EERE eXCHANGE User Manual for Applicants

IRS 48C Advanced Energy Manufacturing Tax Credit, Phase II Concept Paper and Full Application Submissions



Energy Efficiency and Renewable Energy Department of Energy

Updated February 2013

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Process Overview

The eXCHANGE system is an online solicitation management platform that supports the Department of Energy, Office of Energy Efficiency and Renewable Energy. This user guide will provide details on using the eXCHANGE system to complete a submission for the Qualifying Advanced Energy Project Credit, as specified in §48C of the Internal Revenue Code.

Questions about the Notice or the application process can be directed to Mark Bernabo, IRS, phone: 713-209-3669, fax: 713-209-3964. Questions about using the EERE eXCHANGE system should be directed to the EERE eXCHANGE Help Desk at <u>EERE-ExchangeSupport@hq.doe.gov</u>.

Concept Paper Submission Process

Register as an Applicant in EERE eXCHANGE

If you do not have an existing account in the EERE eXCHANGE system, one will need to be created. If you already have an account in EERE eXCHANGE, these steps can be skipped. Complete the following steps to register:

- 1. Navigate to EERE eXCHANGE at <u>https://eere-exchange.energy.gov/</u>.
- 2. Click the 'Register' link in the left navigation of the page, as seen in Figure 1.

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rchive Network Maintenance wi	Network Maintenance Saturday. Network Maintenance will be performed Saturday. August 18th. 2012 from 6 00 PM to 6:00 AM Eastern Sunday, August 19th. 2012. Dur this window, access to the eXCHANGE application may be impacted. Please remember to save your work often during this period.	
Frequently Aske	d Questions	
Do you have questions s	pecific to your FOA? Applicants are encouraged to review the Question & Answer tab of your FOA to see if your	
& Answers question has already bee	in asked.	
EUNDING OB	PORTUNITY ANNOUNCEMENTS	
	PORTUNITT ANNOUNCEMENTS	
Jump to a FOA:		
FOA Number	FOA Title	
FOA Number DE-FOA-0000753	RFI - High-Accuracy Hydrogen Meters	
FOA Number DE-FOA-0000753 DE-FOA-0000747	RFI - High-Accuracy Hydrogen Meters RFI - Improving Marine and Hydroknetic and Offshore Wind Energy Resource Data	
FOA Number DE-FOA-0000753 DE-FOA-0000747 DE-FOA-0000745	RFI - High-Accuracy Hydrogen Meters RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data RFI - Enhanced Algal Borbuel Intermediate Yields (CABIY)	
FOA Humber DE-FOA-0000753 DE-FOA-0000747 DE-FOA-0000745 DE-FOA-0000740	RFT - High-Accuracy Hydrogen Meters RF1 - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data RF1 - Enhanced Algal Biofuel Intermediate Yields (ECABIY) SOLAR ENERGY EVOLUTION AND DIFFUSION STUDIES (SEEDS)	
FOA Humber DE-FOA-0000753 DE-FOA-0000747 DE-FOA-0000745 DE-FOA-0000740 DE-FOA-0000739	RFI - High-Accuracy Hydrogen Meters RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data RFI - Enhanced Algai Botuel Intermediate Yields (EABIY) SOLAR ENERGY YOUUTION AND DUPISION STUDIES (SEEDS) Innovative Pilot and Demonstration Scale Production of Advanced Bofuels	
FOA Humber DE-FOA-0000753 DE-FOA-0000747 DE-FOA-0000745 DE-FOA-0000740	RFT - High-Accuracy Hydrogen Meters RF1 - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data RF1 - Enhanced Algal Biofuel Intermediate Yields (ECABIY) SOLAR ENERGY EVOLUTION AND DIFFUSION STUDIES (SEEDS)	
FOA Humber DE-FOA-0000753 DE-FOA-0000747 DE-FOA-0000745 DE-FOA-0000740 DE-FOA-0000739	RFT - High-Accuracy Hydrogen Meters RF1 - Improving Name and Hydrokinetic and Offshore Wind Energy Resource Data RF1 - Enhanced Algal Biofuel Intermediate Yields (EABIY) SOLAR ENERGY EVOLUTION AND DIFFUSION STUDIES (SEEDS) Immonative Pilot and Demonstration Scale Production of Advanced Bofuels Material Handing and Backup Power Targets for Early Marker Fuel Cel Applications Request for	
FOA Number DEF0A-000753 DEF0A-0000747 DEF0A-0000745 DEF0A-0000745 DEF0A-0000749 DEF0A-0000739	RFT - High-Accuracy Hydrogen Meters RF1 - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data RF1 - Enhanced Algal Biofuel Intermediate Yields (EABIY) SOLAR ENERGY VOLUTION AND DIFFUSION STUDIES (SEEDS) Innovative Pilot and Diemonstration Scale Production of Advanced Biofuels Naterail Handing and Backup Power Targets for Early Market Fuel Cell Applications Request for Information (RF1)	
FOA Number DE-F0A-0000733 DE-F0A-0000747 DE-F0A-0000745 DE-F0A-0000739 DE-F0A-0000739 DE-F0A-0000738	RFI - High-Accuracy Hydrogen Meters RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data RFI - Enhanced Agai Botuel Intermediate Yields (EABIY) SOLAR EINERY YOUUTION AND DEVISION STUDIES (SEEDS) Innovative Plot and Demonstration Scale Production of Advanced Bofuels Mateauli Handling and Backup Power Targets for Early Market Fuel Cell Applications Request for Information (RF) RFI - Hydrogen Storage Targets for Early Market Applications	
FOA Number DE-F0A-0000753 DE-F0A-0000747 DE-F0A-0000745 DE-F0A-0000749 DE-F0A-0000739 DE-F0A-0000738 DE-F0A-0000735 DE-F0A-0000719	RFT - High-Accuracy Hydrogen Meters RFI - Improving Name and Hydrokentoc and Offshore Wind Energy Resource Data RFI - Enhanced Appl Biofuel Intermediate Yields (EABIY) SOLAR ENERGY EVOLUTION AND DIFFUSION STUDIES (SEEDS) Innovative Piots and Demonstration Scale Production of Advanced Bollvels Meterali Handling and Backup Power Targets for Early Market Fuel Capitations Request for information (RFI) RFI - Hydrogen Storage Targets for Early Market Applications Innovative Biosynthetic Pathways to Advanced Bolfvels	
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FOA Number DE-F0A-0000733 DE-F0A-0000747 DE-F0A-0000747 DE-F0A-0000748 DE-F0A-0000739 DE-F0A-0000738 DE-F0A-0000735 DE-F0A-0000705 DE-F0A-0000705 DE-F0A-0000705	R71 - High-Accuracy Hydrogen Meters R71 - Improving Name and Hydrokinetics and Offshore Wind Energy Resource Data R71 - Inshanced Algal Borkuel Intermediate Yields (EABIY) SOLAR IRERGY EVOLUTION AND DIFFUSION STUDIES (SEEDS) Innovative Pilot and Demonstration Scale Production of Advanced Biofuels Meterul Handing and Backup Power Targets for En Winker Fuel Cell Applications Request for Information (R71) R71 - Hydrogen Storage Targets for Early Market Applications Innovative Biosynthesic Pathways to Advanced Biofuels In-Water Wave Energy Conversion (WEC) Device Testing Support. Sustanable CDes: Uthan Energy Planning for Smart Forewith In China and India	



