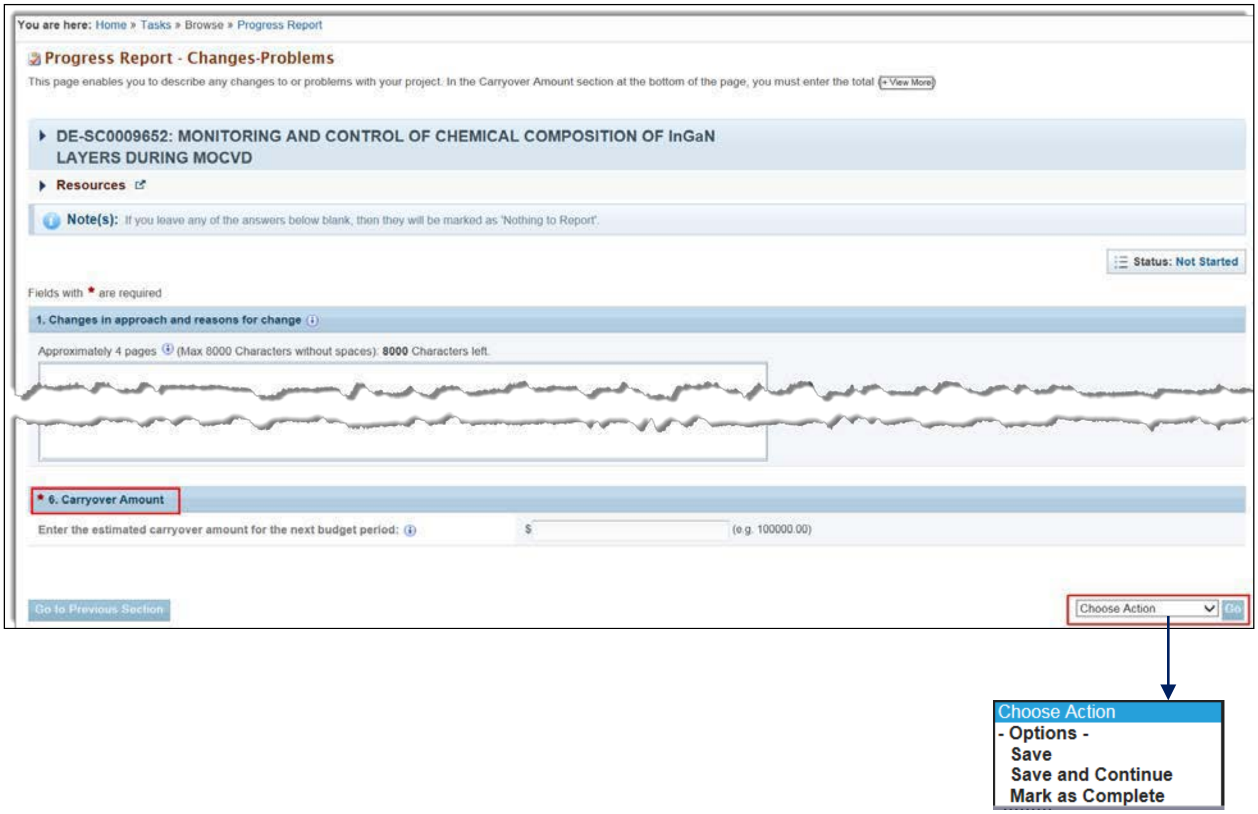
9.1.4.6 Changes-Problems Section

On the *Progress Report – Changes-Problems* page (Figure 229), users can record any problems with, or changes to, the project during the reporting period. The *Changes-Problems* section comprises six subsections:

- Changes in approach and reasons for change.
- Actual or anticipated problems or delays and actions or plans to resolve them.
- Changes that have a significant impact on expenditures.
- Significant changes in use or care of human subjects, vertebrate animals, and/or biohazards. This question is required if the 'Are Human Subjects Involved?' question is Yes for the last proposal submitted for the award (New or Renewal). If the answer to the question is No, then this question is optional.
- Change of primary performance site location from that originally proposed.
- Carryover Amount: This is the only mandatory field.

- Fields left blank will be recorded as Nothing to Report.

Figure 229. Progress Report – Changes-Problems Page



Changes-Problems – Mandatory Field

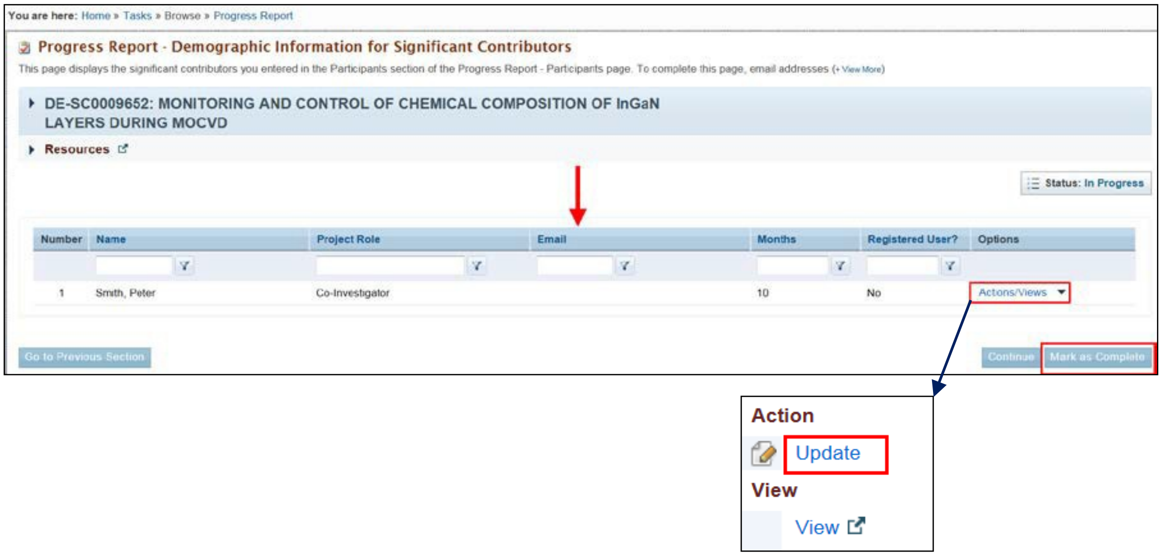
Element	Description
Carryover Amount $ Field	In this field, you must enter the total funding amount that is being carried over to the next budget period.
Choose Action Dropdown and *Go* Button	• Click **Save** and click the **Go** button to save the data entered and remain on this page. • Click **Save and Continue** and click the **Go** button to save the data entered and go to the next section of the report. • Click **Mark as Complete** and click the **Go** button to save the data, mark this section's status as *Complete*, and go to the next section of the report.

9.1.4.7 Demographic Information for Significant Contributors Section

The *Progress Report – Demographic Information for Significant Contributors* page (Figure 230) displays the users that were entered on the *Progress Report – Participants* page (Figure 216). To complete this page, email addresses must be provided for all contributors.

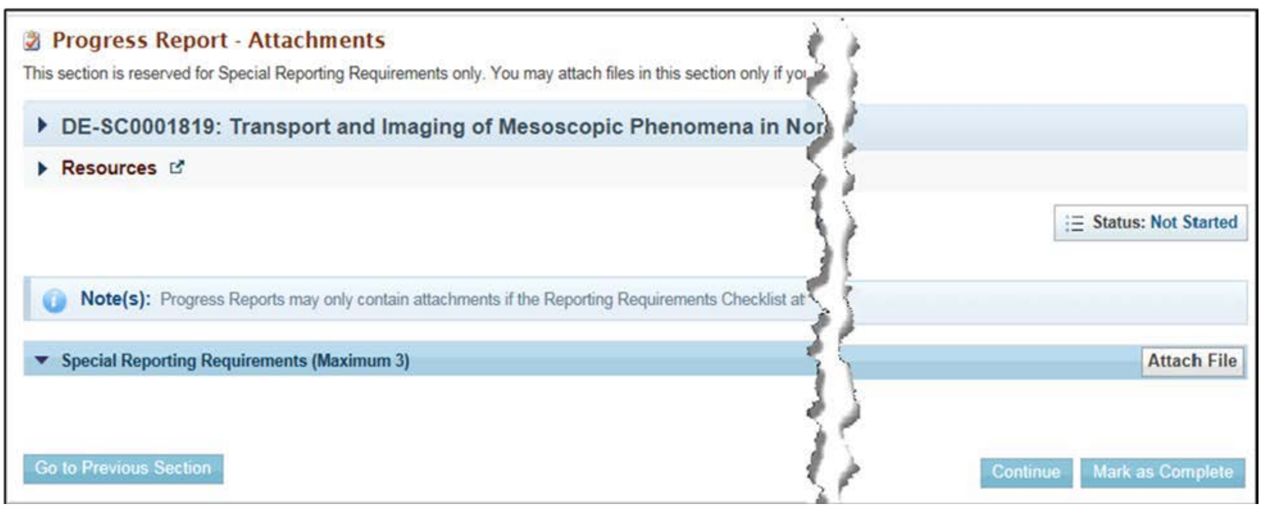
1. For the contributor you want to update, click the **Actions/Views** link and the **Update** link in the *Options* column.

