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



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

Please add in both <u>oraa@umd.edu</u> (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



2. Add your contract administrator's email address.

Add New Submission Editor	
Please provide the user email:	Submit

1

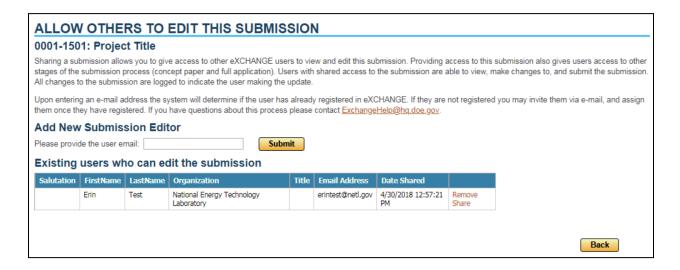
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3. Make sure to click "Confirm" button



Please repeat the steps from 1-3 for the "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.



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

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