3. Select the 'Applicant' button on the Registration page, as seen in Figure 2.

Funding Op	oportunity Exchange	Punding Opportunities Search
EERE » Financial Opportunit	es + Funding Opportunity Exchange	🔁 Printable, Maxian
Funding Archive Login Register Manuals Questions & Answers	I want to register as: Applicant I want to apply to current or future Fundin Reviewer I am a subject matter expert and would li	g Opportunity Announcements. Ne to be considered to review incoming funding applications. or and will be a user of the system as a part of my job.
	Contacts (Web Site Polices (U.S. Department	at Energy (USA gov

Figure 2

4. Complete the Applicant Registration Form and click the 'Register' button at the bottom of the page, as seen in Figure 3. Fields marked with a red asterisk are required to complete the form.

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EERE » Financial Opportunitie	es » Funding Opportunity Excha	nge	Printable Version
Funding Opportunity	REGISTRATIO	ON	
Funding Archive	Applicant Regist	ration	
Register	Salutation:		
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	Country:	United States	
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	State: *	×	
	ZIP: *		
	Phone: *		
	Fax:		
	Email: *	Your Email address will be your login name.	
	Email Confirmation: *		
	Password: *	Passwords must be between 8 and 15 characters long, contain a lower and contain one of the following symbols: I, @, #, \$, %, ^, &, *, (,), _, .	
	Confirm Password: *	What is your favorite pet's name?	
	Security Question:	If you forget your password you will be asked the security question you answer you specify below.	choose here and prompted to enter the
	Security Answer:*	answer you speany berow.	
	Organization:		
	Title:		
	DUNS Number:		
	* - required fields		

Figure 3

5. Registration is complete. Please take note of your username (email) and password, as it will be used to access your application throughout the process.

Download and Review the Notice

To download and review the Notice posted in the EERE eXCHANGE system, complete the following steps:

- 1. Navigate to EERE eXCHANGE at https://eere-exchange.energy.gov/.
- 2. Click the link to 48C-0002013 in the Funding Opportunity Announcements table, as seen in Figure 4. This will bring you to the detailed Notice listing.

Funding O	oportunity Exch	ange Funding Opportunities Search
ERE » Financial Opportunit	ies » Funding Opportunity Exchange	문 Printable Version
inding Opportunity inding Archive y Submissions y Account	Frequently Asked Q Do you have questions specific question has already been ask	c to your FOA? Applicants are encouraged to review the Question & Answer tab of your FOA to see if your
ogout anuals		RTUNITY ANNOUNCEMENTS
estions & Answers	Jump to a FOA:	
	FOA Number	FOA Title
	DE-123-0006789	Sample Notice Title
	DE-FOA-0000410	U.S. Offshore Wind: Advanced Technology Demonstration Projects
	DE-FOA-0000468	SunShot Concentrating Solar Power Validation Project
	DE-FOA-0000567	Multidisciplinary University Research Initiative: High Operating Temperature Fluids
	DE-FOA-0000567 DE-FOA-0000615	Multidisciplinary University Research Initiative: High Operating Temperature Fluids Advancements in Sustainable Algal Production (ASAP)
	DE-FOA-0000615	Advancements in Sustainable Algal Production (ASAP)



3. Review the information posted in the listing and click the link to the Notice document in the 'FOA Documents' section, as seen in Figure 5. This will open a document for the applicant to review and save.

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Official Notice Document			
 John Doe: 123-456-7890 			
REQUENTLY ASKED QUESTIONS	(FAQS)		
Responses to questions are posted to t			
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UBMISSION DEADLINES			
 Concept Paper Submission Deadlin Full Application Submission Deadlin 			



Develop and Submit a Concept Paper

To submit a Concept Paper to 48C-0002013, complete the following steps:

- 1. Navigate to EERE eXCHANGE at <u>https://eere-exchange.energy.gov/</u>.
- 2. Click the link to 48C-0002013 in the Funding Opportunity Announcements table, as seen in Figure 6. This will bring you to the detailed Notice listing.

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estions & Answers	Jump to a FOA: FOA Number	FOA TIHO
	DE-123-0006789	Sample Notice Title
	DE-FOA-0000410	U.S. Offshore Wind: Advanced Technology Demonstration Projects
	DE-FOA-0000410 DE-FOA-0000468	U.S. Offshore Wind: Advanced Technology Demonstration Projects SunShot Concentrating Solar Power Validation Project
	DE-FOA-0000468	SunShot Concentrating Solar Power Validation Project
	DE-FOA-0000468 DE-FOA-0000567	SunShot Concentrating Solar Power Validation Project Multidisciplinary University Research Initiative: High Operating Temperature Fluids
	DE-FOA-0000468 DE-FOA-0000567 DE-FOA-0000615	SunShot Concentrating Solar Power Validation Project Multidisciplinary University Research Initiative: High Operating Temperature Fluids Advancements in Sustainable Algal Production (ASAP)



3. Click the 'Apply' button, as seen in Figure 7. If you have not done so previously, the system will prompt you to log in with your username (email) and password.