Figure 230. Progress Report – Demographic Information for SignificantContributors



2. On the *Progress Report – Update Demographic Information for Significant Contributors* page (Figure 231), enter the contributor's email address. The email address cannot be updated if the contributor is already registered in PAMS.

Figure 231. Progress Report – Update Demographic Information for SignificantContributors

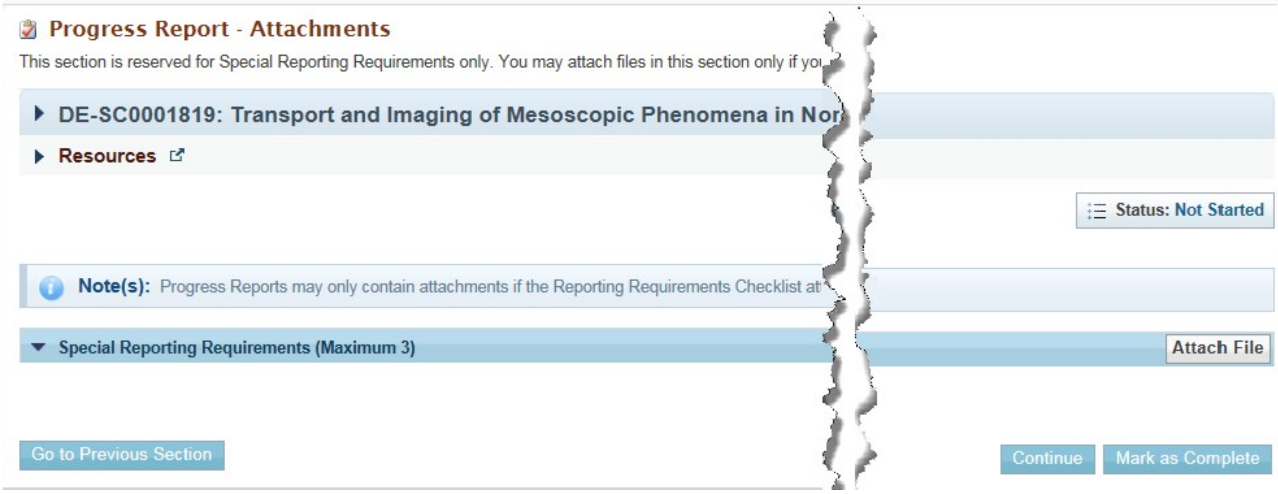


3. When the email address has been entered, click the **Save and Continue** button to return to the *Progress Report – Demographic Information for Significant Contributors* page. A *Success* message informs you that the email information was successfully saved.
4. Click the **Mark as Complete** button to change the status of this section to *Complete*.

9.1.4.8 Attachments

On the *Progress Report – Attachments* page (Figure 232), you can upload and attach a file to the report. A maximum of three files may be attached. Please note that you may only attach documents if the Reporting Requirements Checklist attached to your award document requires the use of attachment. Any attachments that are not required will be discarded. Allowable document formats are doc, docx, xls, xlsx, and pdf.

Figure 232. Progress Report – Attachments Page



To upload an attachment:

1. Click the **Attach File** button, and the *Special Reporting Requirements* section expands (Figure 232).

Figure 233. Progress Report – Expanded Attachments Page

2. Click the **Browse** button to select a file from your computer or network. To complete the process, refer to Section 2.8, How to Attach a File in PAMS.
3. When you are finished attaching the file, click the **Mark as Complete** button to change the status of this section to *Complete*.

9.1.5 How Do I Review and Submit a Progress Report or Out of Cycle Progress Report?

When all the report's sections have a status of *Complete*, the report is ready to review and submit.

1. From the left navigation menu (Figure 234), click the **Review** link, to go to the *Progress Report – Review* page (Figure 235).

Figure 234. Progress Report Left Navigation Menu

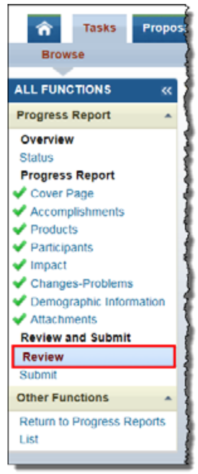
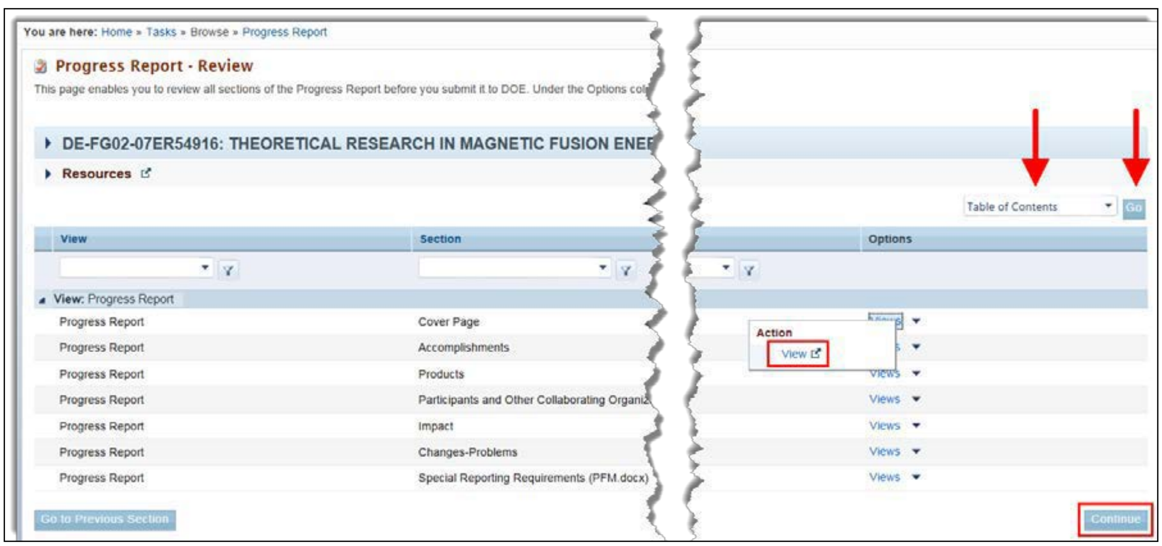


Figure 235. Progress Report – Review Page



2. Click the **Views** link in the *Options* column and the **View** link in the context menu to bring up a read-only copy of the Progress Report section of your choice. Alternatively, you can click the **Table of Contents** dropdown above the grid, highlight the section you want, and click the **Go** button.
3. If editing of a section is required, click the section link in the left navigation menu (Figure234).
4. When your review is complete, click the **Continue** button to go to the *Progress Report -Submit* page (Figure 236).

Figure 236. Progress Report – Submit Page

5. You can still edit a report section by clicking its **Update** link.
6. Ensure that each section has a status of *Complete*.
7. When finished, click the **Submit** button. A *Success* message informs you that the Progress Report was submitted successfully.

9.1.6 How Do I Resubmit a Progress Report or Out of Cycle Progress Report?

After the Progress Report or Out of Cycle Progress Report has been submitted to DOE Office of Science, it is reviewed by the PM. If the PM requests changes to the reviewed default/additional Progress Report, the PI (for non-SBIR awards) or SRO/BO/AO (for SBIRawards):

- Receives an email requesting changes (Figure 237).
- Finds a *Start Progress Report* task in the Pending Tasks queue.

Figure 237. DOE Email: Request Progress Report Revision (Sample)

To:	SRO/BO, Submitter (if different from SRO/BO)
CC:	PI, All Primary and Secondary SBIR SS
From:	**PAMS**
Subject:	DOE Request for a Revision to the Progress Report for <Award Program Office Acronym> Award <Award Number>
Message:	Dear <SRO First Name Last Name>: The Small Business Innovation Research/Small Business Technology Transfer Programs (SBIR/STTR) within the Department of Energy Office of Science requests a revised Progress Report for the award listed below. To edit and submit the Progress Report, please use the DOE Office of Science <Portfolio Analysis and Management System (PAMS)>. **Comment: Provided by the Program Manager:** <Comments> If you have trouble using PAMS, consult the "External User Guide" on the PAMS website or contact the PAMS Helpdesk at (855) 818-1846 (toll-free number) or (301) 903-9610 or sc.pams-helpdesk@science.doe.gov. This message was sent on behalf of the program manager, < PM Requesting the Change Firstname Lastname>, who can be reached at < PM Requesting the Change Email Address>. The SBIR/STTR Programs Office can also be reached at 301-903-5707, sbir-sttr@science.doe.gov. Replies to this message will not reach the intended recipient.

