



EERE Program Information Center Application Submissions Pilot

INFORMATION SHEET

ABOUT THE PILOT

The U.S. Department of Energy's Office of Renewable Energy and Energy Efficiency (EERE) is planning to launch a new website that will replace eXCHANGE for funding opportunity announcements and application submissions. Beginning in Fiscal Year 2021, organizations interested in responding to EERE opportunities will use the EERE Program Information Center (EPIC) to view open opportunities and submit applications. EERE is looking for volunteers to pilot the new process—including registration and Concept Paper submission—and provide feedback. Sign up for the EPIC Application Submission Pilot and be one of the first to see the new EPIC system. Interested organizations will have a chance to register early and get a first-hand look at EPIC and how the process is changing. The biggest change to the registration process is that your organization needs to be registered first before your individual applicant accounts can be created. The pilot will take place May 20–June 19, 2020. Participants will be required to attend a brief training and bi-weekly check-ins. If your organization is interested in participating, please submit your application by May 1, 2020.

WHAT'S NEW IN EPIC

Registration

- ✓ Early registration is encouraged to ensure your organization is able to submit applications by the submission deadlines
- ✓ Organizations and their authorized official (from Sam.gov) will need to register in EPIC before individual applicant accounts can be created
- ✓ Applicant accounts (Principal Investigator, Business POC, or Technical POCs) will be approved by account administrators
- ✓ Search, select and review organization details based on registration with SAM.gov
- ✓ Multi-factor authentication (MFA) via SMS or Phone App

Concept Paper Submission

- ✓ User friendly wizards that indicate the completion and validation of required fields
- ✓ Countdown clock that indicates how much time remains to submit each application
- ✓ Automatic population of Business or Technical Points of Contact with current registration information associated with the application
- ✓ Search for registered users to enable shared access for editing/submitting the Concept Paper
- ✓ Submit announcement-specific questions directly in EPIC
- ✓ View submission requirements and deadlines for each topic area of an announcement
- ✓ Web forms to collect application data to support award selections

WHO SHOULD SIGN UP AND HOW DO I REGISTER?

The pilot is open to any organization. The following roles are needed to register for the pilot—(1) Your organization's Government Business Point of Contact (from Sam.gov) and (2) Technical Point of Contacts (e.g. Principle Investigators) or any other person who prepares, reviews or submit applications to funding opportunities. Organizations interested in participating in the pilot should email eere-epichelpdesk@ee.doe.gov by **May 1, 2020**. Please include "EPIC Application Submissions Pilot" in the subject line and include the following information:

- Full Name
- Email Address
- Organization Name

Pilot space is limited. Participants will be selected on a first-come, first-serve basis.