

Bioenergy Technologies Office (BETO)

Notice of Funding Opportunity (NOFO) Applicant Process Frequently Asked Questions (FAQs)

General FAQs

1. Where can I find funding opportunities?

Please visit the Office of Energy Efficiency and Renewable Energy's (EERE) [EERE eXCHANGE: Funding Opportunities](#) or [Grants.gov](#) for future funding opportunities which may align with your organization's interest. For technical assistance with EERE eXCHANGE, please contact the help desk at ExchangeHelp@hq.doe.gov. EERE's [Bioenergy Technologies Office](#) (BETO) also maintains mailing lists of interested entities and may send out notifications when new BETO funding opportunities are available. [Sign up](#) for the BETO mailing list.

2. How do I obtain a SAM Unique Entity Identifier (UEI) Number?

Please apply for an account at SAM.gov. This process can take some time, so it is advised that applicants register with SAM and obtain their UEI number substantially in advance of any relevant funding opportunity submission deadline. Applicants are required to have an active registration with SAM (with corresponding UEI number) prior to submitting a Full Application; this step is not required to submit a Concept Paper.

3. Where should Concept Papers be submitted?

Concept Papers MUST be submitted through the Notice of Funding Opportunity (NOFO) listing on the EERE eXCHANGE website at <https://eere-exchange.energy.gov/> and will not be accepted if submitted via email or any other submission method. Please review the particular NOFO you're interested in (listed on the EERE eXCHANGE website) for more information regarding Concept Paper submission requirements, formatting, page limits, due dates, etc.

4. Does an applicant have to stick to the scope of work proposed in the Concept Paper in a Full Application?

Although information submitted with the Concept Paper generally remains the same, some elements may be altered or revised within the Full Application submission. The applicant can adjust the proposed activities. Also, the principal investigator, project title, federal/cost share amounts, and webform answers may, for example, be changed between the Concept Paper submission and Full Application; please note, however, that the applicant control number assigned through the EERE eXCHANGE website must remain the same, even if other aspects of the application change.

5. Where do I submit my Full Application?

Full Applications MUST be submitted through the NOFO listing on the EERE eXCHANGE website at <https://eere-exchange.energy.gov/>, and will not be accepted if submitted via email or any submission method. Please review the particular NOFO you're interested in (listed on the EERE eXCHANGE website)

for more information regarding Full Application submission requirements, formatting, page limits, due dates, etc. **Please note:** you should also determine from the cover page and other contents of the NOFO whether applicants are required to submit a Concept Paper to be eligible to submit a Full Application

6. What is the SF-LLL and the Current and Pending Support forms? Who is required to complete them?

The SF-LLL: Disclosure of Lobbying Activities form requires disclosures concerning an applicant's and/or subrecipients' lobbying activities. The SF-LLL must be completed and submitted by all applicants and subrecipients (including academic applicants and subrecipients). The Current and Pending Support form requires the disclosure of all current and pending sponsored activities, awards, and appointments, whether paid or unpaid. Each principal investigator (PI) and senior/key personnel, at the recipient and subrecipient level, regardless of funding source, must provide a Current and Pending Support list. Please note, Current and Pending Support disclosures do not apply to vendors, or "fee for service" entities who collect a fee for a service; information required by the Current and Pending Support form applies only to recipients and subrecipients. Non-university entities can still be prime recipients and/or subrecipients and thus have "key personnel" involved, which would require them to submit Current and Pending Support statements.

7. We believe we have a strong application, but the timing of the NOFO 's release doesn't allow for us to meet all of the elements of the NOFO at this time. Can we still apply?

While developing an application, it is important to make sure you meet all the requirements of the NOFO. If, for some reason, you do not meet an element of the NOFO but believe your application is otherwise strong and that you will be able to address the missing element, please explain that in your application and address it in your risk mitigation write-up. Please recognize, however, that your application will likely not be scored or rated as highly as a similarly meritorious application that addresses all the elements of the NOFO.

