GUIDE FOR THE SUBMISSION OF UNSOLICITED PROPOSALS

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The Department of Energy
Procurement and Contracts
Management Directorate

July 1978

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GUIDE FOR THE SUBMISSION OF UNSOLICITED PROPOSALS

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STATEMENT OF MISSION

The Department of Energy (DOE), created by Public Law 95-91, August 4, 1977, provides the framework for a comprehensive and balanced national energy plan through the coordination and administration of the energy functions of the Federal Government.

Summarily, the Department's mission directs it to:

- Establish a viable energy research and development program.
- Confront domestic energy production and import shortages.
- Enact an energy conservation strategy.
- Treat international energy issues having direct impact on United States energy.
- Integrate domestic and foreign energy policies.
- Encourage the development of technologies utilizing renewable energy resources.
- Oversee the distribution of fuels in periods of short supply.
- Provide for the administration of a national energy supply reserve.
- Provide an adequate and reliably supply of energy at the lowest reasonable cost to the consumer.

INTRODUCTION

In order to meet broad mission objectives, the Department of Energy has at its disposal several methods for securing assistance from non-Government sources. One such method is to encourage organizations and individuals to originate and submit imaginative and innovative exploratory research or investigations that are related to the DOE mission and which will assist in the development and the conservation of efficient and reliable energy sources.

When a proposer submits a proposal solely on his own initiative and not in response to a "formal" Government request, the proposal is considered an "unsolicited proposal." This guide is directed toward prospective contractors who are interested in submitting such "unsolicited proposals." It describes the policies and procedures relating to the preparation and submission of the proposal document.*

The DOE's published Procurement Regulations will set forth the procedures and criteria governing awards based upon unsolicited proposals. It is anticipated that DOE's Procurement Regulations covering all of DOE's programs will be similar to the ERDA Procurement Regulations which were published September 26, 1977 (41 CFR Chapter 9, Part 9-4.9) and will be located in the same place.

*This guide is designed for the submission of unsolicited proposals. Organizations interested in selling goods or services to DOE are urged to secure a copy of another brochure, "An Introduction to DOE Procurement," which describes the Department's procurement system and how the various DOE offices make their needs known. It is available from:

Part 1

Guidelines for the Preparation and Submission of Unsolicited Proposals

TYPES OF RESEARCH SUPPORTED

As the Nation's present and future energy needs demand the fullest possible use of all resources in exploring alternative energy sources and technology, it is the Department's policy to encourage the submission of unsolicited proposals that will contribute to its mission objectives.

The Department of Energy considers proposals in all areas of energy and energy-related research and development. Proposals may be accepted by DOE if they explore a method, approach, or an idea or carry out research and development and, if necessary, commercial demonstrations which do not duplicate work already underway or contemplated by DOE; and is not already known by DOE or has previously unrecognized merit or value.

The various offices in DOE periodically issue summaries of their individual program objectives. Appendix A lists these offices, each with a brief expository statement of its special areas of consideration. Further insight into general areas of current and anticipated research needs can be gained by following the progress of related work in the open literature and in various Government publications.

Where there is a need to further stimulate the flow of unsolicited proposals, program staff at DOE may publish statements of program interest in unsolved technical areas and in new research directions which might be addressed, through unsolicited proposals, from the external research community. The statements are referred to as *Notices of Program Interest (NPI's)*. They provide general, broad information about the particular DOE program interest in obtaining research applicable to general problem areas or program objectives. NPI's are not formal solicitations but communication devices which inform and help potential interested proposers to focus on broad areas where submission of unsolicited proposals may be mutually beneficial to both DOE and the proposer.