Use the steps that follow to makes changes to and resubmit a default/additional ProgressReport.

1. On the *Guide Me* page (Figure 194), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 195).

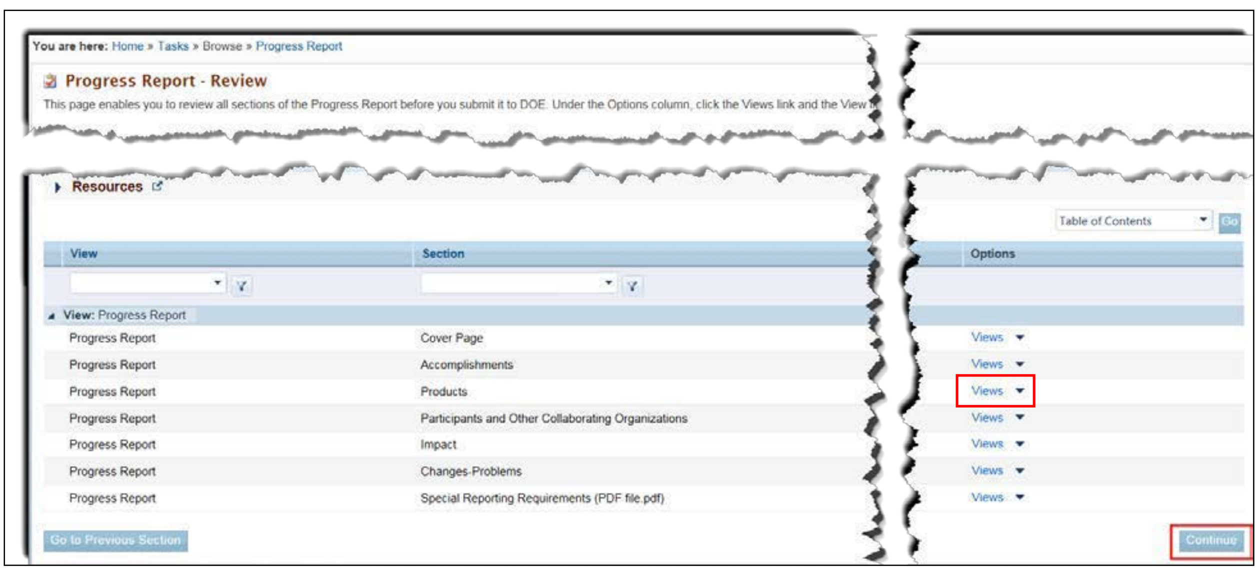
   OR

   From any PAMS page, click the **Progress Report** link in the left navigation menu to go tothe *Progress Report – List* page (Figure 196).
2. From either *List* page, find the Progress Report task you want and click the **Start Progress Report** link. If necessary, click the **Search** link at right above the grid to find a specific Progress Report task.
3. On the *Progress Report – Status* page (Figure 238), find the section of the report that requires changes and, under *Options*, click the **Update** link for that section.

Figure 238. Progress Report – Status Page

4. Make the changes required to the section and click (or select from **Choose Action**dropdown) **Mark as Complete**.
5. PAMS then takes you through the remaining sections of the Progress Report. Make any further changes required. Click (or select from dropdown) **Mark as Complete** for eachsection.
6. When the final section is marked as complete, you are taken to the *Progress Report – Review* page (Figure 239). If necessary, click the **Views** link under *Options* for any section requiring further review.

Figure 239. Progress Report – Review Page



7. When finished, click the **Continue** button.
8. On the *Progress Report – Submit* page (Figure 240), editing can still be done by clicking a section's **Update** link.

Figure 240. Progress Report – Submit Page

9. Ensure that each section has a status of "Complete." Click the **Submit** button. A *Success* message informs you that the Progress Report was submitted successfully.

9.2 Renewal Proposal Products

● Quick Summary ●

- **What tasks can be performed in PAMS postaward?**
  - Update & submit Progress Reports and Out of Cycle Reports
  - Update & submit **Renewal Proposal Products**
  - Update & submit Commercialization Surveys
- **Renewal Proposal Products submission applies only to non-SBIR and non-National Lab awards.**
- **Renewal Proposal Products Contents:**
  - Cover Page
  - Products Section
- **Renewal Proposal Products Frequency:**
  - Due at the end of the *last budget period* of *each project period* when the renewal proposal itself is submitted.

9.2.1 What Is a Renewal Proposal Products Submission?

Renewal Proposal Products are all products created during a project period and could include inventions, patents, databases, books, articles, and so on. A *Submit Renewal Proposal Products* task is created when a Renewal Proposal is submitted and assigned to a PM in PAMS. The Renewal Proposal Products submission is an addendum to the renewal proposal itself.

On the Renewal Proposal Products submission, the *Products* section is prepopulated from the last Progress Report, Out of Cycle Progress Report, or Renewal Proposal Products that was submitted for the award. Renewal Proposal Products are not submitted for DOE Office of Science review; i.e.,the submission cannot be returned for revision. These submissions are informational only and once submitted, the task is complete.

For non-SBIR awards, only the PI of the award, by default, is given access to the *Submit Renewal*

Proposal Products task. The PI, however, can provide other PAMS users with access privileges. The awardee accesses the task, completes it, and submits the task to DOE for the **last budget period** of **every project period**.

The basic Renewal Proposal Products workflow is as follows:

- A *Submit Renewal Proposal Products* task is created for the PI from the institution when a renewal proposal is submitted and assigned to a PM in PAMS.
- A notification email is sent to PI when the task is available. PI must be registered to both PAMS and their respective awards.
- For the last **budget** period of every **project** period, the award recipient accesses the task and completes and submits Renewal Proposal Products to DOE.
- Only the PI of the award, by default, can access the task. A default user can provide other users with access privileges to the task, if required.
- A reminder email is sent to the PI 5 days after the task was created, if the submission has not been received by DOE. This email is cc'd to the Primary PM of the award.
- Upon submittal of Renewal Proposal Products, notification emails are sent to the PI, SRO/BO/AO, Primary/Secondary PMs, Primary/Secondary PSS's of the award.

9.2.2 How Do I Know When a Renewal Proposal Products Submission Is Due?

Note

A separate, PAMS-generated email is sent for each of the following scenarios:

- ***PI is a registered PAMS user and associated to the award.***
- ***PI is not a registered PAMS user or is a registered PAMS user but not registered to the award.***

The PI receives an email from PAMS requesting that Renewal Proposal Products be submitted for the Renewal Proposal identified in the email. If the PI has a PAMS account and is registered to the award, the email shown in Figure 241 is sent.

If, however, the PI has a PAMS account but is not registered to the award or does not have a PAMS account, the email shown in Figure 242 is sent. This email includes a *Registration Code* and two links: *I already have a PAMS account* or *I do not have a PAMS account*. The PI selects the link that applies and uses the Registration Code to either register to PAMS or access the award requiring Renewal Proposal Products.

Figure 241. DOE Email: Submit Renewal Proposal Products (Sample 1)

To:	PI
CC:	
From:	**PAMS**
Subject:	DOE <Award Program Office Acronym> Request to Submit Renewal Proposal Products for Proposal <PAMS Proposal Number>
Message:	Dear <PI First Name Last Name>: To complete the submission of the <Award Program Office> (<Award Program Office Acronym>) Renewal Proposal listed below, the Principal Investigator must update the award products list. The submitted product list will be sent for merit review along with the Renewal Proposal. The ... Proposal is not considered complete until the ... ... (Section ...). **Task**: Submit Renewal Proposal Products <Link> **Renewal Proposal Products Tracking Number:** < Tracking Number> **Due Date:** <Task Due Date MM/DD/YYYY HH:MM PM ET> **Award Number:** <Award Number> **Renewal Proposal Number:** <PAMS Proposal Number> **Proposal Submitted On:** <Proposal G.g Submit Date MM/DD/YYYY, HH:MM AM/PM ET> **Proposal Submitted By:** <Proposal G.g Submitter Lastname, Firstname> **Proposal Principal Investigator:** <Proposal PI Lastname, Firstname> **Proposal Institution:** <Proposal Institution Name>, <City>, <StateCode> **Proposal Title:** <Proposal Title> Our records indicate you already have a PAMS account. You can access the Renewal Proposal Products submission by logging in to PAMS and clicking on the Tasks tab. If you have trouble using PAMS, consult the "External User Guide" on the PAMS website or ...

Figure 242. DOE Email: Submit Renewal Proposal Products (Sample 2)

To:	PI
CC:	
From:	**PAMS**
Subject:	DOE <Award Program Office Acronym> Request to Submit Renewal Proposal Products for Proposal <PAMS Proposal Number>
Message:	Dear <PI First Name Last Name>: To complete the submission of the <Award Program Office> (<Award Program Office Acronym>) Renewal Proposal listed below, the Principal Investigator must update the award products list. The submitted product list will be sent for merit review along with the Renewal Proposal. The Renewal Proposal is not considered complete until the product list has been submitted.
	To use PAMS, ... follows. Note that two links are provided, one to use if you already have a PAMS account and one to use if you do not. **Links:** I already have a PAMS account. **or** I do not have a PAMS account. **Registration Code:** Z1kXaia2TI **Task:** Submit Renewal Proposal Products

9.23 *How Do I Update a Renewal Proposal Products Submission?*

Use the sections and steps below to update and submit Renewal Proposal Products.

