

# Welcome

## This webinar is being recorded and will be published on the EERE Exchange website

- You will not be able to use your camera or microphone during this webinar
- If you have questions, please submit your question to [FY23conversionFOA@ee.doe.gov](mailto:FY23conversionFOA@ee.doe.gov)
- Responses to all questions will be posted publicly on EERE Exchange

### DOCUMENTS

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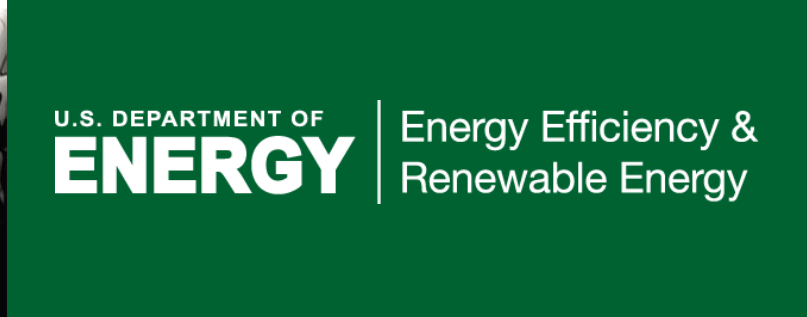
- [Question and Answer Log](#) (Last Updated: 3/29/2023 06:16 PM ET)
- [DE-FOA-0002946 Conversion Research and Development Funding Opportunity Announcement \(FOA\)](#) (Last Updated: 3/21/2023 11:28 AM ET)

### APPLICATION FORMS AND TEMPLATES

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The following forms and templates may be used as part of the application submission. Note that these forms and templates do not necessarily constitute all the documents required for a complete application. Please refer to the 'Application and Submission Information' of the published announcement to learn more about the required application content requirements.

[View Application Forms and Templates](#)



# FY23 Conversion Research and Development FOA

[FY23conversionFOA@ee.doe.gov](mailto:FY23conversionFOA@ee.doe.gov)

FOA Webinar  
DE-FOA-0002946  
3/30/2023

# Notice

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- NO NEW INFORMATION OTHER THAN THAT PROVIDED IN THE FOA WILL BE DISCUSSED IN THE WEBINAR.
- There are no particular advantages or disadvantages to the application evaluation process with respect to participating on the webinar today.
- Your participation is completely voluntary.

# Notice

- All applicants are strongly encouraged to carefully read the Funding Opportunity Announcement [DE-FOA-0002946](#) (“FOA”) and adhere to the stated submission requirements.
- This presentation summarizes the contents of FOA. If there are any inconsistencies between the FOA and this presentation or statements from DOE personnel, the FOA is the controlling document and applicants should rely on the FOA language and seek clarification by submitting a question to [FY23conversionFOA@ee.doe.gov](mailto:FY23conversionFOA@ee.doe.gov)

# DE-FOA-0002946

## Conversion R&D FOA

### Anticipated Schedule:

<b>FOA Issue Date:</b>	03/21/2023
<b>Submission Deadline for Concept Papers:</b>	4/21/2023 5:00pm ET
<b>Submission Deadline for Full Applications:</b>	6/16/2023 5:00pm ET
<b>Submission Deadline for Replies to Reviewer Comments:</b>	7/21/2023 5:00pm ET
<b>Expected Date for EERE Selection Notifications:</b>	8/25/2023
<b>Expected Timeframe for Award Negotiations:</b>	Aug-Sep 2023

# Agenda

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- 1) FOA Description (FOA section I.A)
- 2) Topic Areas/Technical Areas of Interest (FOA section I.B)
- 3) Award Information (FOA section II)
- 4) Statement of Substantial Involvement (FOA section VI.B.ix)
- 5) Cost Sharing (FOA section III.B)
- 6) FOA Timeline (FOA Cover Page)
- 7) Concept Papers (FOA section V.A.i)
- 8) Full Applications (FOA section V.A.ii)
- 9) Merit Review and Selection Process (FOA section V)
- 10) Registration Requirements (FOA section VI.B.i)

# FOA Description

The Department of Energy (DOE) is committed to pushing the frontiers of science and engineering, catalyzing clean energy jobs through research, development, demonstration, and deployment (RDD&D), and ensuring environmental justice and inclusion of underserved communities.