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FOA DOCUMENTS					
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SUBMISSION DEADLINE					-
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- 4. Complete the initial 'General' tab of the Concept Paper, as seen in Figure 8. Required fields are listed below, and are indicated on the screen with a red asterisk:
 - Project Title
 - Executive Summary
 - Technology Focus Area
 - Project Purpose
 - Federal Employer Identification Number

- Federal Employer Identification Number of the Common Parent Corporation (if applicable)
- DUNS Number
- Qualified Investment Tax Credit Requested
- Number of Direct Jobs Created by Calendar Year (2013, 2014, 2015, 2016, 2017)
- Company's Exact Legal Name (Note: Do not enter a 'doing business as' or 'also known as' name)
- Organization Type

GY Energy Ef			EERE Home Programs & Offices Consumer Information
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portunity chive sions	CONCEPT PAPER D ADVANCED ENERG WITHOUT PERMISS	DETAILS FOR FOA #48C-0002012 Y PROJECT CREDIT (FOR CLIE SION)	RS §48C QUALIFYING NT REVIEW - DO NOT EDIT
	General		
Answers	Submission Status:	New	
Allswers	Project Title:*		250 Max Characters
	Executive Summary: *		4000 Max Characters
	Please ensure that this Executive	e Summary matches the Executive Summary in your appli	cation document
	Technology Focus Area: *		~
	Project Purpose: *	💿 Establish 💿 Expand 💿 Re-Equip	
	Federal Employer Identification Number: *		
	Federal Employer Identification Number of the Common Parent Corporation (if applicable):		
	DUNS Number:*		
	Qualified Investment Tax Credit Requested: *	\$0.00	
	Number of Direct Jobs Created by Year: *	2013 * 2014 * 2015 * 2016 * 2017 *	
	Company's Exact Legal Name: *		150 Max Characters
	Note: Do not enter a 'doing bus	iness as' or 'also known as' name.	
	Organization Type: *		~
			Create Concept Paper

- 5. Click the 'Create Concept Paper' button once complete.
- 6. Click the 'Continue with Concept Paper Submission' button, as seen in Figure 9, to complete the Concept Paper.

Funding O	pportunity Exchange	Funding Opportunities Search
IRE » Financial Opportun	ties » Funding Opportunity Exchange	Printable Version
Funding Opportunity Funding Archiv e	CONCEPT PAPER DETAILS FOR FOA # TITLE	DE-123-0006789 SAMPLE NOTICE
My Submissions My Account	Your information has been saved. Please continue w	th the additional tabs to complete your submission. opt Paper Submission
ogout		

7. At this point in the process, a unique Control Number is generated for the submission, as seen in Figure 10. This number will stay with the application through the Concept Paper and Full Application phase.

Funding Op	pportunity Exchange	ange		Funding Opport	unities Swarch
EERE + Financial Opportunit	ies + Funding Opportunity Exchange			6 m	ntable Version
Funding Opportunity	MY SUBMISSION	S			
Funding Archive My Submissions My Account Logout Manuals	DE-FOA-0000651: SUN Below are your current sub			lastone	
Questions & Answers	Control Number	Title	Status	Date Registered	
	Apply to a FOA				
	Apply for an open FOA by sele Select a FOA	cting the POA nam	e and clicking Apply .	Apply	
	Cor	tacts Web Site Policie	es (U.S. Department of Energy (US	Are you using an Assistive Te A gev	chnology to view this site? 🛙

Figure 10

8. Update any information, if necessary, on the 'General' tab and click the 'Save and Continue' button to move to the next tab, as seen in Figure 11.

	Efficiency & ble Energy	EE	
unding Op	portunity Exchar	nge	Funding Opportunities
» Financial Opportunitie	s » Funding Opportunity Exchange		Printable Version
iding Opportunity iding Archive Submissions	CONCEPT PAPER D ADVANCED ENERG WITHOUT PERMISS	DETAILS FOR FOA #48C-0002012 IR BY PROJECT CREDIT (FOR CLIENT SION)	S §48C QUALIFYING REVIEW - DO NOT EDIT
Account	This application has not be	en submitted. The application must be submitted for eval	uation by the Department of Energy.
uals	General Contact Informati	on Location(s) of Work Upload and Submit	
stions & Answers	Submission Status:	Not Submitted	
	Control Number:	2012-1517	
	Project Title: *	Sample Project Title	250 Max Characters
		Lorem ipsum dolor sit amet, consectetur	
	Executive Summary:*	Lorem ipsum color sit amet, consectetur adipisicing elit, sed do esiumed tempor incididunt ut labore et dolore magna aliqua Ut enim ad minim ventama, quis nostrud exercitation ullamoo laboris nisi ut aliqui ex ea commodo consequat. Duis aute irure do	p -
	Please ensure that this Executive	e Summary matches the Executive Summary in your application	n document
	Technology Focus Area: *	Carbon Capture and Sequestration	~
	Project Purpose: *	© Establish	
	Federal Employer Identification Number: *	10293857	
	Federal Employer Identification Number of the Common Parent Corporation (if applicable):		
	DUNS Number: *	102938567	
	Qualified Investment Tax Credit Requested: *	\$25,000,000.00	
	Number of Direct Jobs Created by Year: *	2013 * 2014 * 2015 * 2016 * 2017 * 131 256 75 75 50	
	Company's Exact Legal Name: *	Test Company, LLC	150 Max Characters
	Note: Do not enter a 'doing bus	iness as' or 'also known as' name.	
	Organization Type:*	Business 500-1000 Employees	×
			Save and Continue