INVENTIONS

Often a proposer wishes to submit a request or proposal solely directed to seeking support for developing his energy-related proposals pertaining to inventions. The Office of Energy-Related Inventions (OERI) has been established in the National Bureau of Standards (NBS) to evaluate such proposals. That office receives and processes material and correspondence describing energy-related inventions, conducts an evaluation to ascertain the technical and commercial feasibility of the submitted inventions, and formulates recommendations based upon the analyses. In addition, OERI has established procedures for handling invention disclosures in order to safeguard inventors' proprietary rights. In regard to invention disclosures, access is restricted to OERI personnel and those selected by OERI to assist in evaluations.

Each person desiring to submit an invention to NBS for evaluation should obtain an Energy-Related Inventions Evaluation Request Form (NBS 1019) from:

Office of Energy-Related Inventions
National Bureau of Standards
Washington, D.C. 20234

The form should be filled out and returned to NBS with a description of the invention or idea. The OERI/NBS evaluation of the invention requires no fee or financial or other obligation of the inventor.

NBS 1019
NBS 1019
NBS 1019
NBS 1019

THE PROPOSAL DOCUMENT

The unsolicited proposal document is a written offer to perform research and development work, including feasibility studies, by an organization or individual on his own initiative and not in response to a specific request made by a Federal agency. In the proposal, the proposer presents objectives and the pertinence of the proposed work to DOE, the rationale of the approach, the methods to be pursued, the qualifications of the investigators and the institution, if applicable, and the level of funding required to attain the objectives.

The proposal is the instrument intended to persuade the staff of DOE and other qualified members of the scientific and engineering community who review and advise on the proposed work, that the project represents a worthwhile approach to the investigation of an important, timely problem. Each proposal should be self-contained and written with clarity and thoroughness.

WHO MAY SUBMIT

DOE will consider unsolicited proposals submitted by any individual or organization. This guide is prepared for the benefit of all prospective proposers including individuals, commercial firms, not-for-profit research organizations, educational institutions, and not-for-profit research organizations that conduct education and training activities, or whose facilities are used in joint programs with universities for such purposes. The guidelines set forth are general provisions* and although they apply to all unsolicited proposals, it should be noted that when the format suggested herein, or its terminology, is not suitable for a particular proposal, *it should be modified as may be appropriate* under the circumstances.

*DOE procurement activities are governed by the *Federal Procurement Regulations (FRP)*—contained in the *Code of Federal Regulations (CFR)*, Title 41, Chapter 1—and the *DOE Procurement Regulations (DOE-PR)*. For detailed information, contractors can obtain copies of the *CFR* and the *DOE-PR* from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

PRELIMINARY DISCUSSIONS

The Department of Energy is not responsible for costs incurred in the preparation of proposals. Therefore, the Department encourages potential proposers to consult with program personnel before expending resources in the development of written unsolicited proposals. The proposer may inquire informally prior to the formal submittal of the proposal as to the possible interest of DOE in the research and development area involved. Interested parties are urged to discuss the proposed project informally, by letter, telephone, or personal visit, with the DOE Headquarters Division which has the greatest interest in the work. (See appendix A.)

Should a proposer need assistance in locating the appropriate DOE office that has programmatic responsibility for his particular area of research, he should contact:

Unsolicited Proposal Branch
Procurement and Contracts Management
Directorate
Department of Energy
Washington, D.C. 20545
(202) 376-9200

Such preliminary contact can serve to establish better understanding between the proposer and DOE and tends to reduce paperwork and loss of time. Note that these discussions are only informal and do not provide authorization to perform work at DOE expense in anticipation of an award. Note also that the transmittal letter accompanying the formal proposal should include the name(s) of the DOE staff with whom the proposer may have had preliminary discussions on the proposed work.

WHEN TO SUBMIT

There are no specific dates for the submission of unsolicited proposals. However, because a comprehensive review is required before a proposal can be acted upon, new proposals should be submitted as early as possible usually several months, in advance of the desired beginning of support. Receipt of proposals will be acknowledged at an early date and the proposer will be notified when a decision is made with respect to his proposal. If a proposer wishes to have a submitted proposal withdrawn from consideration, he should promptly notify DOE in writing.