- *The research and development (R&D) activities to be funded under this FOA will support the government-wide approach to the climate crisis by driving the innovation that can lead to the deployment of clean energy technologies, which are critical for climate protection. Specifically, this FOA will provide a path for renewable fuel and chemical production with dramatically reduced lifecycle greenhouse gas (GHG) emissions, supporting the goals of carbon pollution-free electricity by 2035 and net GHG emissions by 2050.*
- *The Topic Areas in this FOA seek to address the following R&D needs:*
  - *R&D on gasification technologies, with an **emphasis on approaches that enable** effective upgrading of products derived from gasification of renewable resources to liquid transportation fuels.*
  - *R&D on microbial conversion of renewable resources into chemical products, with an emphasis on processes with commercialization potential.*

# Topic Area 1 Overview

Topic Area 1 supports R&D to develop novel techniques for syngas cleanup **to enable** more energy efficient and reliable operation when using biomass and wastes, particularly for small to medium scale plants. Processes are sought that enable the production of liquid transportation fuels such as SAF, renewable diesel, and marine fuels from gasification of acceptable feedstocks (Appendix H of FOA)

- *Applications to this Topic Area should focus on R&D that identifies feedstock and syngas impurities that contribute to fouling or other reliability impacts and design, develop, and test more efficient and cost-effective processes to mitigate or remove these contaminants.*



# Topic Area 1 – Specific Areas of Interest

## *Specific Areas of Interest*

- *Feedstock preprocessing and pretreatment of biomass and waste resources that enable improved syngas cleanup operations.*
- *Optimization of gasifier operations that reduce impact to downstream syngas cleanup processes.*
- *Novel wet scrubbing approaches such as improved solvent recycle/recovery, phase separations, or reduction or elimination of water use.*
- *Novel membrane or other chemical or physical separations process development.*
- *Combined experimental and computational approaches that can predict improved gasifier and syngas cleanup performance.*
- *Process intensification strategies for reducing capital/operating expenses and energy use.*

## **Applications NOT of interest**

- Applications that focus solely on gasifier reactor design, development, or optimization.
- Applications that focus solely on upgrading of syngas to fuels.
- Applications that focus on gaseous fuels, such as Renewable Natural Gas (RNG), Dimethyl Ether (DME) or other gaseous fuels
- Applications that utilize model or bottled syngas exclusively throughout the proposed project.
- Applications focused on carbon capture storage/utilization, electricity generation, or the sole production of hydrogen.
- Applications that propose to use waste gas streams from industrial processes, biogas or landfill gas, or those focused solely on the conversion of carbon dioxide to fuels, see Appendix H for list of Acceptable Feedstocks.
- Applications that propose processes that cannot be scaled up or processes that will not be economically viable when scaled up.

# Topic Area 2 Overview

Topic Area 2 supports the development of chemicals from renewable carbon and waste feedstocks through biochemical conversion strategies.

- *This Topic Area targets efforts which convert acceptable feedstocks (Appendix H) into chemicals that displace their incumbent fossil-derived counterparts and achieve at least a 70% reduction in lifecycle GHG emissions, with a specific interest in applications that leverage lignin as the feedstock.*
- *Applications which target products of significant GHG impact, either individually or as a total fraction of the chemicals market, are specifically sought by DOE; to that end, a lifecycle assessment (LCA) describing the GHG footprint of the product must be a part of the project scope.*
- *Similarly, applicants must also articulate the technoeconomic argument and a path for commercialization for their approach and include such an analysis in their project.*
- *DOE is interested in efforts that go beyond fundamental or early-stage R&D and instead seeks projects aimed at overcoming barriers to near-term commercial impact.*

# Topic Area 2 – Specific Areas of Interest

## Subtopic 2a: Opportunities for Decarbonization of the Chemicals Industry Through Biocatalysts:

- This Subtopic seeks applications that are focused on engineering microbial hosts or biological (i.e., cell-free) systems to maximize production metrics, such as titer, rate, and/or yield, of a product of interest.
- Applicants should describe how the improvements they propose move the technology toward commercial relevance;
- Applications will specifically be evaluated as to the likelihood that their technology improvement accelerates commercialization in the near term (~10 years).

### Applications NOT of interest

- Any photosynthetic biological processes are not of interest.
- Processes targeting the production of protein or biomass as an end-product are not of interest.
- Applications proposing or utilizing processes targeting small, niche, fine chemical markets, pharmaceutical markets, or nutraceutical markets are not of interest.