- 9. Provide information for points of contact on the 'Contact Information' tab, as seen in Figure 12. Two points of contact are required. The Business Point of Contact must be an employee of the company applying for a tax credit. The Technical Point of Contact may be an employee of the company or someone hired to complete the tax credit application. The required fields for each point of contact are listed below, and are indicated on screen with a red asterisk:
 - First Name
 - Last Name
 - Email
 - Address
 - City
 - State
 - Zip
 - Phone

ancial Opportunitie	28 » Funding Opportunity Exchange	Printable Version
Opportunity Archive hissions	CONCEPT PAPER DETAILS FOR FO ADVANCED ENERGY PROJECT CF WITHOUT PERMISSION)	OA #48C-0002012 IRS §48C QUALIFYING REDIT (FOR CLIENT REVIEW - DO NOT EDI
unt	This application has not been submitted. The applic	ation must be submitted for evaluation by the Department of Energy.
	General Contact Information Location(s) of Wo	rk Upload and Submit
s & Answers	The Business Point of Contact is an employee of the compan	y (taxpayer) which is applying for the tax credit. The Technical Point of Conta
		I by the taxpayer for the purposes of completing the 48C application.
	Business Point of Contact:	Technical Point of Contact:
	Salutation:	Salutation:
	First Name: *	First Name: *
	Last Name: *	Last Name: *
	Title:	Title:
	Email: *	Email: *
	Country: United States 💌	Country: United States 💌
	Address: *	Address: *
	City: *	City: *
	State: *	State: *
	ZIP: *	ZIP: *
	Phone: *	Phone: *
	Fax:	Fax:

- 10. Once complete, click the 'Save and Continue' button.
- 11. The 'Location(s)' tab allows applicants to enter information about where the work for the projects will be performed. To add new locations, click the 'Add Location' button, as seen in Figure 13. Add as many locations as necessary and ensure the Total Percentage equals 100%.

	fficiency & sle Energy	EERE Home Programs & Offices Consumer Information
Funding Op	portunity Exchange	Funding Opportunities Search
EERE » Financial Opportunitie	s » Funding Opportunity Exchange	Printable Version
Funding Opportunity Funding Archive My Submissions	CONCEPT PAPER DETAILS FOR FOA #48C-000201 ADVANCED ENERGY PROJECT CREDIT (FOR CLIE WITHOUT PERMISSION)	2 IRS §48C QUALIFYING ENT REVIEW - DO NOT EDIT
My Account	This application has not been submitted. The application must be submitted for	or evaluation by the Department of Energy.
Logout Manuals	General Contact Information Location(s) of Work Upload and Submit	
Questions & Answers	Where will the work in this project be performed?	
	Primary Location* No primary locations. Other Locations No other locations.	Add Location
	Total Percentage: 0% You can <u>add</u> multiple other locations. Only one Primary Location can exist for this submission.	
_	All percents must add up to 100%.	rious Tab Save and Continue



- 12. Once complete, click the 'Save and Continue' button.
- 13. The 'Upload and Submit' tab is where the actual Concept Paper file is uploaded. To do so, click the 'Browse' button, as seen in Figure 14, to select a file from your computer. Once the file has been selected, click the 'Upload Concept Paper' button, also seen in Figure 14.

General Contact Info	rmation Location(s	s) of Work Upload and Submit	
		fied for each file below. Prior to the submission deadlin submission and replace it with an updated version. Not	
Title	Description File Na	ame	
Concept Paper Upload	Please refer to Appendix B of the Notice for more detailed requirements. (.doc, .docx, or .pdf)	- Upload	Browse
Required Perjury Statement	Upload signed Concept Paper perjury statement (.pdf only)	- Upload	Browse
Additional Files:			
No Additional Files were uplo	aded for this Submission.		
I have reviewed and agr	ee to the terms and con	Upload New Add	itional File
By clicking the Submit I	outton, Icertify that Iam	n authorized to submit on	
ehalf of Test Co			Submit
			Previous Tab

Figure 14

14. Review the Legal information and click the checkboxes, as seen in Figure 15 to agree to the Terms and Conditions.

This application has n	ot been submitted.	The application must be submitted for evaluation by the Department of Energy
General Contact Info	rmation Location	n(s) of Work Upload and Submit
		cified for each file below. Prior to the submission deadline, if you decide to make chan g submission and replace it with an updated version. Note: Filenames must be 250
Title	Description File I	Name
Concept Paper Upload	Please refer to Appendix B of the Notice for more detailed requirements. (.doc, .docx, or .pdf)	- Browse
Required Perjury Statement	Upload signed Concept Paper perjury statement (.pdf only)	• Browse Upload
Additional Files: No Additional Files were uploa	aded for this Submissio	
		Upload New Additional File
I have reviewed and agreed agreed and agreed and agreed and agreed and agreed and agreed and agreed agreed and agreed agr agreed agreed agr agreed agreed agr agreed agreed	ee to the terms and co	onditions in the FOA:
By clicking the Submit b ehalf of Test Co	outton, Icertify that Ia	am authorized to submit on
enall of fest Co		Submit
		Previous Tab



15. Click the 'Submit' button, as seen in Figure 16, to finalize your Concept Paper submission and submit to the eXCHANGE system.

This application has n	ot been submitted.	The application must be submitted for evaluation by t	he Department of Energy.
General Contact Info	rmation Location	(s) of Work Upload and Submit	
		ified for each file below. Prior to the submission deadline, i g submission and replace it with an updated version. Note:	
Title	Description File N	ame	
Concept Paper Upload	Please refer to Appendix B of the Notice for more detailed requirements. (.doc, .docx, or .pdf)	• Upload	Browse
Required Perjury Statement	Upload signed Concept Paper perjury statement (.pdf only)	• Upload	Browse
Additional Files:			
No Additional Files were uploa	aded for this Submissior	Upload New Additi	onal File
I have reviewed and agree	ee to the terms and co	nditions in the FOA:	
By clicking the Submit b behalf of Test Co	outton, I certify that I a	m authorized to submit on	Submit
			Previous Tab



- 16. Once submitted, you will receive on-screen confirmation of submission, as well as an email confirmation. This completes the submission of your Concept Paper. Please note that Concept Papers may be edited up until the Concept Paper deadline, but must be resubmitted once changes are finalized.
- 17. To resubmit a concept paper, the user must complete steps 14 and 15 again. They will receive a new confirmation message and email once the Concept Paper has been resubmitted.

Concept Paper Decision Announcement

To access this decision information, complete the following steps:

- 1. Navigate to EERE eXCHANGE at https://eere-exchange.energy.gov/.
- 2. Click the 'Login' link in the left navigation, as seen in Figure 17.

