

**Office of Science
Notice 03-02**

***Annual Notice
Submission of Renewal and Supplemental Applications for
Office of Science Grants and Cooperative Agreements through
the Industry Interactive Procurement Systems (IIPS)***

AGENCY: Department of Energy
Office of Science

ACTION: Annual Notice -- Submission of Renewal and Supplemental Applications for Office of Science Grants and Cooperative Agreements through the Industry Interactive Procurement Systems (IIPS) -- Notice 03-02

SUMMARY: The Office of Science of the Department of Energy hereby announces it will begin accepting all renewal and supplemental grant and cooperative agreement applications through the Industry Interactive Procurement Systems (IIPS) effective October 1, 2002. Entities eligible to submit renewal and/or supplemental applications will need to register at the IIPS website (<http://e-center.doe.gov>). The Office of Science will include attachments as part of this notice that provide the appropriate forms in PDF fillable format that are to be submitted through IIPS. All information must be submitted through IIPS in PDF format by an authorized institutional business official. Further information on the use of IIPS by the Office of Science is available at: <http://www.sc.doe.gov/production/grants/grants.html>.

DATES: Renewal applications must be submitted through IIPS no later than six months prior to the scheduled expiration of the project period. Supplemental applications should be submitted through IIPS no later than six months prior to the scheduled expiration of the project period.

ADDRESSES: When submitting applications, applicants should use the IIPS web page, which is located at: <http://e-center.doe.gov>). IIPS provides for the posting of solicitations and receipt of applications in a paperless environment via the Internet. Applications must be submitted through IIPS in PDF format by an authorized institutional business official. Questions regarding the operation of IIPS may be e-mailed to the IIPS Help Desk at: HelpDesk@pr.doe.gov or you may call the help desk at: (800) 683-0751. Further information on the use of IIPS by the Office of Science is available at: <http://www.sc.doe.gov/production/grants/grants.html>.

If you are unable to submit the application through IIPS, formal applications may be sent to: Director, Grants and Contracts Division, Office of Science, SC-64/Germantown Building, U.S. Department of Energy, 1000 Independence Avenue, SW, Washington, D.C. 20585-1290. When submitting applications by U.S. Postal Service Express, any commercial mail delivery service, or when hand carried by the applicant the following address must be used: U.S. Department of

Energy, Office of Science, Grants and Contracts Division, SC-64, 19901 Germantown Road, Germantown, Maryland 20874-1290.

FOR FURTHER INFORMATION CONTACT: Director, Grants and Contracts Division, Office of Science, SC-64/Germantown Building, U.S. Department of Energy, 1000 Independence Avenue, SW, Washington, D.C. 20585-1290. Applicants may call (301) 903-5212, for information and assistance.

SUPPLEMENTARY INFORMATION: This notice will be published annually and will remain in effect until it is succeeded by another issuance by the Office of Science, usually published after the beginning of the fiscal year.

The following provides more in-depth instructions regarding the submission of renewal and supplemental applications.

RENEWAL APPLICATION INSTRUCTIONS

A renewal application must be submitted through IIPS no later than six months before the scheduled expiration of the project period. Renewal applications must include the same forms and information as a new application, except for the following changes:

1. Include under the project description section, information on any research changes (size or scope) that affect the original research endeavor.
2. Include an estimate of anticipated unexpended funds that will remain at the end of the current project period.
3. Include a progress report as a separate section that describes the results of work accomplished through the date of the renewal application and how such results relate to the activities proposed to be undertaken in the renewal period.

A renewal application generally will be subjected to the Office of Science merit review requirements. Should an application be approved and funded, the extended period of support is treated as an extension of the original project period.

Applicants should contact the appropriate DOE Program Manager or see the SC Program Website for guidance to determine if there are any additional requirements or limitations on the submission of these applications.

SUPPLEMENTAL APPLICATION INSTRUCTIONS

A supplemental application should be submitted through IIPS no later than six months before the scheduled expiration of the project period.

Two types of supplemental applications may be submitted:

1. If the grantee is requesting support for a new task or activity to be added to the approved project, a supplemental application shall contain the same information as a new application. These applications will undergo merit review and will compete for funding with other new applications.

2. If the awardee needs additional funds:

a. for increased costs that could not have been predicted when the application was originally approved; or

b. to increase the "level of effort" or accelerate the project; and, if there is no change to the project description as contained in the approved application.

A supplemental application, completed and submitted by the appropriate official shall contain the following:

(1) Face page (DOE Form 4650.2);

(2) Budget Page (DOE Form 4620.1); and,

(3) Explanation of the need for the additional funding.

Applicants should contact the appropriate DOE Program Manager or see the SC Program Website for guidance before submitting a supplemental application.