## Subtopic 2b: Commercialization Opportunities for Decarbonization of the Chemicals Industry Through Biocatalysts:

This Subtopic seeks applications that aim to improve biochemical production capabilities, with a focus on bioprocess improvements and integration at a larger scale.

# Non-Responsive Applications

The following types of applications will be deemed nonresponsive and will not be reviewed or considered for an award (See Section III.D of the FOA):

- Applications that fall outside the technical parameters specified in Section I.A or I.B of the FOA
- Applications for proposed technologies that are not based on sound scientific principles (e.g., violates the law of thermodynamics).
- Applications identified in each Topic Area as “Applications Specifically Not of Interest” for that Topic Area.

# Teaming Partner List

- To facilitate the formation of new project teams for this FOA, a Teaming Partner List is available. Information on the Teaming List can be found here:  
<https://www.energy.gov/eere/bioenergy/articles/teaming-partner-list-guidance-2023-conversion-rd-foa-de-foa-0002946>
- Any organization that would like to be included on this list should submit the following information to the Teaming Partner List on EERE Exchange
  - **Topic Field.** Please select ONE of the topics from the topic fields. If you would like to be included in partner lists for both topics, please complete two separate submissions.
  - **Background, Interests, Capabilities Field.** Please include information about your organization type/characteristics in the “Background, Interest, Capabilities” field to help other participants identify your expertise and resources.
- By submitting this information, you consent to the publication of the above-referenced information
- By facilitating this Teaming Partner List, EERE does not endorse or otherwise evaluate the qualifications of the entities that self-identify themselves for placement on the Teaming Partner List

# Award Information

<b>Total Amount to be Awarded</b>	Approximately \$14,000,000*
<b>Average Award Amount</b>	EERE anticipates making awards that range from \$1,250,000 to \$4,000,000
<b>Type of Funding Agreement</b>	Cooperative Agreements
<b>Period of Performance</b>	24 to 36 months
<b>Cost Share Requirement</b>	20% of Total Project Costs

Topic Area Number	Topic Area Title	Anticipated Number of Awards	Anticipated Minimum Award Size for Any One Individual Award (Fed Share)	Anticipated Maximum Award Size for Any One Individual Award (Fed Share)
<b>Topic Area 1</b>	Overcoming Barriers to Syngas Conversion	2-5	\$1,250,000	\$2,500,000
<b>Subtopic Area 2a</b>	Opportunities for Decarbonization of the Chemicals Industry Through Biocatalysts	1-4	\$1,250,000	\$4,000,000
<b>Subtopic Area 2b</b>	Commercialization Opportunities for Decarbonization of the Chemicals Industry Through Biocatalysts	1-2	\$3,000,000	\$4,000,000

\*Subject to the availability of appropriated funds

# Statement of Substantial Involvement

EERE has substantial involvement in work performed under awards made following this FOA. EERE does not limit its involvement to the administrative requirements of the award. Instead, EERE has substantial involvement in the direction and redirection of the technical aspects of the project as a whole. Substantial involvement includes, but is not limited to, the following:

- 1. EERE shares responsibility with the recipient for the management, control, direction, and performance of the project.*
- 2. EERE may intervene in the conduct or performance of work under this award for programmatic reasons. Intervention includes the interruption or modification of the conduct or performance of project activities.*
- 3. EERE may redirect or discontinue funding of the project based on the outcome of EERE's evaluation of the Project at the Go/No-Go decision point(s).*
- 4. EERE participates in major project decision-making processes.*

# Cost Sharing Requirements

- Applicants are bound by the cost share proposed in their Full Applications if selected for award negotiations. **The cost share must be at least 20% of the total project costs<sup>10</sup>** for research and development projects. <sup>11</sup> The cost share must come from non-federal sources unless otherwise allowed by law.
- To assist applicants in calculating proper cost share amounts, EERE has included a cost share information sheet and sample cost share calculation as Appendices A and B to this FOA.

<sup>10</sup> Total project costs is the sum of the government share, including FFRDC costs if applicable, and the recipient share of project costs.

<sup>11</sup> Energy Policy Act of 2005, Pub.L. 109-58, sec. 988. Also see 2 CFR 200.306 and 2 CFR 910.130 for additional cost sharing requirements.



