

ARPA-E PROCUREMENT

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ARPA-E Active Project Management:
Programmatic


Contract Vehicle Overview

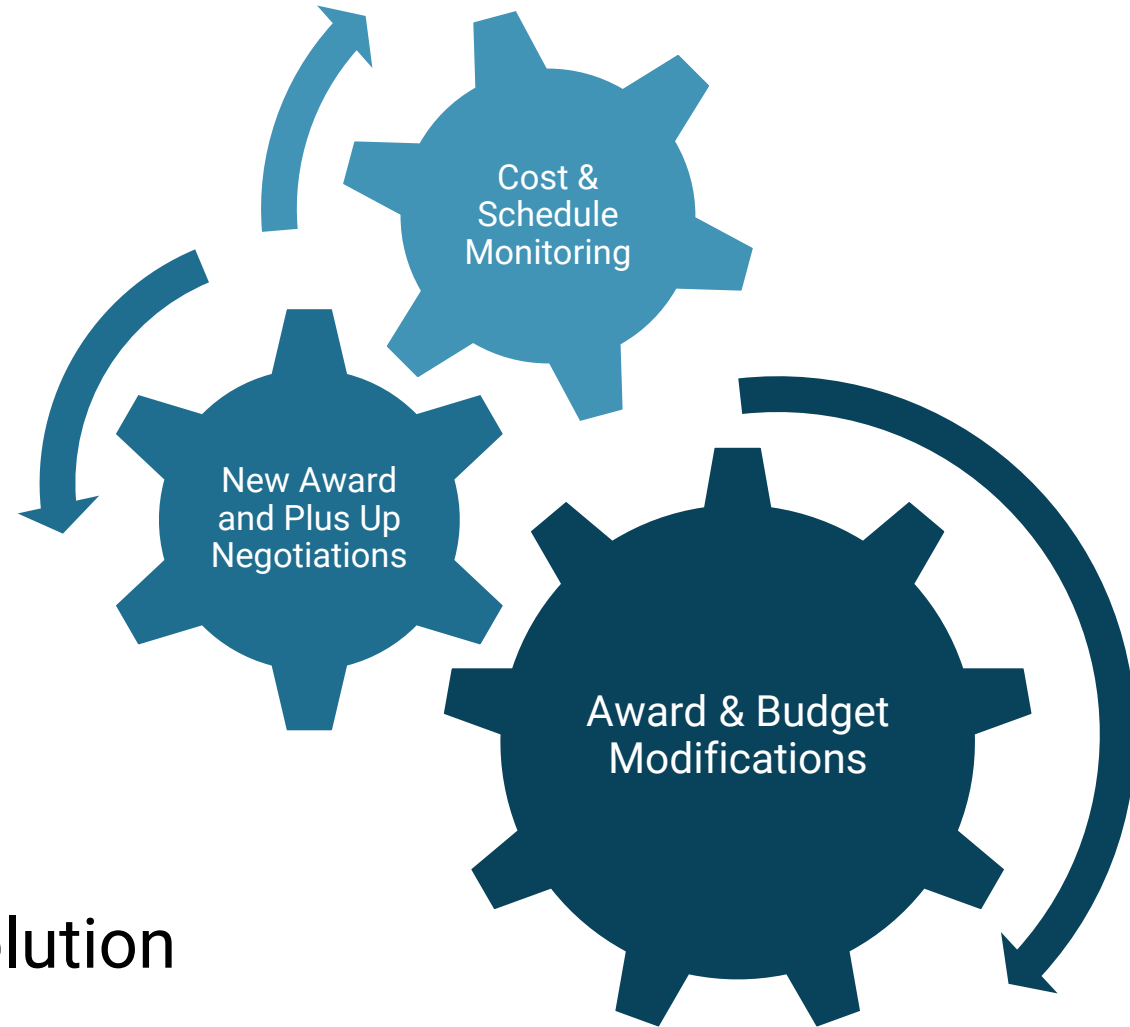
Reporting Requirements

ePIC Project Management System

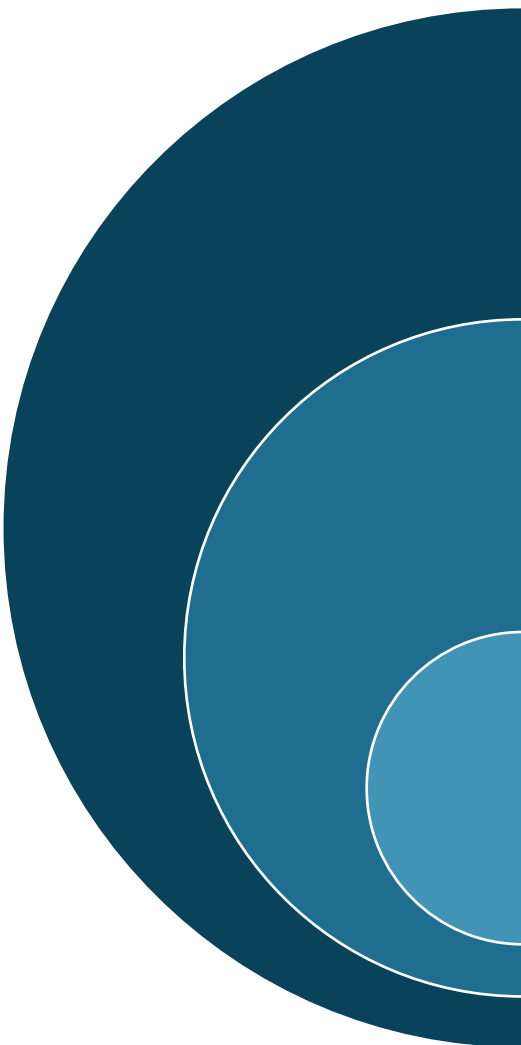
Invoice Expectations

ARPA-E Active Project Management: Programmatic

- ▶ Who: PM-SETA
- ▶ Why: Questions
- ▶ What: 
- ▶ How: Liaise
- ▶ When: Anytime
- ▶ Ultimate Goal: Resolution



Frequently Asked Questions



Award Modifications <i>Attachment Revisions</i>	<ul style="list-style-type: none">• SOPO Revision• No Cost Extension• Personnel Changes
Cost Changes <i>Budget & Invoicing</i>	<ul style="list-style-type: none">• Reallocation• Unbudgeted Costs• Additional Funds
Submission Requirements <i>Reporting</i>	<ul style="list-style-type: none">• Annual Reports• Quarterly Reports• Navigating ePIC

Frequently Asked Questions – Award Changes Continued

Award Modifications

- **Examples of an official modification to the award:**
 - SOPO revision (Attachment 3)
 - NCE – **Please request NCE's 90 days before the end of your PoP** and ensure you have enough funds to cover work under the extended PoP.
 - PI change
 - Changing your indirect rate that is listed in your Attachment 1

Cost Changes

- **Examples of cost changes that require prior CO approval (no modification to the award):**
 - Adding a sub-recipient or vendor
 - Changes in cost share type
 - Transfer of funds from a sub back to the Prime or vice versa