It is the policy of DOE to evaluate each proposal in a fair and objective manner and to process proposals in an expeditious manner and, where practicable, keep proposers advised as decisions are made.

**January February
April May June
August September
November December
January February
April May June
August September
November December**

WHERE TO SUBMIT

Unsolicited proposals shall be prepared and submitted to DOE. Proposals shall be signed by an authorized official of the proposing organization or by the proposer if he is representing himself. All proposals should be addressed to:

**Unsolicited Proposal Branch
Procurement and Contracts Management
Directorate
The Department of Energy
Washington, D.C. 20545**

This office acts as a central point for the receipt, distribution, accountability, and status reporting of unsolicited proposals. Proposals submitted are assigned a DOE identification number and acknowledged. The number appears in the acknowledgement letter and should be referenced in all subsequent communications pertaining to the proposal.

A proposal may be a potential candidate for support by more than one DOE office. The Receiving Office is familiar with areas of interest and tries to ensure that each research proposal is sent to all potentially interested groups.

WHAT TO SUBMIT

The unsolicited proposal forms the basis for both further technical evaluation and for contract negotiations. No particular format need be followed for the submission of unsolicited proposals. However, an unsolicited proposal should, as a minimum, cover the points discussed in the section that follows. *Eight* copies of the proposal should be submitted. Processing may be delayed if DOE receives less than the required number of copies.

Elaborate proposals or presentations are neither necessary nor desirable. Each applicant should, however, review the submission to ensure that all data necessary for critical evaluation is contained. Correspondence generated by omission of essential items also delays processing of proposals. The following is a list of essential items that an unsolicited proposal should contain.

Basic Information*:

1. Name and address of submitter;
2. Date of submission of proposal;
3. When applicable, reference to the *Notice of Program Interest*;
4. Whether an individual or organization (indicate whether profit, nonprofit, educational, small business, minority, or other);
5. Proposed starting dates and estimated period of performance;
6. Period for which proposal is valid (minimum of 6 months from date of submission);
7. Names and telephone numbers of the proposer's primary business and technical personnel whom DOE may contact for evaluation or negotiation purposes;

* A sample cover page format can be found in appendix B of this guide.

8. Signature of person authorized to contractually represent the individual or organization;
9. Other Federal, state, or local government agencies to which the proposal has been submitted and/or those funding the proposed effort;
10. Statement that the proposal may, or may not, be subjected to external review. (See "Limited Use of Data.")

Business and Financial Information

1. A cost estimate for the proposed effort sufficiently detailed by element of cost to permit a meaningful evaluation (where a cost-sharing arrangement is proposed, the proposer's share should be separately identified and similarly detailed);
2. Current financial statements;
3. A descriptive brochure of the organization, if available;
4. A brief description of the proposer's facilities;
5. If an educational institution, whether it wishes to establish stipulated salary support amounts as the basis for charges for personal services of any professional staff members to be used on the project. If the institution wishes to establish such stipulated salary support amounts, the proposal should include the following information for each professional staff member involved: a) academic year salary; b) other research projects or proposal for which salary is allocated; and c) any other duties, such as teaching assignments, administrative assignments, supervision of graduate students, or other institutional activities.

Technical Information

- 1. A concise title and an abstract of the proposed research, of approximately 200 words. The abstract should be informative to other researchers in the same field, but in language that can be understood by an intelligent layman. It should be kept in mind that the abstract is the reviewer's introduction to the proposed research;**
- 2. The body of the work containing the detailed statement of the work plan: the phase-by-phase procedures to be followed; the objectives and expected significance; the relation of the study both to the present state of knowledge in the field and to comparable work in progress elsewhere; and a bibliography of pertinent literature. The general plan of approach should be outlined; experimental methods and procedures should be adequately described. Appraisal of the scientific merit of the proposed research will be influenced in large measure by this presentation. It is understood that carefully detailed plans may require modification during the course of the research;**
- 3. Available facilities and major items of equipment especially adapted or suited to the proposed research should be described. If all or any part of the project is to be performed away from the parent facility, this should be explained in full;**
- 4. Names of proposer's key project personnel including the principal investigator or project leader along with brief biographical information on each.**

