

## Preparing a Letter of Intent (LOI)

When submitting an LOI through the Office of Science Portfolio Analysis and Management System (PAMS), all submitters must provide the following:

- Project Title: A descriptive title of the planned R&D
- Topic Number & Subtopic Letter as provided in the corresponding FOA Topics document (e.g. 13 c)
- Principal Investigator (PI) name and contact information, if PI is not previously registered in PAMS under the submitting small business institution. Please note that a PI can be registered in PAMS under multiple institutions.
- Business Official name and contact information, if not previously registered in PAMS
- Name(s) of any proposed subcontractor(s) or consultant(s), if any
- A Technical Abstract in .PDF format must be uploaded to PAMS, must not exceed 500 words and two pages, and it must provide sufficient technical description of the proposed technology and application to allow DOE to assign technical reviewers to the full grant proposal. The technical abstract may include photos and/or tables, and captions are not included in word count. **However, please note that a technical abstract must not contain any proprietary information.**

### Restrictions

A small business may submit a maximum of 10 LOIs for each Funding Opportunity Announcement (FOA). That is, DOE releases two FOA's each year, so a small business may not submit more than 10 LOI's per FOA.

### Submission

The LOI must be submitted electronically through the PAMS website located at <https://pamspublic.science.energy.gov/>. PAMS can be accessed through any of the following internet browsers: Internet Explorer, Firefox, Google Chrome, or Safari.

### Registration

The person submitting an LOI, whether it is the Business Official or PI, must be registered in PAMS before it is possible to submit an LOI. Submitters are encouraged to establish a PAMS account as soon as possible to avoid submission delays. If the Business Official is not the PI, then the PI will also need to register in PAMS under the submitting institution's name. To register for a PAMS account, click "Create New PAMS Account" on the website <https://pamspublic.science.energy.gov/> and follow the instructions for creating an account. Submitters will be prompted to create a username and password and to enter contact information. Registering in PAMS is a two-step process; once a submitter creates an individual account, he or she must also associate him or herself with the ("register to") institution. Follow the on-screen instructions to do this.

### LOI Submission

To submit an LOI, submitters must log into PAMS. Select "View Funding Opportunity Announcements" and find the current FOA announcement in the list. Click on "Actions/Views" for this announcement, select "Submit Letter of Intent" from the dropdown, and follow the instructions from there. Note that submitters must select one and only one PI per LOI; click on "Select PI" on the far right side of the screen and then select the appropriate PI from the list of all registered users associated with the Business Official's institution. If the project's proposed PI does not appear on the list returned by PAMS, then he or she is not

yet registered in PAMS. If this is the case, submitters may have PAMS send an email invitation to the PI to register in PAMS and associate his or her name with the submitter's institution. To do so, choose "Invite PI" at the top left of the "Select PI" screen. An optional personal message to the PI may be entered at this point in the "Comments" box presented by PAMS, and it will be included in the email sent by PAMS to the PI. Enter the project title, topic number, and subtopic letter designation, e.g. 14c. The project title should be descriptive of the proposed research and not include redundant phrases such as "Phase I", "Letter of Intent", the topic number and subtopic letter, or the actual DOE topic and subtopic titles. The information entered here will be used to assign the LOI to the designated topic number and subtopic letter. **(Note: The full Phase I grant application must have the same title, topic number, and subtopic letter designation as the LOI.)**

To upload the LOI as an attachment into PAMS, select "Attach File" at the far right side of the screen. Search for the file and then select "Attach" to upload the file. It is important that the LOI be in a single .PDF file. At this point, an optional description of the attached file may be entered. Using the dropdown at the bottom of the screen, save the LOI and then submit it to DOE. Upon submission, the submitter will receive an email from the PAMS system acknowledging receipt of the LOI.

#### Help Desk Support

For help with PAMS, please contact the PAMS Customer Support Center by telephone at (855) 818-1846 (toll-free), or (301) 903-9610, or by email at [sc.pams-helpdesk@science.doe.gov](mailto:sc.pams-helpdesk@science.doe.gov). The Customer Support Center is operational Monday – Friday, 9:00 AM to 5:30 PM Eastern Time. This information is subject to change, so please check the FOA under the "Agency Contacts" section for current Customer Support Center contact information.

#### **LOI Feedback**

The DOE **will not** provide feedback in response to an LOI, **unless** the proposed R&D described in the LOI **appears to be nonresponsive** to the selected topic and subtopic. If an applicant receives feedback in this regard, it does not preclude that applicant from submitting a full Phase I grant proposal. However, the DOE encourages these applicants to either review the topic and subtopic descriptions, related references, or contact the respective DOE topic manager as listed in the DOE SBIR/STTR Topics document before submitting an application.