8. What is a Teaming Partner List?

BETO may choose to offer a Teaming Partner List concurrently with a Notice of Intent and/or Funding Opportunity Announcement to facilitate the widest possible national participation in the formation of applicant teams. The List allows organizations who may wish to participate on an application to express their interest to other applicants and explore potential partnerships. Teaming Partner Lists may also help support connections between researchers from non-profit organizations and potential industrial cost share partners. By submitting a request to be included on the Teaming Partner List, the requesting organization consents to the publication of that information.

9. Does BETO endorse individuals or organizations on the Teaming Partner List?

By enabling and publishing the Teaming Partner List, BETO is not endorsing, sponsoring, or otherwise evaluating the qualifications of the individuals and organizations that are self-identifying for placement on the List. EERE will not pay for the provision of any information, nor will it compensate any applicants or requesting organizations for the development of such information.

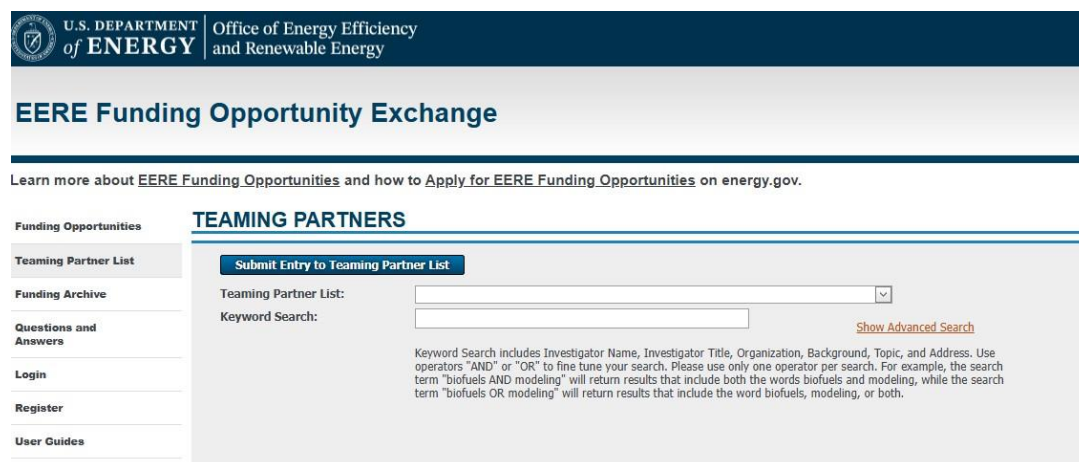
10. How can I sign up to be on a Teaming Partner List?

Any organization that would like to be included on a Teaming Partner List can submit the requested and/or required information via the [EERE eXCHANGE: Teaming Partners](#) List tab under a specific Notice of Intent (NOI) or NOFO. The Teaming Partner Lists can be found under the Funding Opportunity or Teaming Partner tab on the EERE eXCHANGE website.

Once you navigate to the Teaming Partner List, you will find a specific link for that particular NOI or NOFO's Teaming Partner List, as shown in the screenshot below:

Follow the link to the specific Teaming Partner List

That link will take you to the Teaming Partners page for that NOI or NOFO and you can either submit a new entry that others will be able to see or browse the submissions that have already been received. An example of the landing page is in the screenshot below:



The screenshot shows the EERE Funding Opportunity Exchange website. At the top is the U.S. Department of Energy logo and the text "Office of Energy Efficiency and Renewable Energy". Below this is the heading "EERE Funding Opportunity Exchange". A link says "Learn more about EERE Funding Opportunities and how to Apply for EERE Funding Opportunities on energy.gov." The main section is titled "TEAMING PARTNERS". On the left is a sidebar with links: "Funding Opportunities", "Teaming Partner List" (highlighted), "Funding Archive", "Questions and Answers", "Login", "Register", and "User Guides". The main content area has a "Submit Entry to Teaming Partner List" button. Below this are fields for "Teaming Partner List:" (a dropdown menu) and "Keyword Search:" (a text input field). To the right of the search field is a link "Show Advanced Search". Below the search fields is a paragraph of text explaining the keyword search functionality: "Keyword Search includes Investigator Name, Investigator Title, Organization, Background, Topic, and Address. Use operators 'AND' or 'OR' to fine tune your search. Please use only one operator per search. For example, the search term 'biofuels AND modeling' will return results that include both the words biofuels and modeling, while the search term 'biofuels OR modeling' will return results that include the word biofuels, modeling, or both."