# Cost Share Contributions

- Contributions must be:
  - Specified in the project budget
  - Verifiable from the Prime Recipient's records
  - Necessary and reasonable for proper and efficient accomplishment of the project
- If you are selected for award negotiations, every cost share contribution must be reviewed and approved in advance by the Grants Officer and incorporated into the project budget before the expenditures are incurred.
- Please note: vendors/contractors may NOT provide cost share. Any partial donation of goods or services is considered a discount and is not allowable.

# Allowable Cost Share

- Cost Share must be allowable and must be verifiable upon submission of the Full Application
- Refer to the following applicable Federal cost principles:

<b>Entity</b>	<b>Cost Principles</b>
For-profit entities	FAR Part 31 <a href="http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/31.htm">http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/31.htm</a>
All other non-federal entities	2 CFR Part 200 Subpart E - Cost Principles <a href="https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.5&amp;rgn=div6">https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.5&amp;rgn=div6</a>

# Allowable Cost Share

- Project teams may provide cost share in the form of cash or in-kind contributions.
- Cost share may be provided by the prime recipient, subrecipients, or third parties (entities that do not have a role in performing the scope of work).
- Cash contributions include, but are not limited to: personnel costs, fringe costs, supply and equipment costs, indirect costs and other direct costs.
- Allowable in-kind contributions include, but are not limited to: the donation of volunteer time or the donation of space or use of equipment.

*For more information, see the Cost Share Appendix A in the FOA*

# Unallowable Cost Share

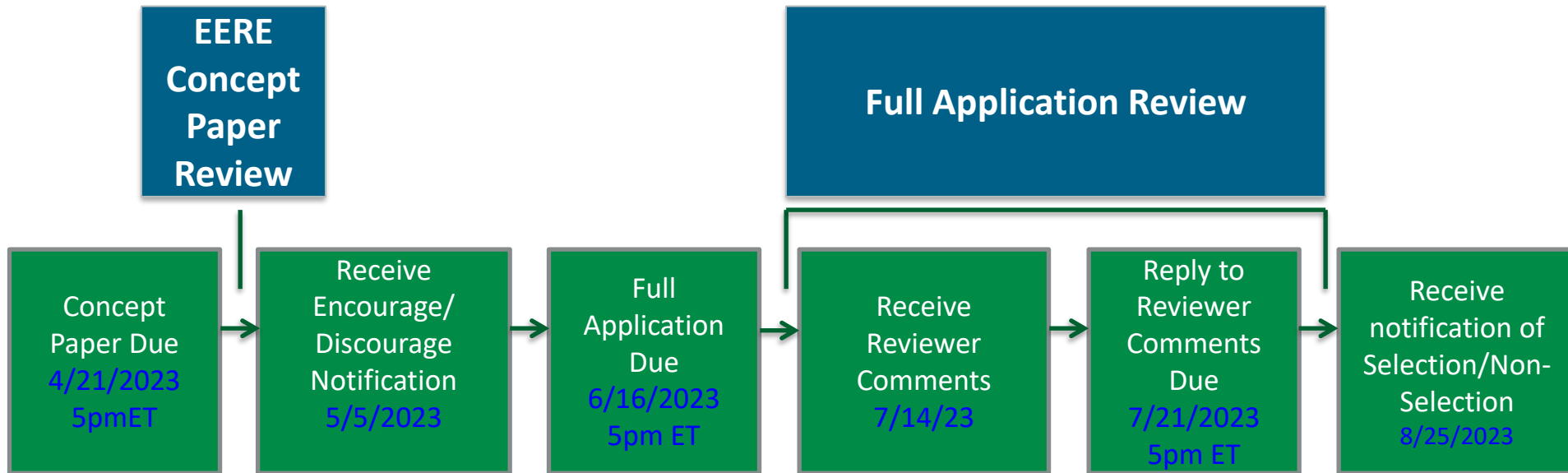
The Prime Recipient may **NOT** use the following sources to meet its cost share obligations including, but not limited to:

- Revenues or royalties from the prospective operation of an activity beyond the project period.
- Proceeds from the prospective sale of an asset of an activity.
- Federal funding or property (e.g. federal grants, equipment owned by the federal government).
- Expenditures that were reimbursed under a separate Federal Program.
- The same cash or in-kind contributions for more than one project or program
- Vendor/contractors may not provide cost share.