1. On the *Guide Me* page (Figure 194), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 231).

   OR

   From any PAMS page, click the **Renewal Proposal Products** link in the left navigation menu (Figure 244) to go to the *Renewal Proposal Products – List* page (Figure 245).
2. From either *List* page, find the *Submit Renewal Proposal Products* task you want and click the **Start Renewal Products** link. If necessary, click the **Search** link at right above the grid to find a specific Renewal Proposal Products task.

Figure 231. Pending Tasks – List Page

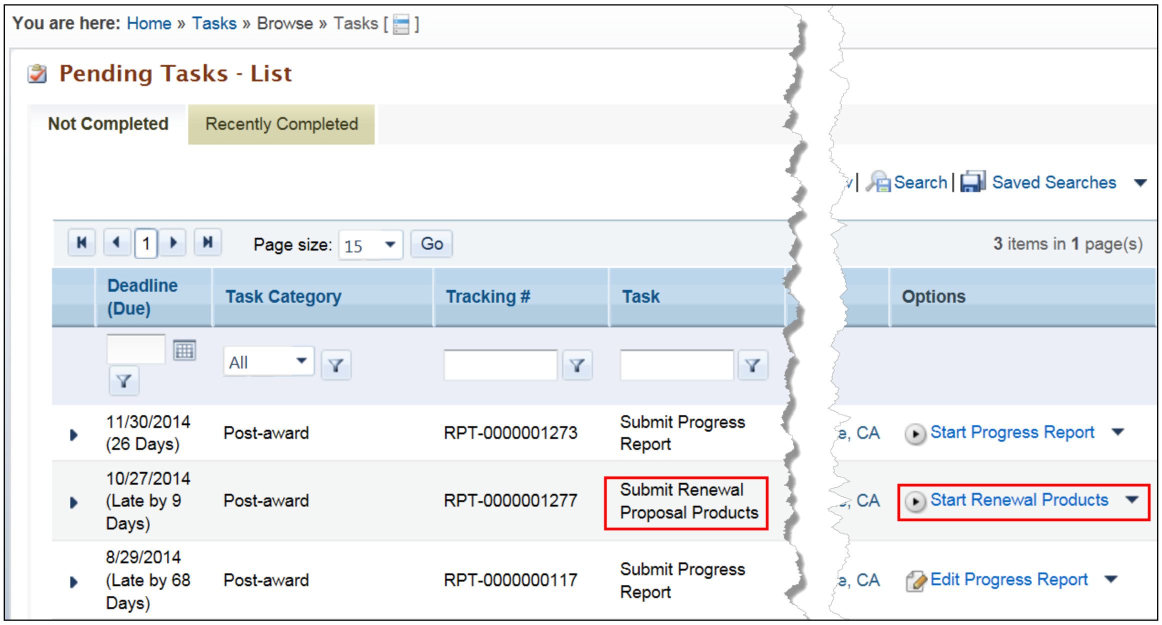


Figure 244. Left Navigation Menu

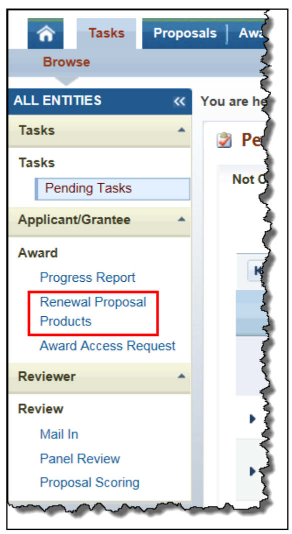
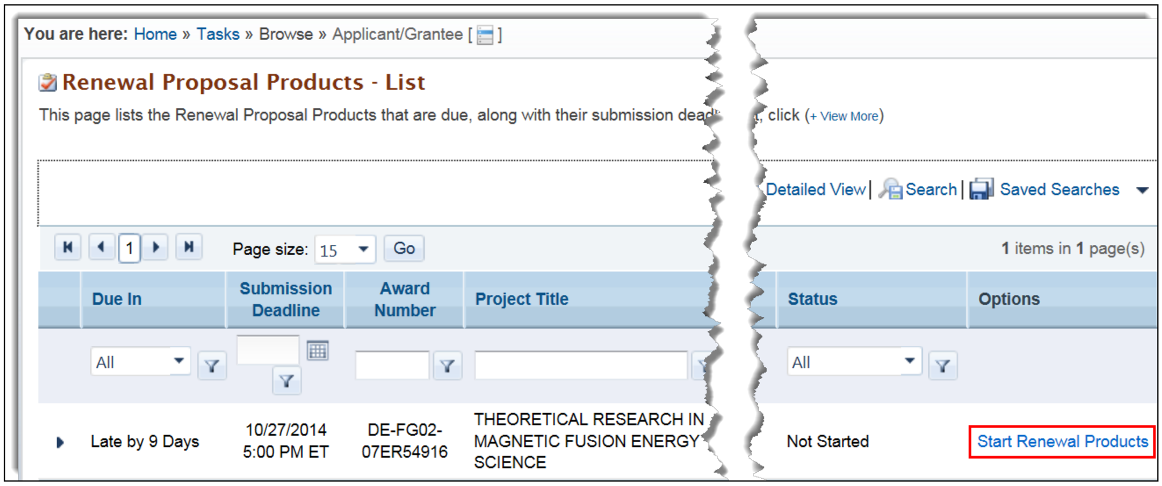


Figure 245. Renewal Proposal Products – List Page

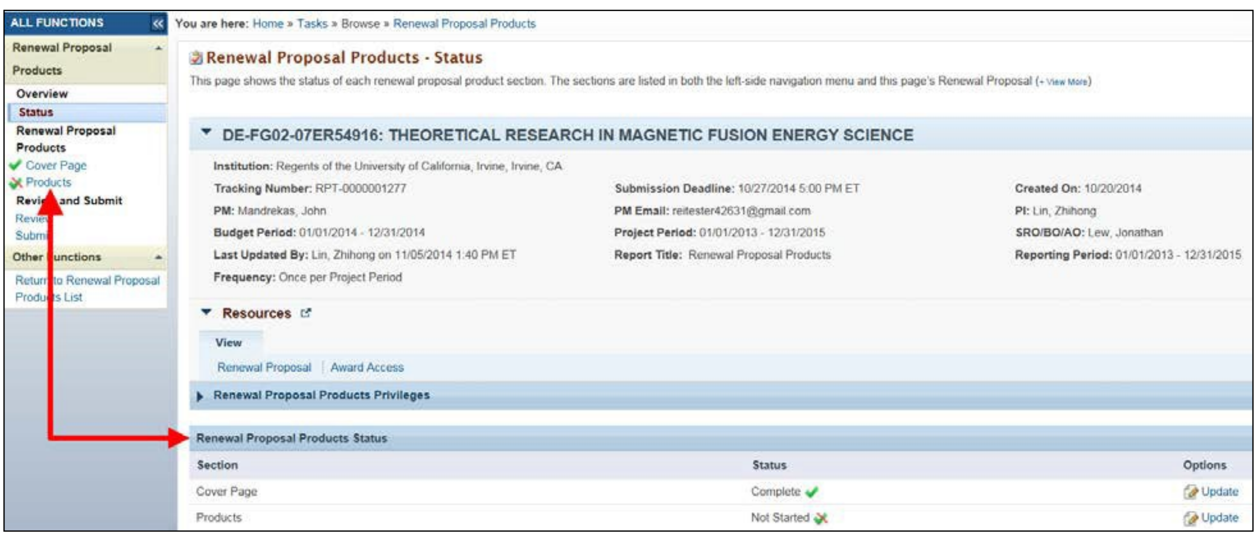


3. The *Renewal Proposal Products – Status page* (Figure 246) displays the status of each section of the submission in both the left navigation menu and in the *Renewal Proposal Products Status* section of the page itself.

Note

A green check mark ✓) means a section is complete, while a green check mark with a red slash through it ✗) means a section is not complete.