		Funding Opportunities			
inding Opp	ortunity Exchange	ange			
» Financial Opportunities	» Funding Opportunity Exchange	Printable Version			
ding Opportunity	Network Maintenanc	ce Saturday			
ding Archive	Network Maintenance will be performed Saturday, August 18th, 2012 from 6:00 PM to 6:00 AM Eastern Sunday, August 19th, 2012. During this window, access to the eXCHANGE application may be impacted. Please remember to save your work often during this period.				
Register Frequently Asked Questions					
uals	Do you have questions specific	c to your FOA? Applicants are encouraged to review the Question & Answer tab of your FOA to see if your			
stions & Answers	question has already been ask	ee.			
	FUNDING OPPOP	RTUNITY ANNOUNCEMENTS			
	Jump to a FOA:				
	FOA Number	FOA Title			
	DE-FOA-0000753	RFI - High-Accuracy Hydrogen Meters			
	DE-FOA-0000747	RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data			
	DE-FOA-0000745	RFI - Enhanced Algal Biofuel Intermediate Yields (EABIY)			
	DE-FOA-0000740	SOLAR ENERGY EVOLUTION AND DIFFUSION STUDIES (SEEDS)			
	DE-FOA-0000739	Innovative Plot and Demonstration Scale Production of Advanced Biofuels			
	DE-FOA-0000738	Material Handling and Backup Power Targets for Early Market Fuel Cell Applications Request for information (RFI)			
	DE-FOA-0000735	RFI - Hydrogen Storage Targets for Early Market Applications			
	DE-FOA-0000719	Innovative Biosynthetic Pathways to Advanced Biofuels			
	DE-FOA-0000705	In-Water Wave Energy Conversion (WEC) Device Testing Support			
	DE-FOA0000697	Sustainable Cities: Urban Energy Planning for Smart Growth in China and India			
	DE-FOA0000697 DE-FOA-0000653	Sustainable Cities: Urban Energy Planning for Smart Growth in China and India Plug and Play Photovoltaics			
	DE-FOA-0000653	Plug and Play Photovoltaics			

Figure 17

- 3. Login with your eXCHANGE username (email) and password.
- 4. Click the 'My Submissions' link in the left navigation, as seen in Figure 18, if you are not automatically redirected.

Funding Op	oportunity Exch	ange Funding Opportunities		
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Funding Opportunity Funding Archive My Submissions	Network Maintenance Saturday Network Maintenance will be performed Saturday. August 18th, 2012 from 6-00 PM to 6-00 AM Eastern Sunday, August 19th, 2012. During this window, access to the eXCHANGE application may be impacted. Please remember to save your work often during this period.			
My Account Logout Manuals Questions & Answers	Frequently Asked Q Do you have questions specific question has already been ask	c to your FOA? Applicants are encouraged to review the Question & Answer tab of your FOA to see if your		
Questions & Answers	FUNDING OPPOR	RTUNITY ANNOUNCEMENTS		
	S Jump to a FOA:			
	FOA Number	FOA Title		
	DE-FOA-0000753	RFI - High-Accuracy Hydrogen Meters		
	DE-FOA-0000753 DE-FOA-0000747	RFI - High-Accuracy Hydrogen Meters RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data		
	A CONTRACTOR OF THE TAXES			
	DE-FOA-0000747	RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data		
	DE-FOA-0000747 DE-FOA-0000745	RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data RFI - Enhanced Algal Biofuel Intermediate Yields (EABIY)		
	DE-FOA-0000747 DE-FOA-0000745 DE-FOA-0000740	RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data RFI - Enhanced Algal Biofuel Intermediate Yields (EABIY) SOLAR ENERGY EVOLUTION AND DIFFUSION STUDIES (SEEDS)		
	DE-FOA-0000747 DE-FOA-0000745 DE-FOA-0000740 DE-FOA-0000739	RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data RFI - Enhanced Algal Biofuel Intermediate Yields (EABIY) SOLAR BIERKY EVOLUTION AND DIFFUSION STUDIES (SEEDS) Innovative Pilot and Demonstration Scale Production of Advanced Biofuels Material Handing and Backup Power Targets for Early Market Fuel Cell Applications Request for		

Figure 18

5. Click the Control Number link for your Concept Paper, as seen in Figure 19. This will open the Concept Paper details page.

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Funding Archive My Submissions My Account	DE-FOA-0000651: SUN Below are your current sub		8 A. C. 10 A. 1998		
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	Co	ntacts Web Site Policie	is U.S. Department of Energy US/	10 Th	echnology to view this site? 🕅

Figure 19

6. Scroll down to the Concept Paper Response section, as seen in Figure 20, and review the decision.

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Federal Employer Identification Number of the Common Parent Corporation (if applicable): DUNS Number: 102338567 Qualified investment Tax Credit Requested: \$25,000,000.00 Credit Requested: 2013-131 Number of Direct Jobs 2014-256 Created by Year: 2016-75 Created by Year: 2016-75 Created by Year: 2016-75 Company's Exact Legal Test Company, LLC Name: Test Company, LLC Mame: Housiness Sto0-1000 Employees Job Deernsylvania Ave NW, Washington, DC 2000 2024-123-45671 Fax not listed Job Deernsylvania Ave NW, Washington, DC 2000 2024-123-45671 Fax not listed Job Deernsylvania Ave NW, Washington, DC 2000 2024-123-45671 Fax not listed Low Deve 20121517 Test Company, LLC CP (1/30/2013 2:54 PM ET) Download all files 20121517 Test Company, LLC CP (1/30/2013 2:54 PM ET) Concept Paper Response Response: Encouraged Response: Encouraged Create a Full Application for this FOA	unding Archive ly Submissions ly Account ogout fanuals	2012-1517: Sample Pri Lorem ipsum dolor sit amet, ad minim veniam, quis nostr reprehenderit in voluptate ve culpa qui oficia deserunt nm Technology Focus Area: Project Purpose: Federal Employer	oject Title consectetur adipisicing elit, sed do eiusmod teu de exercitation ullamoci laboris misi ut aliquip ex lite ses eillum dolore eu fugia nulla pariatur. Exoc Iliti animi d est laborum. Carbon Capture and Sequestration Expand	mpor incididunt ut labore et dolore magna aliqua. Ut enim ea commodo consequat. Duis aute irure dolor in
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Share Submission To allow others to edit this submission select share submission. Share Submission		Response: Encouraged Create a Full Applic Share Submission	cation for this FOA	Share Submission

7. If your 'Concept Paper Response' is listed as 'Encouraged', you are encouraged to continue with the process and submit a Full Application. If your 'Concept Paper Response' is determined to not be sufficient, you will not be allowed to submit a Full Application at this time.