# Cost Share Payment

- Recipients must provide documentation of the cost share contribution, incrementally over the life of the award
- The cumulative cost share percentage provided on each invoice must reflect, at a minimum, the cost sharing percentage negotiated
- In limited circumstances, and where it is in the government's interest, the Grants Officer may approve a request by the Prime Recipient to meet its cost share requirements on a less frequent basis, such as monthly or quarterly. See [Section III.B.xi](#) of the FOA.

# FOA Timeline



EERE anticipates making awards by **September 2023**

# Concept Papers

- Applicants must submit a Concept Paper
  - Each Concept Paper must be limited to a single concept or technology
- Section IV.C of the FOA states what information a Concept Paper should include and the page limits.
  - Failure to include the required content could result in the Concept Paper receiving a “discouraged” determination or the Concept Paper could be found to be ineligible
- Concept Papers must be submitted by 4/21/2023, 5pm ET through EERE eXCHANGE
- EERE provides applicants with: (1) an “encouraged” or “discouraged” notification, and (2) the reviewer comments

# Concept Paper Review

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EERE makes an independent assessment of each Concept Paper based on the criteria in Section V.A.i of the FOA. EERE will encourage a subset of applicants to submit Full Applications. Other applicants will be discouraged from submitting a Full Application. See Section VI.A.



# Full Application Content Requirements

- **Technical Volume:** The key technical submission - info relating to the technical content, project team members, etc.
- **Resumes**
- **Letters of Commitment**
- **Statement of Project Objectives (SOPO)**
- **SF-424 Application for Federal Assistance:** The formal application signed by the authorized representative of the applicant.
- **Budget Justification Workbook:** a detailed budget and spend plan for the project.
- **Summary/Abstract for Public Release**
- **Summary Slide**
- **Subrecipient Budget Justification**

# Full Application Content Requirements

- **DOE work proposal for FFRDC (if applicable) and authorization from Contracting Officer for FFRDC**
- **SF-LLL Disclosure of Lobbying Activities**
- **Foreign Entity Waiver Requests and Foreign Work Waiver Requests (if applicable)**
- **Community Benefits Plan**
- **Current and Pending Support**
- **Transparency of Foreign Connections**
- **Potentially duplicative funding notice**

# Full Applications: Technical Volume Content

## Technical Volume: the key technical component of the Full Application

Content of Technical Volume	Suggested % of Technical Volume
Cover Page	
Project Overview	10%
Technical Description, Innovation and Impact	30%
Workplan	40%
Technical Qualifications and Resources	20%

# Full Application Eligibility Requirements

- Applicants must submit a Full Application by [6/16/2023](#)
- Full Applications are eligible for review if:
  - The Applicant is an eligible entity [Section III.A of FOA](#);
  - The Applicant submitted an eligible Concept Paper;
  - The Cost Share requirement is satisfied [Section III.B of FOA](#);
  - The Full Application is compliant [Section III.C of FOA](#); and
  - The proposed project is responsive to the FOA [Section III.D of FOA](#)
  - The requirements for DOE/NNSA and non-DOE/NNSA FFRDCs included as Subrecipient is compliant. [Section III.E.i](#)
  - The Full Application meets any other eligibility requirements listed in Section III of the FOA.

# Who is Eligible to Apply?

Eligible applicants for this FOA include:

1. Institutions of higher education
2. For-profit entities
3. Non-profit entities; and
4. State, local, and tribal government entities



Prime Recipients must be domestic entities, see [Section III.A.i](#). See [Section III.A.ii](#) for requirements applicable to foreign entities applying under this FOA.

For more detail about eligible applicants, please see [Section III.A](#) of the FOA

# Who is Eligible to Apply?

DOE/NNSA FFRDCs are eligible to apply for funding as a subrecipient

Non-DOE/NNSA FFRDCs are eligible to participate as a subrecipient, but are not eligible to apply as a prime recipient.

Federal agencies and instrumentalities (other than DOE) are eligible to participate as a subrecipient, but are not eligible to apply as a prime recipient.

Entities banned from doing business with the United States government such as entities debarred, suspended, or otherwise excluded from or ineligible for participating in Federal programs are not eligible.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995, are **not** eligible to apply for funding.

# Multiple Applications

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An entity may submit more than one Concept Paper and Full Application to this FOA, provided that each application describes a unique, scientifically distinct project and provided that an eligible Concept Paper was submitted for each Full Application.