Figure 246. Renewal Proposal Products – Status Page

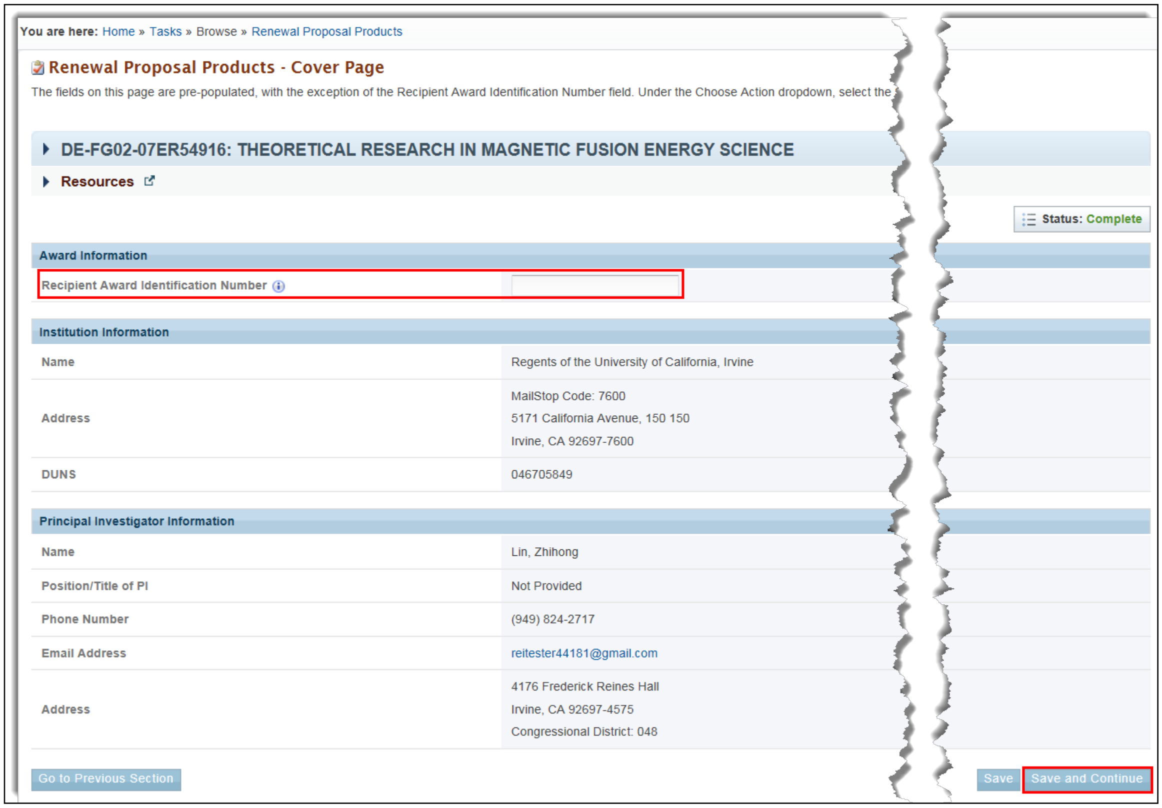


4. In the *Options* column, click the **Update** link for the section you wish to work on.

9.2.3.1 Cover Page

The Cover Page of Renewal Proposal Products (Figure 231) is always "Status: Complete" because its fields are prepopulated, except for Recipient Award Identification Number. Institution users can use this ID number for internal trackingpurposes.

Figure 247. Renewal Proposal Products – Cover Page



9.2.3.2 Products Section

The Products section is prepopulated from the most recent Progress Report, Out of Cycle Progress Report, or Renewal Proposal Products list submitted for theaward.

Refer to Section 9.1.4.3, Products Section, for information required to complete this section.

9.2.4 How Do I Review and Submit Renewal ProposalProducts?

When Renewal Proposal Products' two sections have a status of *Complete*, it is ready for review and submittal.

1. From the left navigation menu (Figure 248), click the **Review** link, to go to the *Renewal Proposal Products – Review* page (Figure 249).

Figure 248. Renewal Proposal Products Left Navigation Menu

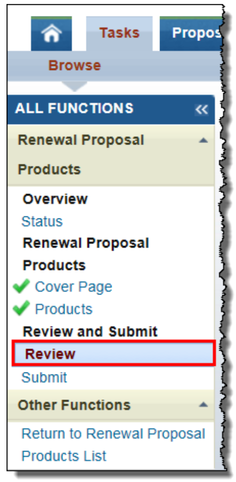
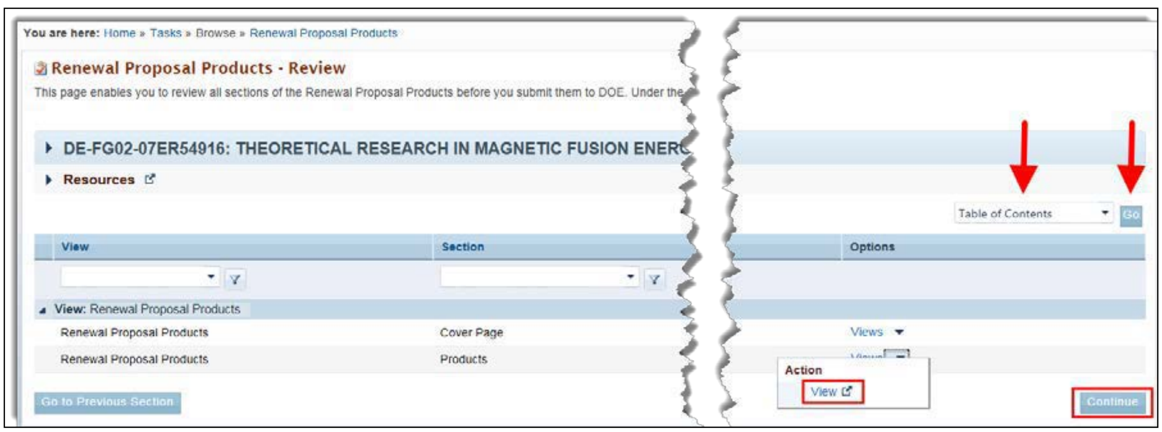
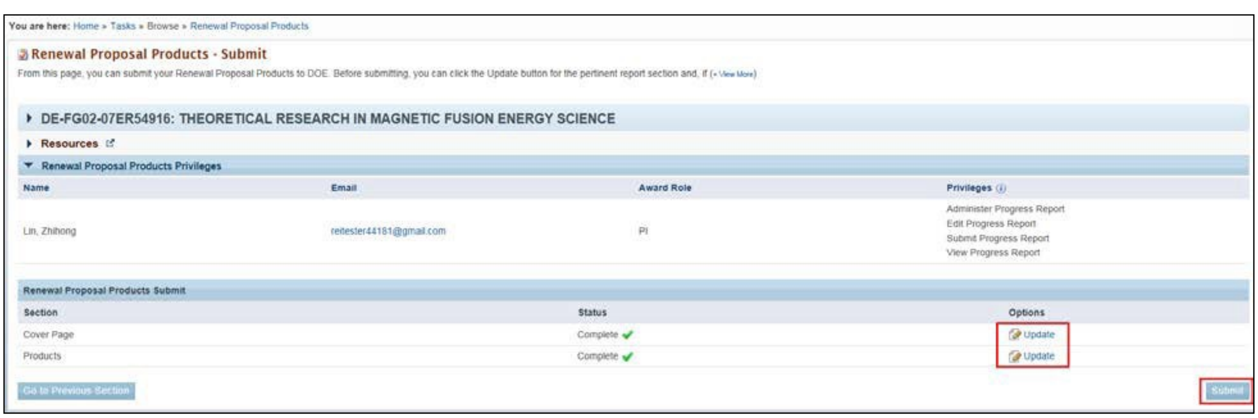


Figure 249. Renewal Proposal Products – Review Page



2. Click the **Views** link in the *Options* column and the **View** link in the context menu to bring up a read-only copy of the section of your choice. Alternatively, you can click the **Table of Contents** dropdown above the grid, highlight the section you want, and click the **Go** button.
3. If editing of a section is required, click the section link in the left navigation menu (Figure248).
4. When your review is complete, click the **Continue** button to go to the *Renewal Proposal Products – Submit* page (Figure 250).

Figure 250. Renewal Proposal Products – Submit Page



5. You can still edit a report section by clicking its **Update** link.
6. Ensure that each section has a status of *Complete*.
7. When finished, click the **Submit** button. A *Success* message informs you that Renewal Proposal Products was submitted successfully.

9.3 Commercialization Surveys

• *Quick Summary* •

- **What tasks can be performed in PAMS postaward?**
  - Update & submit Progress Reports and Out of Cycle Reports
  - Update & submit Renewal Proposal Products
  - Update & submit **Commercialization Surveys**
- **Commercialization Survey submission applies only to SBIRawards.**
- **Commercialization Survey Contents:**
  - General Information Section
  - Awards Section

9.3.1 *What Is a Commercialization Survey?*

Submit Commercialization Survey tasks are created for SBIR/STTR institutions. These tasks are made available to Admin SRO/BO/AO users (i.e., SRO/BO/AO users with *Manage Users, Manage Institution Profile,* and *Submit to DOE* privileges for the institution), as well as SRO/BO/AO users who have been granted those privileges by the SBIR SS/SBIR PM.

The basic Commercialization Survey workflow is as follows:

- An email is sent to the institution's SRO/BO/AOs once a *Submit Commercialization Survey* task is created.
- Awardee completes the survey's two sections—*General Information* and *Awards*—and marks each section as **Complete**.
- Awardee reviews the completed survey.
- Awardee submits the survey to DOE, and the task is closed.