11. Is there any chance the Concept Paper or Application Deadline can be extended?

No extensions are given for deadlines. Please submit your Concept Paper and/or Full Application prior to their respective deadlines specified in the NOFO.

12. We missed the Concept Paper deadline; can we still submit a Full Application?

No, Concept Papers must be submitted by the specified due date for an applicant to be eligible to submit a Full Application.

13. Can I edit my Full Application after it's been submitted?

Edits, additions, and other changes to Full Applications may be made up until the Full Application submission deadline stated in the NOFO; no changes will be accepted after the submission deadline.

If you choose to edit your Full Application prior to the submission deadline, however, please ensure to finalize the application by selecting "submit" again after making your edits.

Technical Content of Application

14. Would it be possible to discuss the opportunity and potential fit of our project?

BETO staff are prohibited from discussing NOFO requirements or answering questions outside the process set forth in the NOFO: all questions regarding the NOFO must be submitted and will only be addressed through the NOFO -specific mailbox identified in the NOFO. BETO will not make any determinations regarding the “potential fit” of a project – or any other eligibility determinations for potential applicants – prior to the date on which NOFO applications must be submitted. The decision whether to submit an application in response to any NOFO lies solely with the applicant. One purpose and benefit of the Concept Paper phase is for BETO to review and provide comments on the appropriateness of an application or idea for the NOFO.

15. What is the best way to present our project in an application?

Generally, there is no required format for presenting your data in the Full Application, and BETO does not provide outlines or templates for that purpose. You should thoroughly review the entire NOFO before preparing your Full Application and design it to follow the NOFO requirements and sections in the same order set out in the NOFO. That process will help make complex projects and applications easier for BETO’s merit reviewers to read, understand, and evaluate. In reviewing the NOFO, you should pay particular attention to specific sections addressing the content, form, and requirements for the submission of Full Applications. Although the Full Application does not typically have a template, some documents as part of the Full Application do require use of templates, such as the Budget Justification and SF-424. Please reference the Full Application Content Requirements.

BETO’s merit reviewers are prohibited from reviewing information or data that is not included within the page limit of a Full Application. Reviewers are not permitted to read peer-reviewed journals or other cited references. If there is a critical dataset applicable to your project, therefore, be sure to include that table/chart/graph within the narrative – and page limit – of your application.

16. Will intellectual property such as patents be taken into consideration?

Intellectual property, including patents and licenses, which are necessary for the successful performance and completion of a submitted project are certainly considered in BETO’s evaluation of Full Applications. Access to suitable intellectual property and freedom to operate is considered during the technical merit review of a Full Application, as part of a criterion, Team and Resources.

17. What is the nature of the confidentiality of submitted Concept Papers and Full Applications under review?

BETO's handling of all application information, including Concept Paper submissions, is addressed in the NOFO section entitled “Treatment of Application Information.” Please review that NOFO section closely for a detailed explanation. Generally, however, applicants should not include trade secrets or commercial or financial information that is privileged or confidential in their application

documents unless such information is necessary to convey an understanding of the proposed project or to comply with a requirement in the NOFO. If a Concept Paper or Full Application includes confidential or privileged information, it is furnished to the Government in confidence with the understanding that the information shall be used or disclosed only for evaluation of the Concept Paper or Full Application. Such information will be protected from public disclosure to the extent permitted by law, including under the Freedom of Information Act (FOIA). Although documents submitted to BETO in response to a NOFO do become “agency records” under FOIA, BETO will protect that information from public disclosure to the extent permitted by law, based on applicable FOIA exemptions.

