

PI Template for Submittal Page

Round 6 UCFER Proposal Submissions

A. Overview

Instead of a written cover letter for transmitting the Round 6 UCFER proposals to Penn State, our Office of Sponsored Programs (OSP) must complete a "Submittal Page" electronically that formally transmits your proposal to Penn State. The Submittal Page is compiled by OSP on their computers. The Principal Investigator needs to provide the information for the Submittal Page to OSP so that their staff can complete this data entry task.

The attachment to this discussion is a representative copy of the electronic template on the UCFER web site at Penn State University that OSP will complete. The proposals are due to Penn State by 5 PM EST on June 10th, a Wednesday. Proposals must be submitted by the WVU Office of Sponsored Programs (OSP), contrary to what may have been the practice for the UCFER program in the past.

The purpose of this communication is to provide information to Principal Investigators on how to successfully complete the required information. **If any information is missing, the PSU site will not allow OSP to submit the application.**

The information you need to supply to consists of:

- A PDF version of the Proposal prepared according to the format prescribed by Penn State
- A separate, short statement in MS format that provides comments describing your proposed collaboration with an NETL researcher to be named by NETL after your funding is awarded were you to be successful in the competition
- Assorted information items that are entered individually in specific data entry boxes on the web page.

Proposal Package

OSP will need a proposal package in PDF format that starts with a Checklist Page and ends with an Environmental Questionnaire. The in-between sections will include a statement of work, a budget with cost share commitments documented, and other pages required by UCFER for reviewing the proposals submitted. Once the PI and OSP agree that all the data you provide is complete and approved (as in the case for your budget), the PI is responsible for combining all the components into a single PDF file that will then be uploaded to Penn State by OSP. All of the above information has to be in one PDF file that is limited to 15 megabytes in size. Please consult the RFP for instructions on how to complete the elements required. An Excel file that provides supplementary information on completing the proposal package is posted in the UCFER program section of the Energy Institute web site.

Text on Collaboration with NETL

The section of your proposal that describes your proposed collaboration with NETL is worth 20% of your evaluation score by the reviewers. The Submittal Page will be detached from your overall submission and forwarded to NETL for their use in identifying someone to work with you should you be awarded funding. This section will not be reviewed by reviewers. However, it can be essentially the same information that you put in your proposal for the section on the Checklist that asks you to describe your interaction with NETL. You do not need to identify a potential NETL collaborator; any reference to a particular NETL staff member is unwelcomed.

Assorted Information

This information includes the usual kind of information about who is submitting the proposal and its title and such, but it also requires that the researcher provides a list of five possible reviewers. The list of five researchers will require 15 different pieces of information to be inserted into 15 lines. The information about potential reviewers is confidential information and for that reason it is on the Submittal Page that will not be sent to reviewers.

General Comments about Submittal Page

In order to assist OSP in completing the submission task, the project Principal Investigator or their designee is requested to provide all the information required for the Submission Page in an MS Word document. OSP will then copy from this document to complete the required information requested by PSU. If you receive a copy of the Submission Page document in PDF format and cannot successfully turn it into an MS Word document for ease in compiling your information, please contact Richard.Bajura@mail.wvu.edu or Marje.Riivald@mail.wvu.edu for a copy.

B. Instructions for Completion of Submission Page

The text of the document on the following page consists of typing in black ink and in red ink.

First Nine Bullets

The first nine bullets on the file have red (*) asterisks attached. The PI should provide answers to each of those bullets using black ink. Note that a red (*) denotes a required piece of information. PSU will not accept a proposal if any of the red asterisks boxes has not been answered, so, please provide all the info required. The ninth bullet requires a Yes or No answer. If the answer is Yes, then the PI should add the names of co-investigators, as many as is required. One co-investigator is a minimum response. If there are more than two co investigators, please insert the information for these investigators using the format shown.

Next Four Bullets

The following four bullets also have red asterisks. The fourth asterisk requires that a file be uploaded (the PDF version of the complete proposal). You should provide the PDF version to OSP as a separate document.

Bullets about NETL Collaboration

The next two bullets do not have a red asterisk but require action on the part of the PI to identify the level of interaction between the PI and NETL. In response to the first bullet, insert the answer "Yes" at the end of the bullet. For the second bullet, OSP will need to insert a text that describes the kind of interaction the PI proposes with an NETL researcher. This text should be inserted, starting on a new line, immediately after the second bullet.

Completion of Names List for Five Potential Reviewers
(required – if not included, PSU will not accept the proposal from WVU)

The remaining portion of the form relates to identifying five possible reviewers for your proposal. 15 entries are required – three for each reviewer. Identify the reviewer's name, their organization, and their email address. Note that this portion of the page is two-columned. If you run out of space in a given line, the cursor will jump to the next line immediately below while staying in the column it is in. You should complete the list of five names in their entirety since any missing information will not allow OSP to continue the remainder of the submission process. Please note that the PSU computer may check to see if an email address appears to be valid before accepting an entry. Please verify that any email address you provide is working!

Please contact Bajura or Riivald for assistance as needed.

RAB
May 14, 2020

https://westvirginiauniversity-my.sharepoint.com/personal/rabajura_mail_wvu_edu/Documents/_DYNAMIC/UCFER/UCFER Round 6/Submission/PI Template for Submittal Page.docx

University Coalition for Fossil Energy Research

Proposal On-Line Submission Fields

- First Name of Submitter *
- Last Name of Submitter *
- Submitter's Email *
- PI's First Name *
- PI's Last Name *
- PI's University *
- PI's Email *
- PI's Phone Number *
- Co-PIs (Yes or No)*

If 'Yes' is chosen for Co-Pis:

- 1st Co-PI's Full Name *
 - 1st Co-PI's Email *
 - 1st Co-PI's University *
 - 2nd Co-PI's Full Name
 - 2nd Co-PI's Email
 - 2nd Co-PI's University
 - Additional 3+ Co-PI's Full Names, Email Addresses, & Universities
- Proposal Area *
 - Proposal Subtopic Area *
 - Proposal Title *
 - Upload Proposal (include Environmental Questionnaire at the end) *
 - NETL Collaboration
 - Collaboration NETL Comments

Please enter 5 people (may be coalition or non-coalition members, but that no DOE reviewers), who you consider would be qualified to review this proposal. Please include their full name, email address, and academic affiliation.

Reviewers who are suggested may or may not be selected for reviewing the proposal; however, this provides the opportunity for broad coverage of expertise during the reviewing process. When considering potential reviewers, please make sure they are neither current nor former collaborators; are neither current nor former associates including advisors, students, or post-doctoral scholars; and are not DOE employees. Also, PI(s) cannot have any employment arrangements with reviewers within the last twelve months nor plans for present or future employment.

- 1st Reviewer *
- 1st Reviewer's University/ Company *
- 1st Email *
- 2nd Reviewer *
- 2nd Reviewer's University/ Company *
- 2nd Reviewer's Email *
- 3rd Reviewer *
- 3rd Reviewer's University/ Company *
- 3rd Reviewer's Email *
- 4th Reviewer *
- 4th Reviewer's University/ Company *
- 5th Reviewer's Email *
- 5th Reviewer *
- 4th Reviewer's University/ Company *
- 5th Reviewer's Email *