9.3.2 *How Do I Know When a Commercialization Survey Is Due?*

Note

A separate, PAMS-generated email is sent for each of the following scenarios:

- ***SRO/BO/AO is a registered PAMS user and associated to the institution.***
- ***SRO/BO/AO is not a registered PAMS user or is a registered PAMS user but not registered to the institution.***
- ***The SRO/BO/AO who agrees to be the Admin SRO receives Manage Users, Manage Institution Profile, and Submit to DOE privileges for the institution, in addition to access to the Commercialization Survey task.***

The SRO/BO/AO receives an email from PAMS requesting that a Commercialization Survey be submitted to DOE. If the SRO/BO/AO has a PAMS account and is registered to the institution, the email shown in Figure 251 is sent.

If, however, the SRO/BO/AO has a PAMS account but is not registered to the institution or does not have a PAMS account, the email shown in Figure 252 is sent. This email includes a *Registration Code* and two links: *I already have a PAMS account* or *I do not have a PAMS account*. The SRO/BO/AO selects the link that applies and uses the Registration Code to either register to PAMS or access the institution's Commercialization Survey.

Figure 251. DOE Email: Submit Commercialization Survey (Sample 1)

To:	BO
CC:	
From:	**PAMS**
Subject:	Reminder - Submit Commercialization Survey to DOE Office of Science in PAMS
Message:	Dear <SRO First Name Last Name>: The Small Business Innovation Research/Small Business Technology Transfer Programs (SBIR/STTR) within the Department of Energy Office of Science requests that you access your Submit Commercialization Survey task in PAMS, complete it, and submit it to DOE. To access the submission, please use the DOE Office of Science <Portfolio Analysis and Management System (PAMS)>. **Task**: Submit Commercialization Survey <Link> **Survey Tracking Number:** < Tracking Number> **Due Date:** <Task Due Date MM/DD/YYYY, HH:MM AM/PM ET> **Institution:** <Institution Name>, <City>, <StateCode> **DUNS:** <DUNS> You can access the Commercialization Survey by logging in to PAMS and clicking on the Tasks tab. If you have trouble using PAMS, consult the "External User Guide" on the PAMS website or contact the PAMS Helpdesk at (855) 818-1846 (toll-free number) or (301) 903-9610 or sc.pams-helpdesk@science.doe.gov. This message was sent on behalf of the SBIR/STTR Programs Office, who can be reached at sbir-sttr@science.doe.gov . Replies to this message will not reach the intended recipient.

Figure 252. DOE Email: Submit Commercialization Survey (Sample 2)

To:	BO
CC:	
From:	**PAMS**
Subject:	Reminder – Submit Commercialization Survey to DOE Office of Science in PAMS
Message:	Dear <BO First Name Last Name>: The Small Business Innovation Research/Small Business Technology Transfer Programs (SBIR/STTR) within the Department of Energy Office of Science requests that you access your Submit Commercialization Survey task in PAMS, complete it, and submit it to DOE. To access the submission, please use the DOE Office of Science Portfolio Analysis and Management System. To use PAMS, click on the appropriate link below and enter the registration code that follows. Note that two links are provided, one to use if you already have a PAMS account and one to use if you do not. **Links**: I already have a PAMS account. **or** I do not have a PAMS account. **Registration Code:** Z1kXaia2TI **Task**: Submit Commercialization Survey **Task Owner(s):** <Task Owner(s)>
	This message was sent on behalf of the SBIR/STTR Programs Office, who can be reached at sbir-sttr@science.doe.gov . Replies to this message will not reach the intended recipient.

9.3.3 *How Do I Complete and Submit a Commercialization Survey?*

Use the sections and steps below to complete a Commercialization Survey.

1. On the *Guide Me* page (Figure 194), click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 253).

   OR

   From any PAMS page, click the **Commercialization Survey** link in the left navigation menu (Figure 253) to go to the *Commercialization Survey – List* page (Figure 254).
2. From either *List* page, find the *Submit Commercialization Survey* task you want and click the **Start Survey** link. If necessary, click the **Search** link at right above the grid to find a specific Commercialization Survey task to work on.

Figure 253. Pending Tasks – List Page

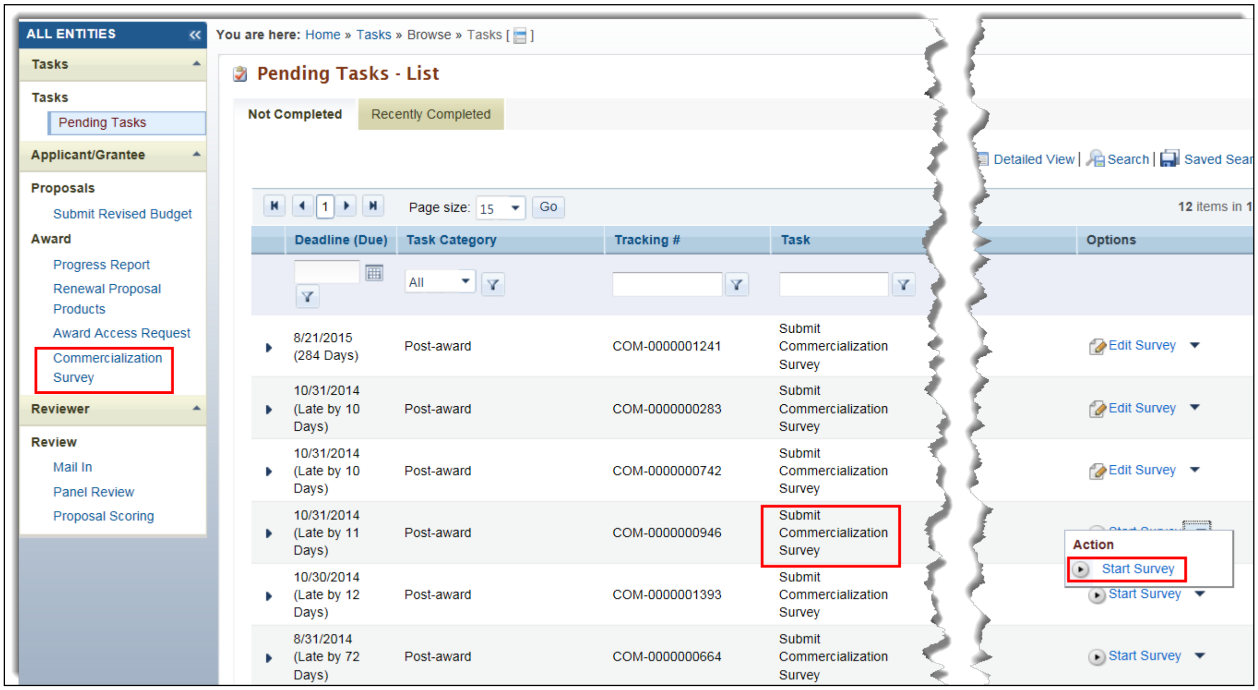
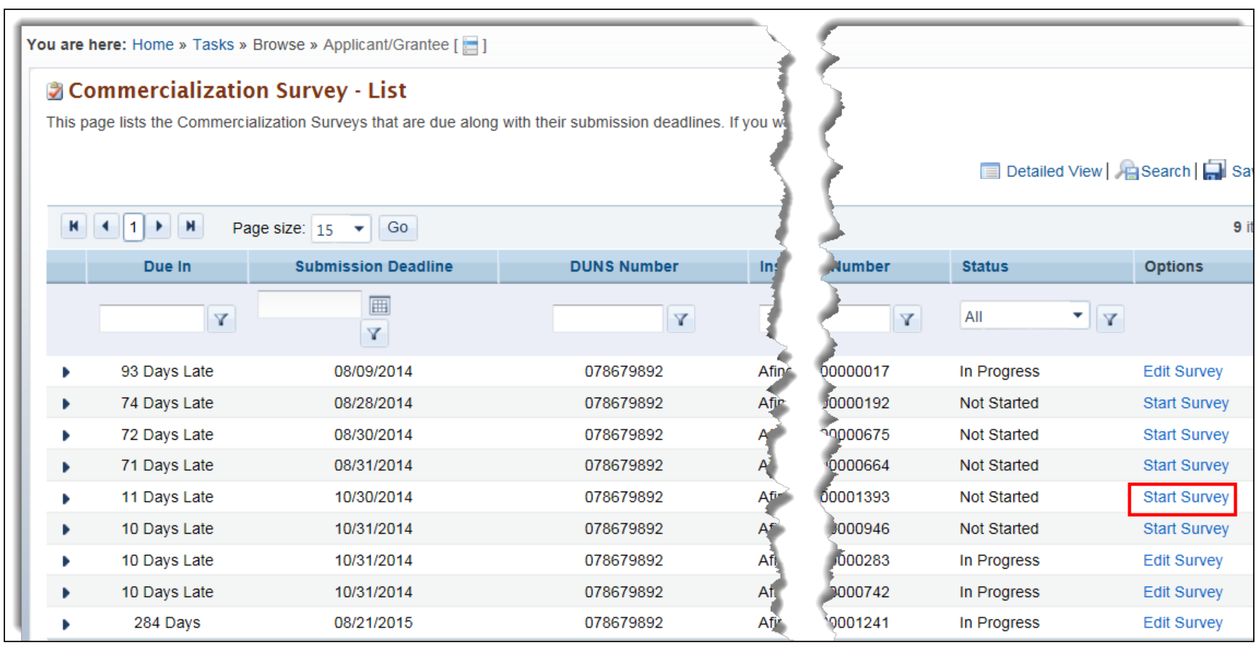