FURTHER DETAILS

Limited Use of Proposal Data

It is the policy of the Department of Energy (DOE) that all Government personnel handling unsolicited proposals shall exercise *extreme care* to ensure that the information contained therein is not disclosed outside the Government and is not *duplicated, used or disclosed* in whole or in part for any purpose other than to evaluate the proposal, without written permission of the offeror.

In some instances the proposal may be subject to evaluation by Government personnel outside the Department and/or by leading scientists or preeminent experts outside the Government.

In such instances a written agreement shall be obtained from any non-DOE evaluator that the evaluator will not disclose information in the proposal outside the Government.

If a proposal under consideration expressly indicates that only Government evaluation is authorized and evaluation outside the Government is nevertheless desired, the proposer may be advised that DOE will be unable to give full consideration to the proposal unless the proposer consents in writing to having the proposal evaluated outside the Government.

If a proposal contains proprietary data, it may be marked with notice in accordance with the procedure in the DOE-PR, §9-3.150-2(a).

Security

If it is possible, an unclassified proposal should be submitted. However, if this is not feasible and it is known that the proposal contains or may contain classified information, it should be classified in accordance with its content. The proposal should indicate, by the use of appropriate markings, whether it contains Restricted Data, Formerly Restricted Data, or other classified information. Registered mail

should be used to transmit any Secret proposal or Secret papers related to the proposal; certified or first class mail may be used for Confidential proposals or papers. Double opaque envelopes shall be used; the outer envelope should be addressed in the same manner as other mail and shall contain no indication of the fact that it contains classified documents. Copies of classified proposals or any other related classified documents should be stored in repositories and otherwise handled in such manner that only persons who have appropriate security clearances obtain access to the documents. Additional guidance in regard to the preparation, handling, and disposition of a classified proposal may be obtained from:

Office of Safeguards and Security
Department of Energy
Washington, D.C. 20545

Classification

Most research and development projects proposed in unsolicited proposals fall within unclassified areas. If, however, it is found during evaluation of the proposal that the work will be in or border on a classified area, negotiation and administration of any resulting contractual arrangement will take this into account and appropriate classification guidance will be furnished. The grantee or contractor will be required to comply with applicable Government security regulations.

Reports

The schedule of reports will be arranged at the time of contract negotiations. Usually an annual progress report is sufficient for fundamental research. For applied research and development, the reports required will depend upon the needs of DOE with due regard for the nature and magnitude of the effort undertaken. In any event, the contractor will be required to

submit a satisfactory final report of the work.

DOE recognizes that during the course of work under a contract, the contractor or its employees may, from time to time, desire to publish, within the limits of security requirements, information regarding scientific or technical developments made or conceived in the course of, or under, such contract. In order that public disclosure of such information will not adversely affect the patent interest of DOE or the contractor, patent approval for release and publication will be required by DOE prior to any such release or publication.

Data and Patent Rights

Because of DOE's statutory patent policy, DOE normally will reserve the right to title in all inventions conceived or first actually reduced to practice in the course of or under grants and contracts, normally reserving to the grantee or contractor a royalty-free, nonexclusive revocable license for the use of such inventions. In addition, the contractor or grantee may request greater rights to individually identified inventions under DOE's waiver procedures and may request rights to such inventions in any foreign country in which DOE elects not to seek patent protection. Policies and procedures on patents, data, and copyrights are contained in DOE-PR 9-9.

