

# DOE ARPA-E Sharing the application

There are 2 areas that you will need to add in your ORA Contract Administrator on your application.

## 1. In the Proposal Business Point of Contact, enter your CA's name

Business Point of Contact: Your Contract Administrator

Phase	Federal Share (DOE)	Non-Federal Share	Total Projected Costs	Proposed Cost Share Percentage
Topic 1	\$0	\$0	\$0	0.00%

Proposed Period of Performance (months):

I certify that I have reviewed the Funding Opportunity Announcement, and this application is eligible for a reduced cost share obligation. No

Technical Point of Contact: No Tech POC Available

**Business Point of Contact: No Business POC Available**

Current TRL of the proposed technology (1-9):

Estimate TRL the technology will reach at project end (2-9):

Interested in sharing application and contact information with the LPO:

Submission Files:

File Name	Original Submission File	Redacted Version
Concept Paper *	No File Uploaded	No File Uploaded

## 2. Share Submission from the Proposal control number to share access to ORA.

Please add in both [oraa@umd.edu](mailto:oraa@umd.edu) (Wendy Montgomery) and your ORA CA's email address.

To share your submission, navigate to the My Submissions page, then click the Control Number link for the submission, and scroll down to the Share Submission section, as seen below.

### 1. Click the Share submission button

### Share Submission

To make updates to the list of shared users allowed to edit this submission, click the Share Submission button.

Existing users who can edit the submission:  
Submission Initiated By: Whitney JuvgrGrfg (jjuvgr28@tznvy.pbz) on 2/15/2013 7:46:32 AM ET

Salutation	FirstName	LastName	Organization	Title	Email Address	Date Shared
	Erin	Test	National Energy Technology Laboratory		erintest@netl.gov	4/30/2018 12:57:21 PM

**Share Submission**

### 2. Add your contract administrator's email address.

## Add New Submission Editor

Please provide the user email:

**Submit**

3. Make sure to click “Confirm” button

**Add New Submission Editor**

The e-mail address entered is for an existing eXCHANGE user. To share the submission permissions select confirm below.

Please repeat the steps from 1-3 for the “[oraa@umd.edu](mailto:oraa@umd.edu)” account.

If the user does not have an account, you can invite them to register for Exchange. ***Please note that the submission will not be automatically shared if you invite a user to join Exchange; you must share the submission on this page once they have registered an account.*** All users with access to the submission are listed on the Submission Details page.

**ALLOW OTHERS TO EDIT THIS SUBMISSION**

**0001-1501: Project Title**

Sharing a submission allows you to give access to other eXCHANGE users to view and edit this submission. Providing access to this submission also gives users access to other stages of the submission process (concept paper and full application). Users with shared access to the submission are able to view, make changes to, and submit the submission. All changes to the submission are logged to indicate the user making the update.

Upon entering an e-mail address the system will determine if the user has already registered in eXCHANGE. If they are not registered you may invite them via e-mail, and assign them once they have registered. If you have questions about this process please contact [ExchangeHelp@hq.doe.gov](mailto:ExchangeHelp@hq.doe.gov).

**Add New Submission Editor**

Please provide the user email:

**Existing users who can edit the submission**

Salutation	FirstName	LastName	Organization	Title	Email Address	Date Shared	
	Erin	Test	National Energy Technology Laboratory		erintest@netl.gov	4/30/2018 12:57:21 PM	<a href="#">Remove Share</a>

To remove someone from the list of shared users, simply click the Remove Share link in the table, as seen above.