

These procedures can be used when you are required to include an FWP in your proposal, but you are not submitting the proposal using the Office of Science electronic submission system:

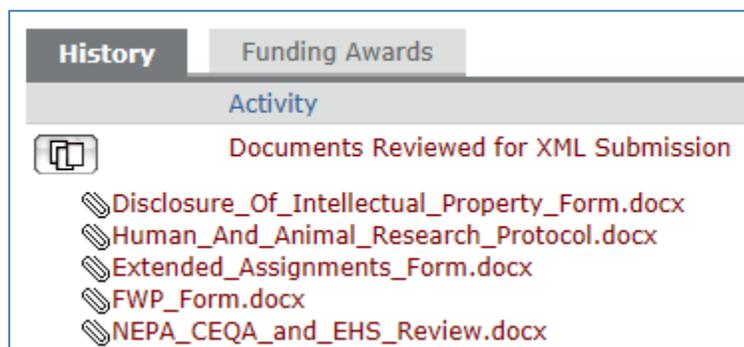
- DOE Proposals where we are a subaward
- DOE Proposals other than Office of Science but a solicitation requires an FWP
- ARPA-E proposals (these instructions are embedded in a more comprehensive Quick Reference Sheet that addresses ARPA-E specifically (see eSR6911 ARPA-E Proposals))

### **Step 1: Prepare FWP in eSRA**

- Create the eSRA proposal answering all the required questions using these specific answers: [Note eLearning instructions for an Office of Science FWP submission (eSR6901) might be helpful.]

1.a.2 = DOE Office of Science
1.a.3 = DOE Office of Science Electronic
2.9.d = Proposal for Initial Funding
6.NF.a = number provided by DOE, if any
6.NF.c = Off-Cycle Submission
8.14 = (skip View 8.14)
9.3.F = complete the FWP budget grid
9.3.F.c = enter the primary B&R code

- **Send email to Sophia (outside of eSRA) with the FP # notifying her you are preparing an FWP that will not actually be submitted as an FWP to the Office of Science.**
- RA: Use activity "Submit to PI" with a note in the comment section instructing the PI to use the activity "Request Changes from Proposal Team" to send the proposal back to you so you can complete the FWP portion of the APRA-E proposal needed for the APRA-E Exchange system.
- **RA: Immediately** use the activity "Review Documents for XML Submission" to create the FWP forms you will need to submit. (This needs to be done before the PI routes the proposal back to you.)
- Extract the documents from the history section of the proposal.
- Obtain signatures, as required, and include these documents in the proposal following the DOE solicitation instructions.
- PI: Use the activity "Request Changes from the Proposal Team" to send the proposal back to the RA.



### **Step 2: Change the proposal to an correct proposal type in eSRA**

- RA: When the proposal is returned in the "PI Approval: Requesting Changes" state, edit the proposal and change the following answers:

1.a.2 = DOE Other
1.a.3 = Other electronic sponsor system

Contact Cynthia Sylvester at [clsylvester@lbl.gov](mailto:clsylvester@lbl.gov) with questions or assistance with this process.