To preserve existing rights it is suggested that those who believe that they have patentable inventions should timely file, as a protection to themselves and to the Government, necessary patent applications with the U.S. Patent and Trademark Office. Prospective contractors may also request an advance waiver, i.e., greater rights than set forth above to all inventions made under a grants or contract before award. Such requests are governed by DOE's waiver procedures set forth in DOE-PR {9-9.109-6, a copy of which may be obtained upon request.

Proposers intending to make such requests should submit them as soon as possible prior to award.

Cost Participation

Most of DOE's basic research activities outside its own laboratories are carried out under some type of cost-sharing arrangement. DOE's cost participation policy, outlined in DOE-PR 9-4.59, shall be followed in determining the extent to which DOE will participate in the cost for the proposed effort.

Equal Opportunity in Employment

All organization receiving financial support from DOE will be required to comply with the provisions of Executive Order Number 11246 of September 24, 1965, as amended, and with the rules, regulations, and relevant order of the Secretary of Labor.

Small Businesses

A "Small Business Concern" is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is bidding on Government contracts, and can further qualify under the criteria set forth in regulations of the Small Business Administration (13 CFR 121.3-8). In addition to meeting these criteria, a manufacturer or a regular dealer submitting bids or proposals in his own name must agree to furnish in the performance of the contract end items manufactured or produced in the United States, its possessions, or Puerto Rico, by small business concerns: Provided, that this additional requirement does not apply in connection with construction or service contracts.

The following are additional size standards criteria for several categories of procurement

frequently employed at the Dept. of Energy as provided in 13 CFR 121.3-8:

- a. *Research, Development and Testing* — which does not require delivery of a manufactured product or on a contract for testing and its number of employees does not exceed 500 persons.
- b. *Engineering*, other than marine engineering services. Average annual receipts for a firm's preceding 3 fiscal years do not exceed \$7.5 million. (Also see 13 CFR 121.3-7 for the following states or areas: Alaska, Hawaii, Virgin Islands, Puerto Rico, Guam.)

Minority Business

A "Minority Business Enterprise" is a business, at least 50 percent of which is owned by minority group members or, in case of publicly owned businesses, at least 51 percent of the stock of which is owned by minority group members. For the purpose of this definition, minority group members are Negroes, Spanish-speaking American persons, American-Orientals, American-Indians, American-Eskimos, and American-Aleuts.

Part 2

Review and Evaluation Procedures

REVIEW

Prior to making a comprehensive evaluation, the DOE Receiving Office determines that the document contains the proper prescribed information, has been approved by an official or the person authorized to represent the organization, and falls under the scope of an unsolicited proposal.

Although the document may not meet the foregoing requirements, a copy may be forwarded to the responsible official for review of its technical merit. If the decision is made not to proceed further, a comprehensive evaluation will not be made. The proposer will be told how the document has been interpreted and the reason for not considering it as an unsolicited proposal.

However, if the document contains most of the information required, the missing information may be requested by the Receiving Office from the proposer so that it may be processed as an unsolicited proposal.

After the preliminary review, copies of the proposal will be forwarded to the appropriate offices for evaluation.

EVALUATION

The principal elements considered in evaluating a proposal are:

1. Overall scientific/technical or socioeconomic merits of the proposed activity;
2. The scientific/technical competence of the proposer and supporting institution and the adequacy of necessary facilities;
3. The relevance of the proposed research project to short-, mid-, and/or long-term mission objectives of the program office;
4. The appropriateness of proposed costs;

5. The availability of funding to support the proposed project and the relative merit of the project to others which could be supported with the same funds; and
6. Unsolicited proposals may be accepted upon a determination by the responsible official or designee, that support (such as award of a contract or other arrangement as authorized by law) to the proposer is justified because the proposal was submitted on the proposer's own initiative; and the purpose is to explore a method, approach, or an idea or to carry out an initial development in support of DOE's mission which (1) does unnecessarily duplicate work already underway or contemplated by DOE, *and* (2) is not already known by DOE, *or* (3) has previously unrecognized merit or value; or acceptance is otherwise authorized by statute.