Funding and Budget Questions

18. We are a multinational company. Can the funding be used to do research work outside the country?

All work under BETO funding agreements must be performed in the United States; however, in limited circumstances, it may be in the interest of the project to perform a portion of the work outside the United States. If you anticipate there are special reasons that research work for your project should be performed outside the United States, you may submit a written foreign work waiver request, for BETO’s consideration, as part of your Full Application. Please see the “Performance of Work in the United States (Foreign Work Waiver)” sections of the NOFO for specific requirements associated with that request. Overall, a foreign waiver request must demonstrate to BETO’s satisfaction that it would further the purposes of the NOFO and is otherwise in the economic interests of the United States for the work to be performed outside of the United States.

As a multinational company, you should also thoroughly review the “Eligibility Information” section of the NOFO to determine whether you meet the requirements of an eligible applicant. Although foreign entities may be eligible to apply under the NOFO, all prime recipients receiving funding must be incorporated (or otherwise formed) under the laws of a state or territory of the United States and have a physical location for business operations in the United States.

19. Is there a minimum percentage of the total award that must go to the Prime Recipient?

There is no required minimum percentage of the total award that must go to or be retained by the Prime Recipient, so long as the Prime Recipient is able to meet its roles, obligations and responsibilities under the financial assistance award. Those obligations and responsibilities would include, but may not be limited to, administering the award to ensure all reporting requirements, cost share requirements, and other requirements per the Code of Federal Regulations (CFR) are met. In some instances, certain limitations may exist regarding the amount of funding that may be received by particular subrecipients or entity types. Please read the NOFO thoroughly, including the “Eligibility Information” section, to determine whether any such limitations are applicable to your proposed project. Often, for example, limitations exist on the percentage of the budget that may be expended by National Laboratories and Federally Funded Research and Development Centers (FFRDCs).

20. Is a project that has been awarded funding from another agency eligible under this NOFO?

As specifically set forth in the NOFO, EERE BETO will not make eligibility determinations for potential applicants prior to the date on which applications to this NOFO must be submitted. The decision whether to submit an application in response to this NOFO lies solely with the applicant. Based on the very limited information provided in your question, however, we provide the following information to assist in your decision whether to submit an application: Applicants should not submit applications for projects or work that are identical or duplicative of projects or work already being funded by another federal agency. Applicants who are proposing projects or work that is complementary to such existing grants or awards, however, are encouraged to apply.

You should also be aware that federal funds (whether from DOE or another federal agency) are not permitted as cost share unless the NOFO explicitly states otherwise. The authorizing statute and appropriations language for that NOFO must allow for the use of federal funds on another federally funded project. Similarly, funds used as cost share for one federal award cannot be used on a different Federal award.

Other Questions

21. Will a recording of the NOFO informational webinar be made available?

Yes, in general, a link to the recording will be posted on the EERE eXCHANGE website, along with a transcript of the recording and a copy of the slides.

22. Where can we find posted answers to NOFO-specific questions?

The NOFO-specific questions and associated answers will be located under the “Documents” section of the posted NOFO at <https://eere-exchange.energy.gov>. To find the question-and-answer log, first navigate to EERE eXCHANGE and select the NOFO you are interested in. One of the documents shown will be the Question & Answer Spreadsheet. See the screenshot below.

Each question sent to the NOFO-specific mailbox is compiled and answered in that document, which is updated regularly, as questions are received. Because this is a running log of questions and answers, the most recently submitted questions are found at the bottom.

Please note that, to maintain the integrity of the competitive process, NOFO managers and other DOE/EERE/BETO staff are prohibited from answering NOFO questions outside the method specified in the NOFO. They cannot provide information directly or individually to any potential applicant so as not to give an unfair advantage to one applicant or another. All applicants must therefore submit their questions regarding the NOFO, in writing, to the NOFO-specific mailbox.