

DOCUMENT PREPARATION GUIDANCE
DOE/Golden Field Office
Laboratory Call for Research and Development of Fuel Cell Technologies
DE-PS36-08GO98010

Summary of Required Forms and Files to Submit in IIPS
See pp 19-23 of solicitation

IIPS Designation	Attach the Following Documents	Page limit	File Name
Application	Field Work Proposal	n/a	FWP.pdf
Project Summary	Project Summary/Abstract	1 page	Abstract.pdf
Project Narrative	Project Narrative	20 pages excl Bibliography/References Cited section	Project_Narrative.pdf
Budget Form	SF 424A, Budget Information Form	Separate budget for each year of support and a cumulative budget	Budget.pdf
Attachment 1	Personnel Resume	3 pages each	Resumes.pdf
Attachment 2	Authorization for DOE National Labs	1 letter for each Lab	Authorization.pdf
Attachment 3	Subaward Budget Files, if applicable (SF424A)	1 set for each subawardee	Subawardeesname.pdf (10 letter maximum)
Attachment 4	DOE/NNSA FFRDC Files, if applicable (FWP for National Lab subawardee)	1 FWP for each National Lab subawardee	FFRDCname.pdf (10 letter maximum)
Attachment 5	Letters of Commitment, if applicable	n/a – sep letter from each cost share partner	CLTP.pdf (all letters in one file)

III. APPLICATION PREPARATION INSTRUCTIONS

A. Application Preparation

You must complete the mandatory forms in accordance with the instructions on the forms and the additional instructions below.

1. Field Work Proposal File

Applicants must complete a DOE Field Work Proposal in accordance with the requirements in DOE Order 412.1 Work Authorization System. This order and the DOE Field Work Proposal form are available at http://management.energy.gov/business_doe/business_forms.htm. Save this form in a file named "FWP".

2. Project Summary/Abstract File

The Project Summary/Abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant; the project director/principal investigator(s); the topic (and subtopic) area under which the application is being submitted (example, Topic 1A); the project title; the objectives of the project; a description of the project, including methods to be employed; the potential impact of the project (i.e., benefits, outcomes); and major participants (for collaborative projects). Applicants are cautioned that this document should not include any proprietary information, trade secrets, or other confidential business, financial, or sensitive information as DOE may make it available to the public. The project summary must not exceed 1 page when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font not smaller than 11 point. Save this information in a file named "Abstract.pdf".

3. Project Narrative File

The Project Narrative should provide a clear description of the work to be undertaken and how you plan to accomplish it. It should address each of the merit review criteria and sub-criteria listed in Part IV.A.2. Provide sufficient information so that the reviewers will be able to evaluate the application in accordance with these merit review criteria.

The project narrative must not exceed 20 pages (excluding the Bibliography/References Cited section), including cover page, table of contents, bibliography, charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right). **EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE.** Any pages that exceed this maximum number of pages will be removed and will not be considered during the evaluation. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the application because the information contained in these websites will not be reviewed. See Part III.B for instructions on how to mark proprietary application information. Save all of the Project Narrative information in a single file named "Project Narrative.pdf".

The Narrative should include the following sections:

i. Cover Page

The Narrative cover page must indicate the name of the organization; the announcement number; the project title; both technical and business points of contact (include name, title, address, phone number, and email address); the Topic (and Subtopic) area under which the application is being submitted (example, Topic 1A); and all of the project participants (subcontractors, consultants, etc.).

ii. Project Description/Technical Concept

This section should be used to address all of the sub-criteria for evaluation criterion 1 listed in Part IV.A.2. The technical concept should be described in detail. A clear, concise statement of the specific objectives/aims of the proposed project should be included as well as a discussion of the relevancy of these objectives to the FOA Topic description to which the application is being submitted.

