EERE Exchange Submission Instructions

OTT is using the EERE Exchange system to formally announce the FY25 Spring Energy I-Corps Lab Call and receive submissions for Topics 1 & 3. All required submission documents are listed within the lab call document and should be uploaded into EERE Exchange as a .PDF. **Review and selection of applications will be based off the required submission documents listed in the lab call document.**

However, the EERE Exchange system has additional required fields not listed in the lab call that must be completed as part of the Topic 1 and Topic 3 submission process. Many of the required field are NOT applicable to your Topic 1 or Topic 3 submission. Please follow the instructions below for completing a Topic 1 or Topic 3 submission on the EERE Exchange System.

Project General Information

Control Number: This number is automatically generated by EERE Exchange System
Submission Initiated By: Please enter Name and Email when prompted
Organization: Please enter name of DOE National Laboratory, or DOE plant or site
Title: Please enter title of Topic 1 or Topic 3 project
Topic: Please enter either "Topic 1: EIC Pipeline Development" or "Topic 3: Post EIC" as applicable
Project Start Date: Please enter the anticipated start date of the project
Project End Date: Please enter the anticipated end date of the project
UEI Number: Please list "N/A"
Partner Laboratories: Please list "N/A"
Is this a continuation of an existing project? Please list "No"
Project Overview (Multi-Year): Please list "N/A"
Project Objectives (Multi-Year): Please list "N/A"

Contact Information

Lab Lead Point of Contact and Business Contact Information: Please list "N/A" for all required contact fields

Financials

You are NOT required to enter detailed financial information into this section, because the budget is included in the documents listed in the lab call to submit through Exchange. Please enter "$1" as a placeholder value that fulfills the field requirement – your application will be reviewed using the lab call documents, not this table.

Year	Planned Project Costs
2025	$1
2026	$1
Subtotal: $2	

Performers

You are NOT required to enter detailed Performer information into this section. Please enter any value, e.g. 0, NA, into the required field to allow you to fulfill the field requirement.

Project Plan

Project Tasks: You are NOT required to enter detailed project tasks into this section. Please enter any value, e.g. 0, NA, into the required field to allow you to fulfill the field requirement.

Project Milestones: You are NOT required to enter detailed project milestones into this section. Please enter any value, e.g. 0, NA, into the required field to allow you to fulfill the field requirement.

Risks: You are NOT required to enter detailed project risks into this section. Please enter any value, e.g. 0, NA, into the required field to allow you to fulfill the field requirement.

Modalities/TRL: You are NOT required to enter detailed Modalities/TRL information into this section. Please enter any value, e.g. 0, NA, into the required field to allow you to fulfill the field requirement.

Project Impacts

Deliverable/Product or "Output" Description: Please list "N/A"
Audience/Customer: Please list "N/A"
Communications/Outreach Strategy: Please list "N/A"
Does this project involve significant industry engagement?: Please list "No"
Associated CRADAs? Please list "No"

For any additional fields marked as required in EERE Exchange, please enter any value, e.g. 0, NA, into the required field to allow you to fulfill the field requirement.

Upload & Submit

Exchange requires document uploads for both Topic 1 & Topic 3, regardless of which you are applying to. Please upload submission requirements for the applicable topic you are applying to and submit a blank document for the topic that you are not applying to.

For example, if you are submitting a Topic 1 submission, please upload the Topic 1 submission document (.PDF) in the appropriate location. For the location requiring a submission for Topic 3, please upload a blank document to fulfill the required field.