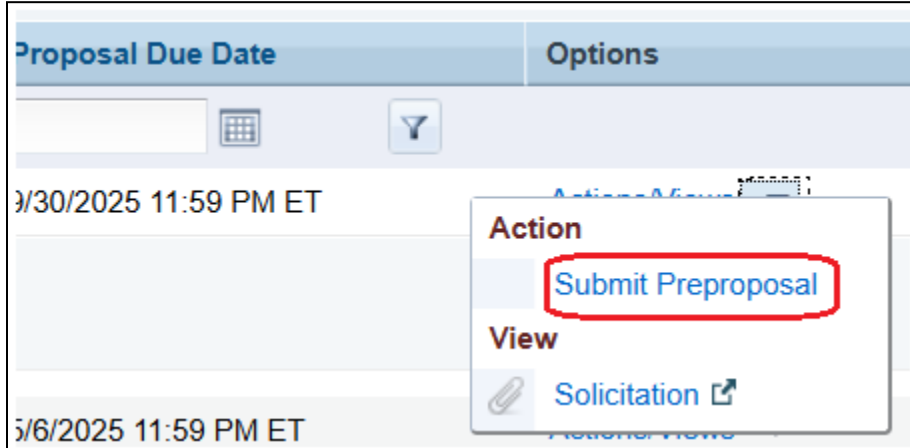


DOE - PAMS

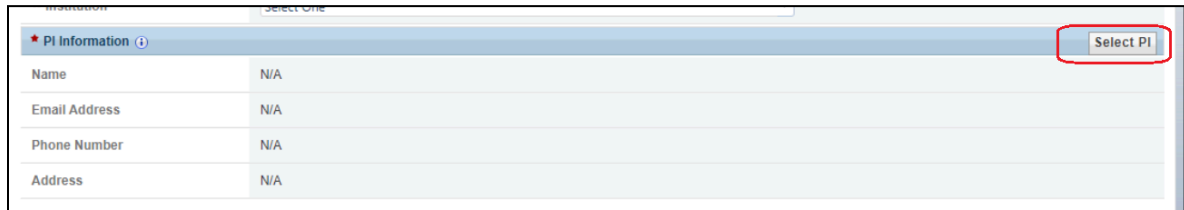
Creating/Adding the ORA account on the LOI/Preproposal

Creating LOI/PreProposal:

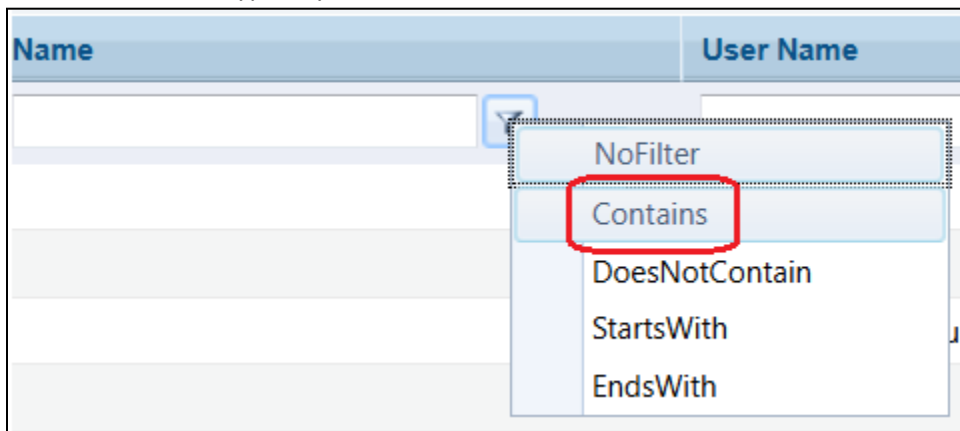
1. Locate your [solicitation from the PAMS](#) > Click Actions/Views > Click “submit...” (Letter of Intent or Preproposal, depending on what you are submitting).



2. In the PI Information Section, click the “Select PI” button to select a PI.



3. A list of all UMD Registered Users in the PAMS will appear.
4. In the Name Field, type in your name, then click filter button > Select “Contains” from the dropdown list.



5. Locate your name, then click the Save button.

6. In the SRO/BO/AO information, please select **Wendy Montgomery (ora@umd.edu)**

* SRO/BO/AO Information		Select SRO/BO/AO
Name	N/A	
Email Address	N/A	
Phone Number	N/A	
Address	N/A	

Adding the ORA account on your LOI/PreProposal:

You will need to add the ORA account and assign the ORA account all rights (Edit/Submit/Delete/Manage Peer Access) to your LOI/Preproposal.

7. Go back to the “ Proposals” tab. In the Letter of Intent/Preproposals column, click the associated link “view my existing...” (Letter of Intent or Preproposal, depending on what you are submitting).

What would you like to do?

- Solicitations**
 - View Funding Opportunity Announcements
 - View DOE National Laboratory Announcements
 - View Submission Requests
- Letters of Intent/Preproposals**
 - View My Letters of Intent
 - View My Preproposals
- Proposals**
 - View My Proposals
 - Access Previously Submitted Grants.gov Proposal

8. Locate your pre-proposal/LOI in the list. Under the *Options* column, click the “Action/Views” link > select “Manage Peer Access.”

Action

- Manage Peer Access

View

- Preproposal and Attachments

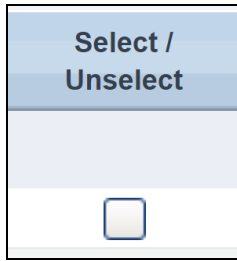
- 1) Enter the last name of the person you wish to grant access in the “Email” field. Click on the filter icon and select “Contains”.

Email	Phone Number
ora@umd.edu	

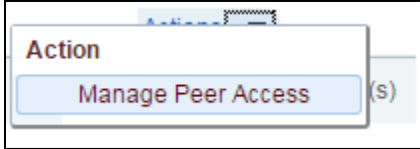
Filter dropdown menu:

- NoFilter
- Contains

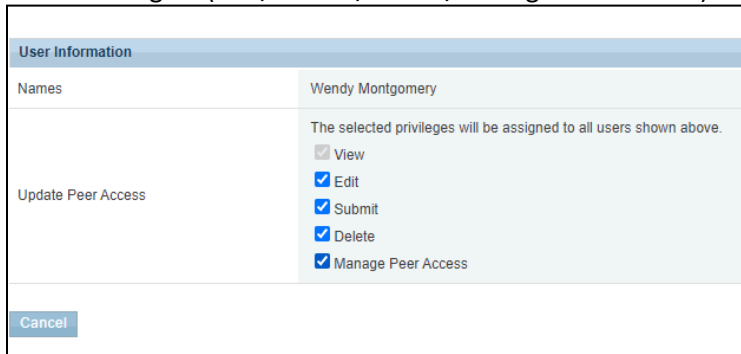
- 2) Locate the name of the person. On the left-hand side of the page, under the *Select/Unselect* column, check to select > Scroll down > Click the Add All Users button



3) Under Options > Select “Manage Peer Access”



9. Select ALL rights (Edit/Submit/Delete/Manage Peer Access) to Wendy > Click “Save and Continue.”



10. You may now complete your LOI or Preproposal and submit it from your account.

Note: You can submit the LOIs and Preproposals, unless there is a cost share, a budget, or other institutional approval is needed. If there is a cost share, a budget, or other institutional approval, then you will need to route the proposal in the Kualu Research for your CA to review and then submit.