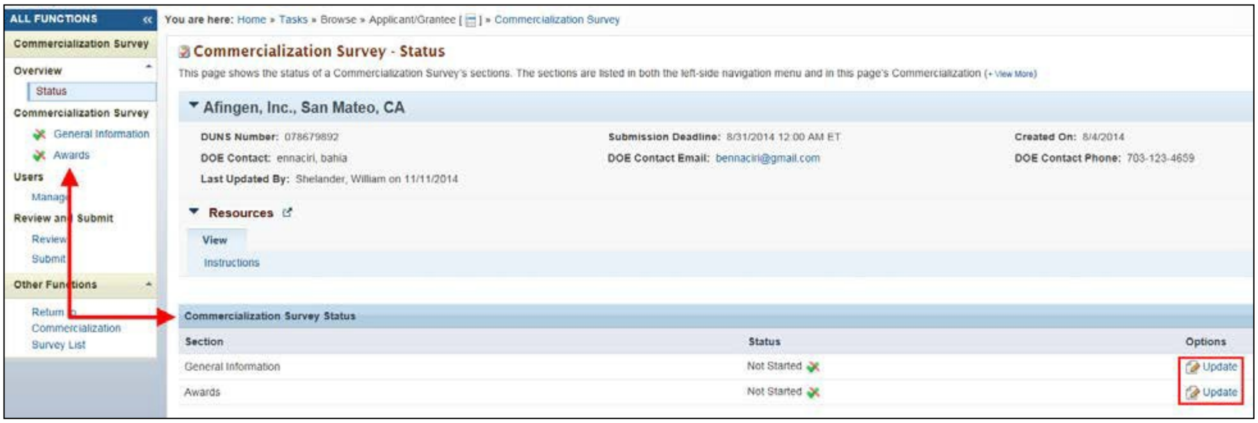
Figure 254. Commercialization Survey – List Page



3. The *Commercialization Survey – Status page* (Figure 255) displays the status of the General Information and Awards sections in both the left navigation menu and in the *Commercialization Survey Status* section of the page itself.

> **Note:** ***A green check mark) means a section is complete, while a green check mark with a red slash through it) means a section is not complete. Both survey sections must be marked as Complete before the survey can be submitted to DOE.***

Figure 255. Commercialization Survey – Status Page



4. In the *Options* column, click the **Update** link for the section you wish to work on.

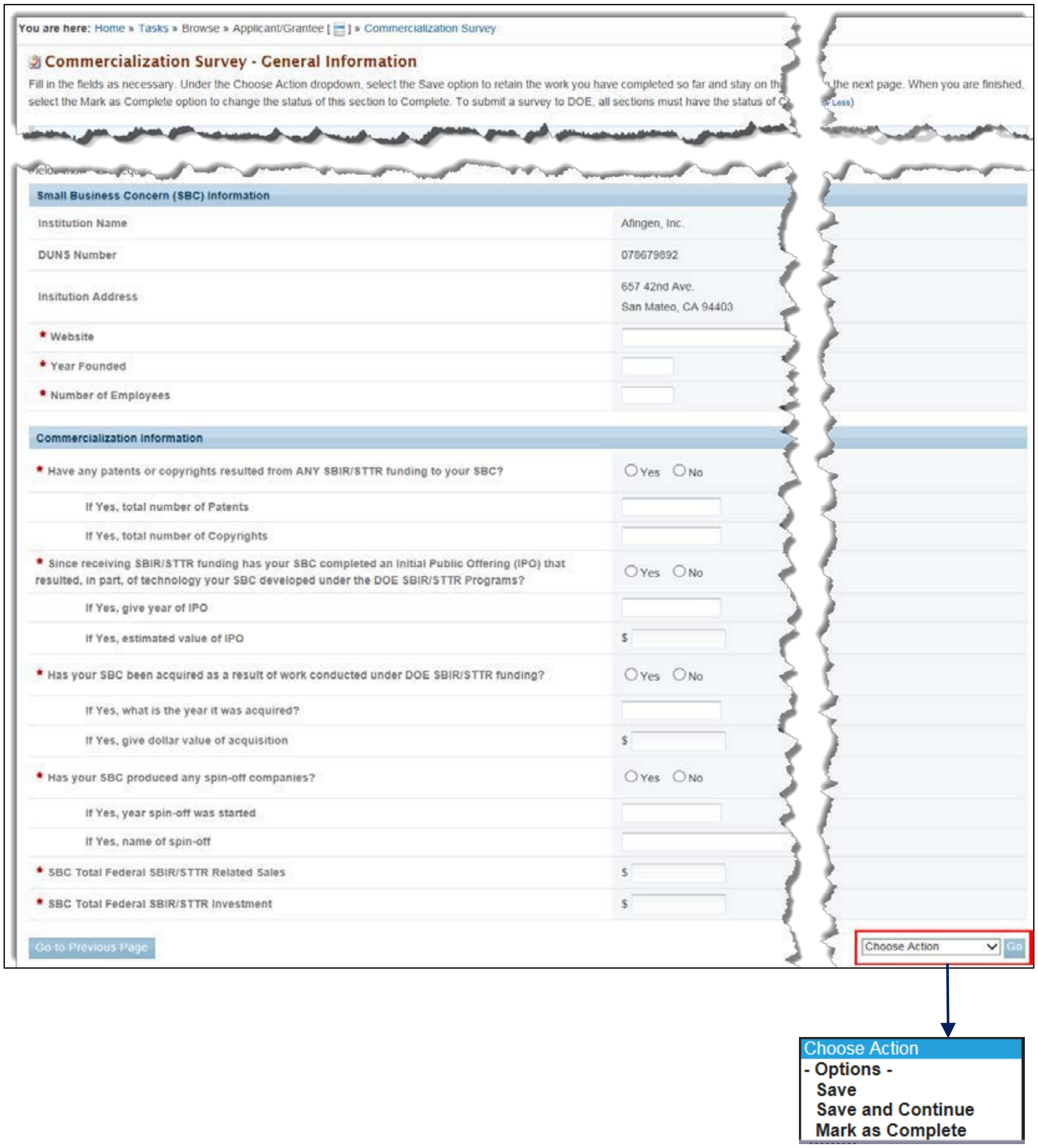
9.3.3.1 General Information Section

Clicking the *General Information* **Update** link on the *Commercialization Survey – Status page* (Figure 255) takes you to the *Commercialization Page – General Information* page (Figure 256). Use the steps below to complete this section of the survey.

> **Note:** ***The first three fields under Small Business Concern (SBC) Information are prepopulated from the Institution Profile in PAMS.***

1. On the *Commercialization Page – General Information* page, fill in the mandatory fields.
2. When finished, click the **Choose Action** dropdown and select either **Save, Save and Continue,** or **Mark as Complete**. Click the **Go to Previous Page** button to return to the *Commercialization Survey – Status* page and lose any data you entered.
3. When you have made your selection, click the **Go** button to be taken to the *Commercialization Survey - Awards* page (Figure 257).

Figure 256. General Information Page



Mandatory Fields

Element	Description
Website	Enter the institution's Website URL.
Year Founded	Enter the year (YYYY) the institution wasfounded.
Number of Employees	Enter the number of employees at theinstitution.
Have any patents or copyrights resulted from ANY SBIR/STTR funding to your SBC?	Select the **Yes** or **No** radio button. If **Yes** applies to either or both, enter the total number of patents or copyrights in the fields provided.

Element	Description
Since receiving SBIR/STTR funding has your SBC completed an Initial Public Offering (IPO) that resulted, in part, of technology your SBC developed under the DOE SBIR/STTR Programs?	Select the **Yes** or **No** radio button. If **Yes** applies, enter the IPO year and estimated value.
Has your SBC been acquired as a result of work conducted under DOE SBIR/STTR funding?	Select the **Yes** or **No** radio button. If **Yes** applies, enterthe year the SBC was acquired and the dollar value of the acquisition.
Has your SBC produced any spin-off companies?	Select the **Yes** or **No** radio button. If **Yes** applies, enterthe year the spin-off and its name.
SBC Total Federal SBIR/STTR Related Sales	Enter appropriate dollar amount.
SBC Total Federal SBIR/STTRInvestment	Enter appropriate dollar amount.
Choose Action Dropdown and *Go* Button	• Click **Save** and click the **Go** button to save the dataentered and remain on this page. • Click **Save and Continue** and click the **Go** button to save the data entered and go to the next section of thereport. • Click **Mark as Complete** and click the **Go** button to savethe data, mark this section's status as *Complete*, and go to the *Commercialization Survey - Awards* page.