If, after the evaluation, it is decided that the proposal will not be supported, the proposer will be notified. Copies of unsolicited proposals which have been declined will not normally be returned except on the written request of the principals involved.

If, on the other hand, the decision is made to support the proposal, the proposer will be advised of this determination and may be asked to submit additional details, revised budgets, or simply a confirmation of the proposal goals as approved. Plans for getting the project underway may be firmed up at this time, but no real commitment of funds may be made by the recipient until formal notification action is completed.

An unsolicited proposal may propose activities that are also of interest to other agencies. In such cases, with the prior written approval of the proposer, interagency proposal evaluation will be initiated. If found acceptable, an agency may write a separate contract or jointly fund the program with another agency having a collateral interest.

Appendices

APPENDIX A— RESEARCH AREAS

For your guidance, the various DOE program divisions and staff offices that consider unsolicited proposals and their respective areas of responsibility are set forth below.

Programs

Energy Research

Advises the Secretary on the physical and energy research and development programs of the Department, the use of multipurpose laboratory, education, and training for basic and applied research, and financial assistance and budgetary priorities for these activities.

Manages the basic energy sciences program; administers DOE programs supporting university researchers; and administers a financial support program for research and development projects not funded elsewhere in the Department. Monitors DOE research and development programs for any gaps or duplication of effort and monitors the international exchange of scientific and technical personnel.

C. Edward Roscheck (301) 353-4154—
Program Information Contact

Energy Technology

Administers research, development, and technology demonstration programs in all energy areas—including solar, geothermal, fossil, fusion and nuclear. Sees that new energy technologies are available for commercial application as early as possible. Administers programs in energy storage, electric energy systems, and improved energy conversion efficiency. Supports specialized projects managed by other DOE program organizations.

Ted D. Tarr (202) 376-4364—Program Information Contact

Resource Applications

Develops, manages, and directs policies and programs to increase domestic supplies of petroleum, natural gas, coal, and uranium; to reduce regulatory and financial constraints to resource development and reduce regulatory and financial constraints to resource development and utilization; and to demonstrate and encourage the commercial use of developed energy supply technologies. Manages the national uranium enrichment activities and the Departmental energy resource leasing program. Responsible for the supervision and administration of DOE power administrations and petroleum reserves.

Alexander S. Lyman (202) 566-9016—Program Information Contact

Conservation and Solar Applications

Formulates and directs the Department's conservation and solar commercialization programs designed to improve energy efficiency and system utilization and reduce energy consumption in the transportation industry, public and private, buildings, agriculture and industrial process solar heating, and preparation of a solar commercialization plan. Seeks to utilize fully the services of individual inventors and small business firms.

J. Keith Davy (202) 376-4608—Program Information Contact

Environment

Manages broad program of research in ascertaining health and environmental effects of all phases of the energy technologies under development. Conducts a program of fundamental biological research in support of technology development including studies leading to more rapid, reliable and economical methods of

understanding risks. Also includes work on biological energy conversion. All of these efforts are aimed at assuring that the implementation of all Departmental programs is consistent with environmental and safety laws, regulations, and policies. Environment also provides policy guidance for the Secretary to assure compliance with environmental protection laws, and is responsible for reviewing and coordinating all environmental impact statements prepared within the Department. Monitors DOE programs with respect to the health and safety of both workers and general public. All proposals are subject to external review.

Herbert G. Fish (301) 353-3541—Program Information Contact

Defense Programs

Directs the Nation's nuclear weapons research, development, testing, production, and surveillance program. Coordinates a safeguards and security program to provide accountability and physical protection of special nuclear materials, including research and development for improvements, testing, evaluation, and implementation of safeguards systems. Manages laser fusion development programs; classification and declassification of sensitive nuclear weapons information; analysis and coordination of international activities related to nuclear technology and materials; and support of the Assistant Secretary for International Affairs with respect to nonproliferation controls.