- **Examples of cost changes that don't need prior CO approval** are typically reallocations across budget categories (not including the above mentioned) and occasional invoicing costs – **Always check your Attachment 1**
- **Best Practice** – making budget changes can be nuanced when it comes to the type of approval you will need to move forward. **Please overly communicate budget change requests with the PM SETA and they will liaise with the CS/CO.**
- **We will always defer to the Contracting Officer!**

Submission Requirements

- **Annual Reports**
 - Incurred cost submission (if applicable)
 - DOE Compliance Audit (if applicable – for profit prime's only)
 - **Always check your Attachment 4!**
- **Quarterly Reports**
 - Due on the last day of the month after the quarter ends (**FISCAL quarters** – i.e. **Q1 2023, Oct – Dec '23 – report due Jan 31 '24**)
 - **All reports will be submitted in our ePIC system.**

Team Member Overview

Work Authorization (WAS)

- Agreement between ARPA-E and a Federally Funded Research and Development Center
- Received a lump sum of funds, respective managing entities monitor spend

Cooperative Agreement

- Agreement between ARPA-E and a Non-Profit, Academic, Large or Small Business
- Is cost reimbursable, meaning project costs are incurred by the entity and reimbursed by ARPA-E

Project Lead

- Technical Progress Report: submitted by the Project Lead on behalf of the entire project team
- Financial Progress Report: submits cost information for self