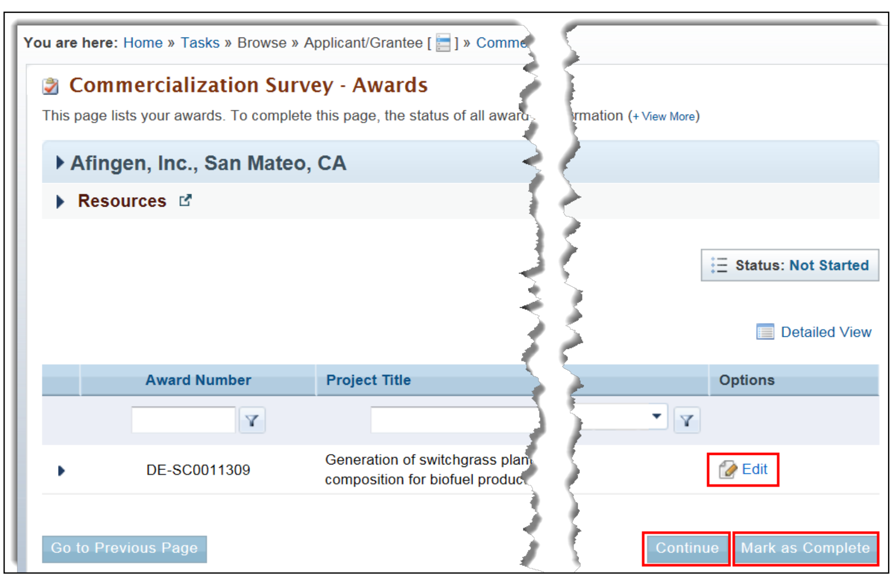
9.3.3.2 Awards Section

Clicking the *Awards* **Update** link on the *Commercialization Survey – Status page* (Figure 255) takes you to the *Commercialization Page – Awards* page (Figure 257), which lists all your awards. Use the steps below to complete this section of the survey.

Note

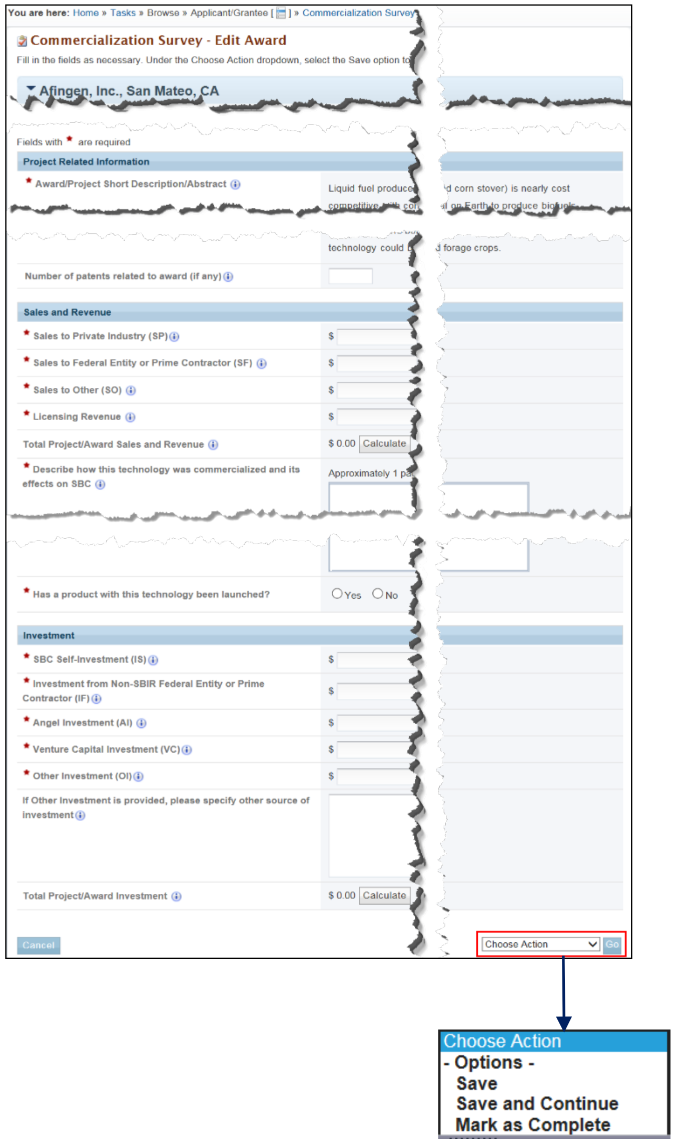
The Awards section can only be marked 'Complete' if the statusof each award is 'Complete'.

Figure 257. Awards Page



1. Under the *Options* column, click the **Edit** link to go to the *Commercialization Survey – EditAward* page (Figure 258).

Figure 258. Commercialization Survey – Edit Award Page



2. Update the award information, as required.
3. When you are finished, click the **Choose Action** dropdown.
4. Select the **Mark as Complete** option.
5. Click the **Go** button. A *Success* message informs you that the *Edit Award* page was successfully marked as complete.
6. Repeat Steps 1–6 for any other of your awards that do not have a status of *Complete*.
7. Once all the awards are marked as complete, on the *Commercialization Survey – Awards* page (Figure 257), click the **Mark as Complete** button to submit the Commercialization Survey to DOE.

Mandatory Fields

Element	Description
Award/Project Short Description/Abstract	Project description
Sales to Private Industry (ISP)	This figure includes all small business sales to non-federal, state, and local government entities, resulting in part or in full from the commercialization of the DOE SBIR/STTR–funded technology.
Sales to Federal Entity or Prime Contractor (SF)	This figure includes all small business sales of the DOE SBIR/STTR–funded project technology to federal entities, including its prime contractors and national laboratories.
Sales to Other (SO)	This figure includes all small-business sales of the DOE SBIR/STTR–funded project technology to non-federal entities, such as foreign, state, and/or local governments.
Licensing Revenue	This figure includes all income earned by your small business for allowing its copyrighted or patented material developed in part or in full due to DOE SBIR/STTR funding to be used by another company or entity.
Describe how this technology was commercialized and its effect on SBC	Describe the impact on your small business fromthe successful commercialization of the DOE SBIR/STTR funded technology.
Has a product with this technology been launched	Select the **Yes** or **No** radio button.
SBC Self-Investment	This figure includes funds owned by the small business or one or more small business owners and invested back into the company.
Investment from Non-SBIR Federal Entity or Prime Contractor (IF)	This figure includes funds provided by a federal program or entity primarily funded by the federal government with or without an interest in your company.
Angel Investment	This figure includes funding from an individual, group, or network like-minded individuals providing capital to your small business. This support may be in exchange for ownership equity for your smallbusiness.
Venture Capital Investment(VC)	This figure includes funding from an investmentgroup providing capital to your small business, usually in exchange for ownership equity or control in your company.
Other Investment (OI)	This figure includes funds provided by none of the preceding investors that may or may not have a controlling interest in your small business, e.g., gifts or loans from family and friends.

Element	Description
Choose Action Dropdown and *Go* Button	• Click **Save** and click the **Go** button to save the data entered and remain on this page. • Click **Save and Continue** and click the **Go** button to save the data entered and go to the next section of the report. • Click **Mark as Complete** and click the **Go** button to save the data, mark this section's status as *Complete*, and go back to the *Commercialization Survey - Awards* page.

APPENDIX A. GLOSSARY

Acronym/Term	Definition
COI	Conflict Of Interest
DOE	Department of Energy
ET	Eastern Time
FOA	Funding Opportunity Announcement
LOI	Letter of Intent
NDA	Non-Disclosure Agreement
PAMS	Portfolio Analysis and Management System
PDF or **pdf**	Portable Document Format: A document file format thatcaptures and retains formatting styles. When a document is sent to a recipient in pdf format, it appears on the recipient's monitor or printer exactly as created by thesender.
PI	Principal Investigator
POC	Point of Contact
SC	Office of Science
SBIR/STTR	Small Business Innovation Research/Small Business Technology Transfer
SRO	Sponsored Research Officer
SRO/BO/AO	Sponsored Research Officer/Business Officer/Administrative Officer

APPENDIX B. 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) or (301) 903-9610	9:00 a.m.–5:30 p.m., Eastern Time (ET), Monday–Friday	sc.pams-helpdesk@science.doe.gov

APPENDIX C. PROPOSAL PROCESS FLOW IN PAMS

Figure C-1 is a high-level flow diagram of the phases that a Proposal goes through in PAMS.

Figure C-1. Proposal Process Flow in PAMS