Full Application Submission Process

Develop and Submit a Full Application

If your 'Concept Paper Response' is listed as 'Encouraged,' you may continue with the process and submit a Full Application. To submit a Full Application to 48C-0002013, complete the following steps:

- 1. Navigate to EERE eXCHANGE at <u>https://eere-exchange.energy.gov/</u>.
- 2. Click the 'My Submissions' link in the left navigation menu.
- 3. Locate the Concept Paper submission and click the 'View' link.
- 4. Scroll down to the 'Concept Paper Response,' as seen below.

esponse: Encouraged		
Create a Full Application for this FOA		
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- 5. To begin the Full Application, click the 'Create a Full Application for this FOA' button.
- 6. Review the information on the General tab. Update and complete any information that has changed since the Concept Paper stage. New fields required for the Full Application stage include, 'Type of Income Tax Return' and 'Is the Applicant organization a limited liability corporation (LLC)?'

This application has not be	een submitted. The application must be submitted for evaluation b	y the Department of Ene
General Officials and Re ull Application General Info.	presentatives Location(s) of Work Contact Information Up	load and Submit
Submission Status:	Not Submitted	
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Project Title: *	New October Test	250 Max Characters
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DUNS Number: *	sdcsdc]
Qualified Investment Tax Credit Requested: *	\$10,000,000.00	
Company's Exact Legal Name: *	New Idea Technologies LLC	150 Max Characters
Note: Do not enter a 'doing bu	siness as' or 'also known as' name.	
Organization Type: *	Business < 500 Employees	
Type of Income Tax Return: *	×	
s the Applicant organization a limited liability corporation		

- 7. After completing the General tab, click the 'Save and Continue' button.
- 8. Review information on the Contact Information tab. You may update this information if it has changed since the Concept Paper stage. A first name, last name, e-mail address and phone number must be added for a Business and a Technical Point of Contact. Once complete, click the 'Save and Continue' button.

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Opportunity Archive nissions	FULL APPLI ADVANCED WITHOUT P	ENERGY PROJECT	OR FOA #48C-0002 CREDIT (FOR CLI	2012 IRS §48C QUALIFYING IENT REVIEW - DO NOT EDIT			
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ns & Answers	The Business Point (of Contact is an employee of the co	mpany (taxpayer) which is apply	ring for the tax credit. The Technical Point of Contac rposes of completing the 48C application.			
	Business Point of	Contact:	Technical Point of	f Contact:			
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	Salutation:	•	Salutation:				
	First Name: *	John	First Name: *	Jane			
	Last Name: *	Doe	Last Name: *	Smith			
	Title:		Title:				
	Email: *	JDoe@test.com	Email: *	jsmith@test.com			
	Country:	United States	Country:	United States			
	Address: *	123 Main Street	Address: *	1600 Pennsylvania Ave NW			
	City: *	Townsville	City: *	Washington			
	State: *	District of Columbia	State: *	District of Columbia			
	ZIP: *	20009	ZIP: *	20000			
	Phone: *	202-222-2222	Phone: *	202-123-4567			
	Fax:		Fax:				

9. If applicable to your submission, complete the required information on the Officials and Representatives tab. Guidance for completing the information on this tab is included in the Notice and also on the screen. Once complete, click the 'Save and Continue' button.

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estions & Answers	OFFICIALS
	Add Official(s) for any and all of the following contacts that are relevant to this submission Official of the Applicant who has authorized this application: The Applicant should enter the name, job title and contact information of the official of the Applicant who has authorized this applications.
	the official of the Applicant who has authorized this application. Instructions: This must be a person who is authorized to bind the Applicant and who has personal knowledge of the facts contained in the application. Persons who are authorized to bind businesses are those who hold positions such as:
	 An officer on behalf of a corporation A general partner on behalf of a state-law partnership A member-manager on behalf of a limited liability company A trustee on behalf of a trust or
	 The proprietor in the case of a sole proprietorship. It is important that this person hold one of these positions with the Applicant. Holding one of these positions with a related or parent company is not adequate. For example, if Corporation S, which is applying for the credit, is a subsidiary of another corporation, Corporation P, the person named here must be an officer of Corporation S, not of Corporation P.
	First Name Last Name 🛦 Title 🛦 Organization Name 🛦 City/State Phone
	No Officials Listed
	ttle, and contact information of the official of the Applicant's common parent corporation who has authorized this application. Instructions: This must be an officer of the parent corporation. It is important that this person be an officer <u>of the common parent</u> <u>corporation</u> . Being an officer of a different related company is not adequate. For example, if Corporation S, which is applying for the credit, is a subsidiary of another corporation, <i>Corporation P</i> , which also has another usbidiary. Corporation A, the person named here must be an officer of <u>Corporation P</u> , not of Corporation A or Corporation S. If the Applicant has no common parent corporation, you do not need to complete this <u>advantation</u> .
	section. First Name Last Name 🔺 Title 🔺 Organization Name 🔺 City/State Phone
	No Officials Listed
	Add Official
	REPRESENTATIVES
	If you would like to designate a representative to be contacted to discuss this application, and to receive copies of all correspondence to the Applicant about this credit, enter the person's name and contact information here.
	Instructions: This could be an employee of the Applicant other than the official who authorized this application or someone elee such as the official who has authorized this application on behalf of the common parent corporation, or it could be an outside representative such as an attorney or accountant. In any of these cases, enter the person's name and authorize the Internal Revenue Service to discuss this credit with this person by completing, scanning or saving, then uploading IRS form 2848, Power of Attorney and Deckration of Representative, with this application. IRS form 2848 as available online at http://www.irs.gov/ub/irs.edf/2848.pdf . Instructions for the form are available online at http://www.irs.gov/ub/irs.edf/2848.pdf . Instructions for the form are available online at http://www.irs.gov/ub/irs.edf/2848.pdf . Instructions for the form are available online at http://www.irs.gov/ub/irs.edf/2848.pdf . Instructions for the form are available online at http://www.irs.gov/ub/irs.edf/2848.pdf . Instructions for the form are available online at http://www.irs.gov/ub/irs.edf/2848.pdf . If you want the official of the Applicant who authorized this application to be the only person contacted to discuss this application (if any discussion is needed) and to be the only person who receives correspondence about this credit, you do not need to complete this section.
	In addition to entering the Representative(s)'s information here, the Applicant must also complete IRS form 2848 (available online at: http://www.irs.gov/pub/irs-pdf/f2848.pdf) and upload as an additional file with their Full Application.
	First Name Last Name I Title Organization Name City/State Phone
	No Representatives Listed
	Add Representative
	Previous Tab Save and Continue

10. Review information on the Location(s) tab entered during the Concept Paper stage. You can update this information if it has changed since the Concept Paper stage. The 'Total Percentage' must add up to 100%. Once complete,

click the 'Save and Continue' button.