Section III.F of the FOA.

# Merit Review and Selection Process (Full Applications)

- The Merit Review process consists of multiple phases that each include an eligibility review and a thorough technical review
- Rigorous technical reviews are conducted by reviewers that are experts in the subject matter of the FOA
- Ultimately, the Selection Official considers the recommendations of the reviewers, along with other considerations such as program policy factors, to make the selection decisions



# Technical Merit Review Criteria

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Applications will be evaluated against the technical review criteria shown below. All sub-criteria are of equal weight.

**Criterion 1: Technical Merit, Innovation, and Impact (50%)**

**Criterion 2: Project Research and Market Transformation Plan (25%)**

**Criterion 3: Team and Resources (10%)**

**Criterion 4: Community Benefits Plan (15%)**

Section V.A.ii of the FOA.

# Technical merit criteria

## Criterion 1: Technical Merit, Innovation, and Impact (50%)

### Technical Merit and Innovation

- Extent to which the proposed technology, process, or project is innovative or replicable;
- Degree to which the current state of the technology and the proposed advancement are clearly described;
- Extent to which the application specifically and convincingly demonstrates how the applicant will move the state-of-the-art to the proposed advancement;
- Sufficiency of technical detail in the application to assess whether the proposed work is scientifically meritorious and revolutionary, including relevant data, calculations and discussion of prior work in the literature with analyses that support the viability of the proposed work.

### Impact of Technology Advancement

- Ability of the project to advance industry adoption;
- Extent to which the project supports the topic area objectives and target specifications and metrics;
- The potential impact of the project on advancing the state-of-the-art;
- Extent to which demonstration/deployment is replicable and may lead to future demonstrations; and
- Extent to which the project facilitates stakeholder relationships across new or existing stakeholders to gain technical buy-in and increase potential for future deployments.

# Technical merit criteria

## Criterion 2: Project Research and Market Transformation Plan (25%)

This criterion involves consideration of the following factors:

- Project Management
- Research Approach, Workplan and SOPO
- Identification of Technical Risks
- Baseline, Metrics, and Deliverables
- Market Transformation Plan
  
- **Criterion 3: Team and Resources (10%)**

# Technical merit criteria

## Criterion 4: Community Benefits Plan (15%)

### Diversity, Equity, Inclusion and Accessibility (DEIA)

- Clear articulation of the project's goals related to diversity, equity, inclusion, and accessibility;
- Quality of the project's DEIA goals, as measured by the goals' depth, breadth, likelihood of success, inclusion of appropriate and relevant SMART milestones, and overall project integration;
- Degree of applicant's commitment and ability to track progress towards meeting each of the diversity, equity, inclusion, and accessibility goals; and
- Extent of engagement of organizations that represent underserved communities as a core element of their mission, including MSIs, Minority Business Entities, and non-profit or community-based organizations.

### Energy Equity

- Clear workplan tasks, staffing, research, and timeline for engaging energy equity stakeholders and/or evaluating the possible near and long-term implications of the project for the benefit of the American public, including, but not limited to the public health and public prosperity benefits;
- Approach, methodology, and expertise articulated in the plan for addressing energy equity and justice issues associated with the technology innovation; and
- Likelihood that the plan will result in improved understanding of distributional public benefits and costs related to the innovation if successful.

### Workforce Implications

Clear and comprehensive workplan tasks, staffing, research, and timeline for engaging workforce stakeholders and/or evaluating the possible near and long-term implications of the project for the U.S. workforce; Approach to document the knowledge, skills, and abilities of the workforce required for successful commercial deployment of innovations resulting from this research; and Likelihood that the plan will result in improved understanding of the workforce implications related to the innovation if successful.

# Criteria for Replies to Reviewer Comments

- EERE provides applicants with reviewer comments
- DOE has not established separate criteria to evaluate Replies to Reviewer Comments. Instead, Replies to Reviewer Comments are attached to the original applications and evaluated as an extension of the Full Application.
- Applicants are not required to submit a Reply - it is optional
- To be considered by EERE, a Reply must be submitted by 7/21/2023 and submitted through EERE eXCHANGE

# Selection Factors

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The Selection Official may consider the technical merit, the Federal Consensus Board's recommendations, program policy factors, and the amount of funds available in arriving at selections for this FOA.