iii. Work Plan

This section should be used to address all of the sub-criteria for evaluation criterion 2 listed in Part IV.A.2. All of the activities/tasks required to perform the project should be identified and described. The roles of and work to be performed by any team members should be made clear. At least one milestone per year and one go/no go decision point, including the decision criteria, should be identified. This section should include a timeline/project schedule, such as a Gantt chart, showing all of the important activities/tasks of the project.

iv. Qualifications/Facilities

This section should be used to address all of the sub-criteria for evaluation criterion 3 listed in Part IV.A.2. It is not necessary to repeat information included in the Personnel Resume File as this file will be used for the merit review. Only identify facilities, equipment, and other resources that are directly applicable to the proposed project. If the purchase of equipment, which is strongly discouraged, is required to perform the work proposed then include an explanation of its necessity. Include the number of hours or percent time that all key personnel will be involved in this project.

v. Bibliography/References Cited, if applicable

Provide a bibliography of any references cited in the Project Narrative. Each reference must include the names of the authors, the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Applicants should be especially careful to follow scholarly practices in providing citations for source materials relied upon when preparing any section of the application.

The combined length of the Project Narrative Sections i.-iv., listed above, must be within the specified 20 page limit. Section v. (Bibliography/References Cited) is not included in this 20 page limit.

4. Budget File

SF 424 A Excel, Budget Information – Non-Construction Programs File

You must provide a separate budget for each year of support requested and a cumulative budget for the total project period. Use the SF 424 A Excel, “Budget Information – Non Construction Programs” form on the Applicant and Recipient Page at http://management.energy.gov/business_doe/business_forms.htm. You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles. Save the information in a single file named “Budget.pdf.”

5. Personnel Resume File

Provide a resume for key personnel, including major subrecipients and consultants. This should include (at a minimum) education and training, professional experience, and relevant publications. Each resume must not exceed 3 pages when printed on 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right) with font not smaller than 11 point. Save all resumes in a single file named “Resumes.pdf”.

6. Authorization for DOE National Labs File

The cognizant Contracting Officer must authorize in writing the use of a Lab contractor on the proposed project and this authorization must be submitted with the application. The following language is acceptable for this authorization.

“Authorization is granted for the _____ Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complementary to the missions of the laboratory and will not adversely impact execution of the DOE assigned programs at the laboratory.”

Save the authorization in a file named “Authorization.pdf.”

7. Subaward Budget File(s), if applicable

You must provide a separate budget (i.e., budget for each year and a cumulative budget) for each subawardee that is expected to perform work under the prime applicant. Use the SF 424 A Excel, “Budget Information - Non Construction Programs form.” These forms are found on the Applicant and Recipient Page at http://management.energy.gov/business_doe/business_forms.htm. Save each Subaward budget in a separate file. Use up to 10 letters of the subawardee’s name (plus .pdf) as the file name (e.g., energyres.pdf).

8. Budget for DOE/NNSA Federally Funded Research and Development Center (FFRDC) Contractor File(s), if applicable

If a DOE/NNSA FFRDC contractor is to perform a portion of the work as a subrecipient, a DOE Field Work Proposal must be provided in accordance with the requirements in DOE Order 412.1 Work Authorization System. This order and the DOE Field Work Proposal form are available at http://management.energy.gov/business_doe/business_forms.htm. Save this document in a file using up to 10 letters of the FFRDC name (plus .pdf) as the file name.

9. Letters of Commitment File

Applications which include a non-National Lab partner and require cost share must include a letter from the partner or third party stating that it is committed to providing a specific minimum dollar amount of cost sharing. The letter should also identify the proposed cost sharing (e.g., cash, services, and/or property) to be contributed. Letters must be signed by the person authorized to commit the expenditure of funds by the entity. Letters of Commitment from parties (excluding DOE/NNSA FFRDCs required to submit a Field Work Proposal in Part III.A.7 above) participating in the project, exclusive of vendors, who will not be contributing cost share, but will be integral to the success of the project should be included as well. Provide all of this information in a single file named “CLTP.pdf”.