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- 11. The Upload and Submit tab is where you will upload the files required for the Full Application submission, including the Taxpayer Data Worksheet and the Full Application file. As specified in the Notice, additional files can be uploaded on this tab.
- 12. Once all the required files and any desired additional files have been uploaded, review the legal information and check the boxes, and click the 'Submit' button, as seen below.

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gout					
Manuals Questions & Answers	General Contact Information Officials and Representatives Location(s) of Work Upload and Submit Please upload your submission in the format specified for each file below. Prior to the submission deadline, if you decide to make changes to your submission, you may remove your existing submission and replace it with an updated version. Note: Filenames must be 250 characters or less.				
	Title	Description	File Name		
	Taxpayer Data Sheet	This document should be uploaded as only a .xls or .xlsx file.		• Upload	Browse
	Full Application Document	Please refer to Appendix B of the Notice for more detailed requirements.		• Upload	Browse
	Additional Files:				
	I have reviewed and at I declare that I am authoriz benaîties of beriury I declar	ed to bind the A	Applicant nai	ned above. Under	ional File
	penalties of perjury I declare that I have examined this application, including accompanying documents, and to the best of my knowledge and belief all of the facts contained herein are true, correct, and complete. I declare that I am authorized to bind the common parent corporation of the				
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- 13. Once submitted, you will receive on-screen confirmation of submission, as well as an email confirmation. This completes the submission of your Full Application. Please note that Full Applications may be edited up until the Full Application deadline, but must be resubmitted once changes are finalized.
- 14. To resubmit a Full Application, the user must complete step 12 again. You will receive a new confirmation message and e-mail once the Full Application has been resubmitted.

Accessing Submissions

To access previously created or completed submissions, please follow the steps below:

- 1. Navigate to EERE eXCHANGE at https://eere-exchange.energy.gov/.
- 2. Click the 'Login' link in the left navigation, as seen in Figure 27.



Figure 27

- 3. Login with your eXCHANGE username (email) and password.
- 4. Click the 'My Submissions' link in the left navigation, as seen in Figure 28, if you are not automatically redirected.

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My Account Logout Manuals	Frequently Asked Questions Do you have questions specific to your FOA? Applicants are encouraged to review the Question & Answer tab of your FOA to see if your question has already been asked.			
Questions & Answers	FUNDING OPPO	RTUNITY ANNOUNCEMENTS		
	Jump to a FOA:			
	FOA Number	FOA Title		
	DE-FOA-0000753	RFI - High-Accuracy Hydrogen Meters		
	DE-FOA-0000747	RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data		
	DE-FOA-0000745	RFI - Enhanced Algal Biofuel Intermediate Yields (EABIY)		
	DE-FOA-0000740	SOLAR ENERGY EVOLUTION AND DIFFUSION STUDIES (SEEDS)		
	DE-FOA-0000739	Innovative Plot and Demonstration Scale Production of Advanced Biofuels		
	DE-FOA-0000738	Material Handling and Backup Power Targets for Early Market Fuel Cell Applications Request fo information (RFI)		
	DE-FOA-0000735	RFI - Hydrogen Storage Targets for Early Market Applications		
		Innovative Biosynthetic Pathways to Advanced Biofuels		



5. The 'My Submissions' page will list all Concept Papers and Full Applications submitted to the eXCHANGE system. To view the details of a submission, click on the Control Number link. If a submission is available to edit, an 'Edit' link will be available. Submissions can be edited up until the submission deadline, but must be resubmitted in order to be considered complete.

Sharing Submissions

At any point in the application process, Applicants will have the opportunity to share their submission with additional contributors. To do so, complete the following steps:

- 1. Navigate to EERE eXCHANGE at <u>https://eere-exchange.energy.gov/</u>.
- 2. Click the 'Login' link in the left navigation, as seen in Figure 29.

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	DE-FOA-0000753	RFI - High-Accuracy Hydrogen Meters			
	DE-FOA-0000747	RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data			
	DE-FOA-0000745	RFI - Enhanced Algal Biofuel Intermediate Yields (EABIY)			
	DE-FOA-0000740	SOLAR ENERGY EVOLUTION AND DIFFUSION STUDIES (SEEDS)			
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	DE-FOA-0000739				
	DE-FOA-0000739 DE-FOA-0000738	Material Handling and Backup Power Targets for Early Market Fuel Cell Applications Request for information (RFI)			
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	DE-FOA-0000738 DE-FOA-0000735 DE-FOA-0000719	Material Handling and Backup Power Targets for Early Market Fuel Cell Applications Request for information (RFI) RFI - Hydrogen Stroage Targets for Early Market Applications Innovative Biosynthetic Pathways to Advanced Biofuels			
	DE-FOA-0000738 DE-FOA-0000735 DE-FOA-0000719 DE-FOA-0000705	Material Handling and Backup Power Targets for Early Market Fuel Cell Applications Request for information (RFI) RFI - Hydrogen Storage Targets for Early Market Applications Innovative Bioprithetic Pathways to Advanced Biofuels In-Water Wave Energy Conversion (WEC) Device Testing Support			
	DE-F0A-0000738 DE-F0A-0000735 DE-F0A-0000719 DE-F0A-0000705 DE-F0A0000697	Material Handling and Backup Power Targets for Early Market Puel Cell Applications Request for Information (RFI) RFI - Hydrogen Storage Targets for Early Market Applications Innovative Biogenthetic Pathways to Advanced Biofuels In-Water Wave Energy Conversion (WEC) Dece Testing Support Sustainable Cites: Urban Energy Panning for Smart Growth in Crima and India			

Figure 29

- 3. Login with your eXCHANGE username (email) and password.
- 4. Click the 'My Submissions' link in the left navigation, as seen in Figure 30, if you are not automatically redirected.