# Program Policy Factors

The Selection Official may consider the following program policy factors in determining which Full Applications to select for award negotiations:

- The degree to which the proposed project exhibits technological diversity when compared to the existing DOE project portfolio and other projects selected from the subject FOA;
- The degree to which the proposed project, including proposed cost share, optimizes the use of available EERE funding to achieve programmatic objectives;
- The level of industry involvement and demonstrated ability to accelerate demonstration and commercialization and overcome key market barriers;
- The degree to which the proposed project is likely to lead to increased high-quality employment and manufacturing in the United States;
- The degree to which the proposed project will accelerate transformational technological advances in areas that industry by itself is not likely to undertake because of technical and financial uncertainty;
- The degree to which the proposed project, or group of projects, represent a desired geographic distribution (considering past awards and current applications);
- The degree to which the proposed project incorporates applicant or team members from Minority Serving Institutions (e.g. Historically Black Colleges and Universities (HBCUs)/Other Minority Institutions (OMIs)) ; and partnerships with Minority Business Enterprises, Minority Owned Businesses, Woman Owned Businesses, Veteran Owned Businesses, or Indian tribes;
- The degree to which the proposed project, when compared to the existing DOE project portfolio and other projects to be selected from the subject FOA, contributes to the total portfolio meeting the goals reflected in the Community Benefits Plan criteria; and
- The degree to which the proposed project will employ procurement of U.S. iron, steel, manufactured products, and construction materials.

# Registration Requirements

- To apply to this FOA, Applicants must submit application materials through EERE eXCHANGE:
  - Beginning in July 2022\*, eXCHANGE will be updated to integrate with [Login.gov](https://login.gov). As of Sept. 29, 2022\*, applicants must have a Login.gov account to access [EERE eXCHANGE](#). Please ensure that the email address associated with Login.gov matches the email address associated with your eXCHANGE account. For more information, refer to the eXCHANGE Multi-Factor Authentication (MFA) Quick Guide in the [Manuals section](#) in eXCHANGE.
- Obtain a “control number” at least 24 hours before the first submission deadline.
- Although not required to submit an Application, the following registrations must be complete to received an award under this FOA:

Registration Requirement	Website
SAM	<a href="https://www.sam.gov">https://www.sam.gov</a>
FedConnect	<a href="https://www.fedconnect.net">https://www.fedconnect.net</a>
Grants.gov	<a href="http://www.grants.gov">http://www.grants.gov</a>

\*Date subject to change



# Means of Submission

- Concept Papers, Full Applications, and Replies to Reviewer Comments must be submitted through EERE eXCHANGE at <https://eere-eXCHANGE.energy.gov>
  - EERE will not review or consider applications submitted through other means
- The Users' Guide for Applying to the Department of Energy EERE Funding Opportunity Announcements can be found at <https://eere-eXCHANGE.energy.gov/Manuals.aspx>

# Key Submission Points

- Check entries in EERE eXCHANGE
  - Submissions could be deemed ineligible due to an incorrect entry
- EERE strongly encourages Applicants to submit 1-2 days prior to the deadline to allow for full upload of application documents and to avoid any potential technical glitches with EERE eXCHANGE
- Make sure you hit the submit button
  - Any changes made after you hit submit will un-submit your application and you will need to hit the submit button again
- For your records, print out the EERE eXCHANGE page at each step, which contains the application's Control Number

# Applicant Points-of-Contact

- Applicants must designate primary and backup points-of-contact in EERE eXCHANGE with whom EERE will communicate to conduct award negotiations
- It is imperative that the Applicant/Selectee be responsive during award negotiations and meet negotiation deadlines
  - Failure to do so may result in cancellation of further award negotiations and rescission of the Selection

# Questions

- Questions about this FOA? Email [FY23conversionFOA@ee.doe.gov](mailto:FY23conversionFOA@ee.doe.gov)
- All Q&As related to this FOA will be posted on EERE eXCHANGE
  - You must select this specific FOA Number in order to view the Q&As
  - EERE will attempt to respond to a question within 3 business days, unless a similar Q&A has already been posted on the website
- Problems logging into EERE eXCHANGE or uploading and submitting application documents with EERE eXCHANGE? Email [EERE-eXCHANGESupport@hq.doe.gov](mailto:EERE-eXCHANGESupport@hq.doe.gov).
  - Include FOA name and number in subject line
- All questions asked during this presentation will be posted on EERE eXCHANGE.