George J. Bradley, Jr. (202) 376-4087—Program Information Contact

Economic Regulatory Administration

Administers the Department's regulatory programs, other than those assigned to the Federal Energy Regulatory Commission, in regard to oil pricing, allocation, and import programs designed to ensure price stability and equitable supplies of crude oil, petroleum products, and natural gas liquids among a wide range of domestic users. Assures compliance with existing regulations and carries out new regulatory programs as assigned. Administers other regulatory programs, including conversion of oil and gas-fired utility and industrial facilities to coal; natural gas import/export controls; natural gas curtailment priorities and emergency allocations; regional coordination of electric power system planning and reliability of bulk power supply, and emergency and contingency planning. Organizes and manages an active intervention program before the Federal Energy Regulatory Commission and other Federal and state regulatory agencies in support of Department policy objectives.

John D. Blackwell (202) 254-9770—Program Information Contact

Energy Information Administration

Responsible for the collection, processing, and publication of data on energy reserves, financial status of energy-producing companies, production, demand, consumption, and other areas. Analyzes data to assist Government and non-Government users in understanding energy trends. Prepares analyses on complex, long-term energy trends; micro and macroeconomic impacts of energy trends on regional and industrial sectors; and special purpose analyses involving competition within the energy industries, capital/financial structure of energy companies, and interfuel substitution. Provides data publication and distribution services within DOE, throughout Government, and for the public. Acts as a clearinghouse for general

information on energy and coordinates with the Department's Technical Information Center.

Robert Hull (202) 566-7529—Program Information Contact

Staff Offices

Policy and Evaluation

Formulates and recommends the overall national energy policy; coordinates the analysis and evaluation of policies and programs; conducts a continual assessment of the Nation's energy situation, ensures that all DOE policies and programs promote competition in the energy industry and that consumer impact is considered in decisionmaking. Provides staff support to the Department's formal system for policy and program planning. Develops legislative proposals to support policy objectives and reviews program and management plans and budgets to ensure integration of new policy proposals. Prepares the Department's Annual Report to the President and a proposed biennial National Energy Policy to be transmitted by the President to the Congress.

Walter Donaldson (202) 566-9049—Program Information Contact

Intergovernmental and Institutional Relations

Oversees outreach and consumer affairs coordination functions designed to ensure that individuals and groups outside the Department have a central point of contact with the Department and that their views and interests are communicated to policymaking and program decisionmaking components within the Department. Oversees and maintains DOE relations

with Congress, the news media, states, regional and local agencies, private institutions, and consumer interests.

John H. Van Santen (202) 252-5456—Program Information Contact

International Affairs

Develops, manages, and directs program and activities related to international aspects of overall energy policy. Assures that United States international energy policies and programs conform with national goals, legislation, and treaty obligations, and assists the Secretary in providing the President with independent technical advice on international energy negotiations.

Tony C. Upchurch (202) 376-4297—Program Information Contact

APPENDIX B— COVER PAGE FORMAT

UNSOLICITED PROPOSAL SUBMITTED TO THE DEPARTMENT OF ENERGY BY

(Name of Institution/Organization/Individual)

(Address)

For

(Title)

Proposed Duration: _____

Amount Requested: _____

If Renewal, Give Contract or Grant Number: _____

Requesting Starting Date: _____

Small Business ☐ Minority ☐ Profit ☐

Nonprofit ☐ Educational ☐

Other _____

Principal Investigator: _____

Phone: _____

Business Contact: _____

Phone: _____

Date of Submission: _____

This proposal ☐ **may** be subjected to
☐ **may not** external review.

Signature of Principal Investigator

Signature of Authorized Officer

United States
Department of Energy
Washington, DC 20545

Postage and Fees Paid
U.S. Department of Energy
DOE-350

Official Business
Penalty for Private Use, \$300