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	FOA Number	FOA Title	
	DE-FOA-0000753	RFI - High-Accuracy Hydrogen Meters	
	DE-FOA-0000747	RFI - Improving Marine and Hydrokinetic and Offshore Wind Energy Resource Data	
	DE-FOA-0000745	RFI - Enhanced Algal Biofuel Intermediate Yields (EABIY)	
	DE-FOA-0000740	SOLAR ENERGY EVOLUTION AND DIFFUSION STUDIES (SEEDS)	
	DE-FOA-0000739	Innovative Pilot and Demonstration Scale Production of Advanced Biofuels	
	DE-FOA-0000738	Material Handling and Backup Power Targets for Early Market Fuel Cell Applications Request for information (RFI)	
	DE-FOA-0000735	RFI - Hydrogen Storage Targets for Early Market Applications	

Figure 30

5. Click the Control Number link for your Concept Paper or Full Application, as seen in Figure 31. This will open the Concept Paper/Full Application Details page.

Funding Op	portunity Exc	nange			Search
EERE » Financial Opportuniti	es » Funding Opportunity Exchang	e		6	Printable Version
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Figure 31

6. Scroll down to the 'Share Submission' section, as seen in Figure 32, and click the 'Share Submission' button.

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7. On the 'Allow Others to Edit this Submission' page, applicants can view their existing shares and invite other users to share their submission. To add a new submission editor, enter an email address in the text box, and click 'Submit', as seen in Figure 33.

ERE Home Programs & Offices Consumer Info				
Funding Op	oportunity Exchange	Funding Opportunities		
EERE » Financial Opportuniti	es » Funding Opportunity Exchange	음 Printable Version		
Funding Opportunity	ALLOW OTHERS TO EDIT THIS SUBMISSIO	DN		
Funding Archive My Submissions My Account Logout Manuals Questions & Answers	2012-1513: test Sharing a submission allows you to allow other individuals to view and edit this submission and perform final submission. All changes to the submission are lo Upon entering an e-mail address the system will determine if the user has alree may invite them via e-mail, and assign them once they have registered. If you h <u>ExchangeSupport@ha doe gov</u> . Existing users who can edit the submission	gged with the individual making the change. ady registered in eXCHANC If they are not registered you		
	Add New Submission Editor Please provide the user email: Submit	Cancel		

Figure 33

8. If the user already exists in eXCHANGE, the system will prompt you to confirm your selection, as seen in Figure 34. If the user is not registered in eXCHANGE, the system will allow you to invite the user and send them a personal message, as seen in Figure 35.

Funding Op	portunity Exchange	Funding Opportunities			
ERE » Financial Opportuniti	28 » Funding Opportunity Exchange				
Funding Opportunity	ALLOW OTHERS TO EDIT THIS SUBI	MISSION			
Funding Archive	2012-1513: test				
My Submissions My Account Logout	The e-mail address entered is for an existing eXCHANGE user. To s Sharing a submission allows you to allow other individuals to view a submission and perform final submission. All changes to the submi	nd edit this submission. These indviduals are able to make changes to the			
Manuals		er has already registered in eXCHANGE. If they are not registered you			
Questions & Answers	may invite them via e-mail, and assign them once they have register ExchangeSupport@hq.doe.gov.	red. If you have questions about this process please contact <u>EERE-</u>			

Figure 34

Funding Op	oportunity Exchange	Funding Opportunities Search
ERE » Financial Opportuniti	es » Funding Opportunity Exchange	B Printable Version
Funding Opportunity	ALLOW OTHERS TO EDIT THIS SUBMISSIO	DN
Funding Archive	2012-1513: test	
My Submissions	user@test.com is not currently a user of eXCHANGE	
My Account	Select Send to send an email requesting that they register for an account. Sharing a submission allows you to allow other individuals to view and edit this	submission. These indviduals are able to make changes to the
Logout	submission and perform final submission. All changes to the submission are lo	ogged with the individual making the change.
Manuals	Upon entering an e-mail address the system will determine if the user has alread	ady registered in eXCHANGE. If they are not registered you
Questions & Answers	may invite them via e-mail, and assign them once they have registered. If you h ExchangeSupport@hq.doe.gov.	nave questions about this process please contact EERE-
	Add New Submission Editor	
	Please provide the user email: user@test.com Submit	
	Message text:	
	testerapplicant1 test at testerapplicant1@test.com would like to make you a c Please register at <u>http://s.doeeere.info/Registration.aspx</u> and notify testerapplic	ontributor for a submission in the DOE eXCHANGE System. cant1@test.com to be assigned to the submission.
	Add a personal message below:	
		Send Cancel

9. Once the share has been confirmed, this user will be able to access and edit the submission. Users who have access to a shared submission will be listed on the Concept Paper/Full Application Details page under the 'Share Submission' section, as seen in Figure 36. Users can also remove shares on this page by using the 'Remove Share' link.

Funding O	oportunity Exchange	Search
EERE » Financial Opportunit	ies » Funding Opportunity Exchange	Printable Version
Funding Opportunity	ALLOW OTHERS TO EDIT THIS SUBMISSION	
Funding Archive My Submissions My Account Logout Manuals Questions & Answers	2012-1513: test Sharing a submission allows you to allow other individuals to view and edit this submission and perform final submission. All changes to the submission are logged wi Upon entering an e-mail address the system will determine if the user has already regimary invite them via e-mail, and assign them once they have registered. If you have que ExchangeSupport@hq dee gov: Existing users who can edit the submission Salutation FirstName LastVame Logganization Title test Remove Share	h the individual making the change. tered in eXCHANGE. If they are not registered you
	Add New Submission Editor Please provide the user email: Submit	Cancel

Questions?

Questions about the Notice or the application process can be directed to Mark Bernabo, IRS, phone: 713-209-3669, fax: 713-209-3964. Questions about using the EERE eXCHANGE system should be directed to the EERE eXCHANGE Help Desk at <u>EERE-ExchangeSupport@hq.doe.gov</u>.