Subrecipient

- Technical Progress Report: submits technical progress information to the Project Lead as required to support QR and Final Reports
- Financial Progress Report: submits cost information for self

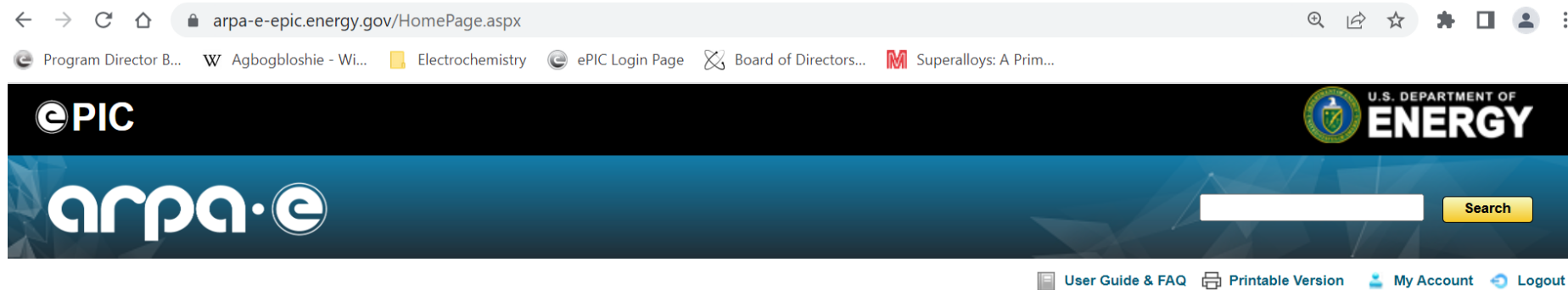
Reporting Requirements

Refer to Project Guidance on ARPA-E Website & Attachment 4 for additional information.

Submission Cadence	Report or Event	Submit to ARPA-E Via
Quarterly	Technical Report: Quarterly Report	ePIC
	Financial Report: SF-425 Form	ePIC
Annually	Property Inventory	ePIC, part of the QR
	Indirect Cost Proposal	ePIC
	Annual Audit for For-Profit Recipients	ePIC, part of the QR
Once <i>(within 6 weeks of award)</i>	IP & Data Management Plan(s)	ePIC
Once <i>(within 120 days from end POP)</i>	Close Out Report(s)	ePIC, OSTI, iEdison
As needed <i>(within 5 days of event)</i>	Scientific/Technical Conference Papers & Public	OSTI
	Intellectual Property Reporting	iEdison
	Subaward/Subcontract Reports	ePIC, part of the QR
	Lobbying Activities Reporting	ePIC, part of the QR
	Special Status Reports (e.g. patent/copyright infringement, flow-down refusal, bankruptcy, US export control..)	ePIC, part of the QR

ePIC Project Management System

Refer to ePIC User Guide & FAQ
on ePIC interface.



- ▶ **Energy Program Information Center (ePIC) Registration:**
 - ePIC user accounts are based on a username/email address. If you have an email address from a previous employer or with a personal email address, you will need to create a new ePIC account with your current work email address and username.
- ▶ **ePIC houses:**
 - Project information , Contractually required reports, Quarterly Report (QR) submissions

Accessing Your Award Record in ePIC

- ▶ **Step 1 – Creating an ePIC User Account**
 - Follow steps on previous slide to register
- ▶ **Step 2 – Notify ARPA-E of Your Account Creation**
 - Once you have registered or confirmed your account is created in ePIC, please email epichelp@hq.doe.gov, cc'ing the PM SETA assigned to your award, requesting access to your project award number (DE-AR0000XXX). ***If you are not the Principal Investigator (PI), you will need to provide written confirmation from the PI authorizing your access to the ePIC record.***
- ▶ **Step 3 – Accessing your ePIC Project Record**
 - Once ARPA-E confirms your account is active and assigned to an award record, you can log into ePIC and access your assigned project(s) on the “MY PROJECTS” page. That hyperlink is your gateway to accessing all reporting information and project documentation. If you see any inaccuracies or required updates, please work with your assigned PM SETA to make those corrections.

Performer Invoice Expectations

Refer to Invoicing Guidance on the ARPA-E Website & Attachment 1 for additional information.

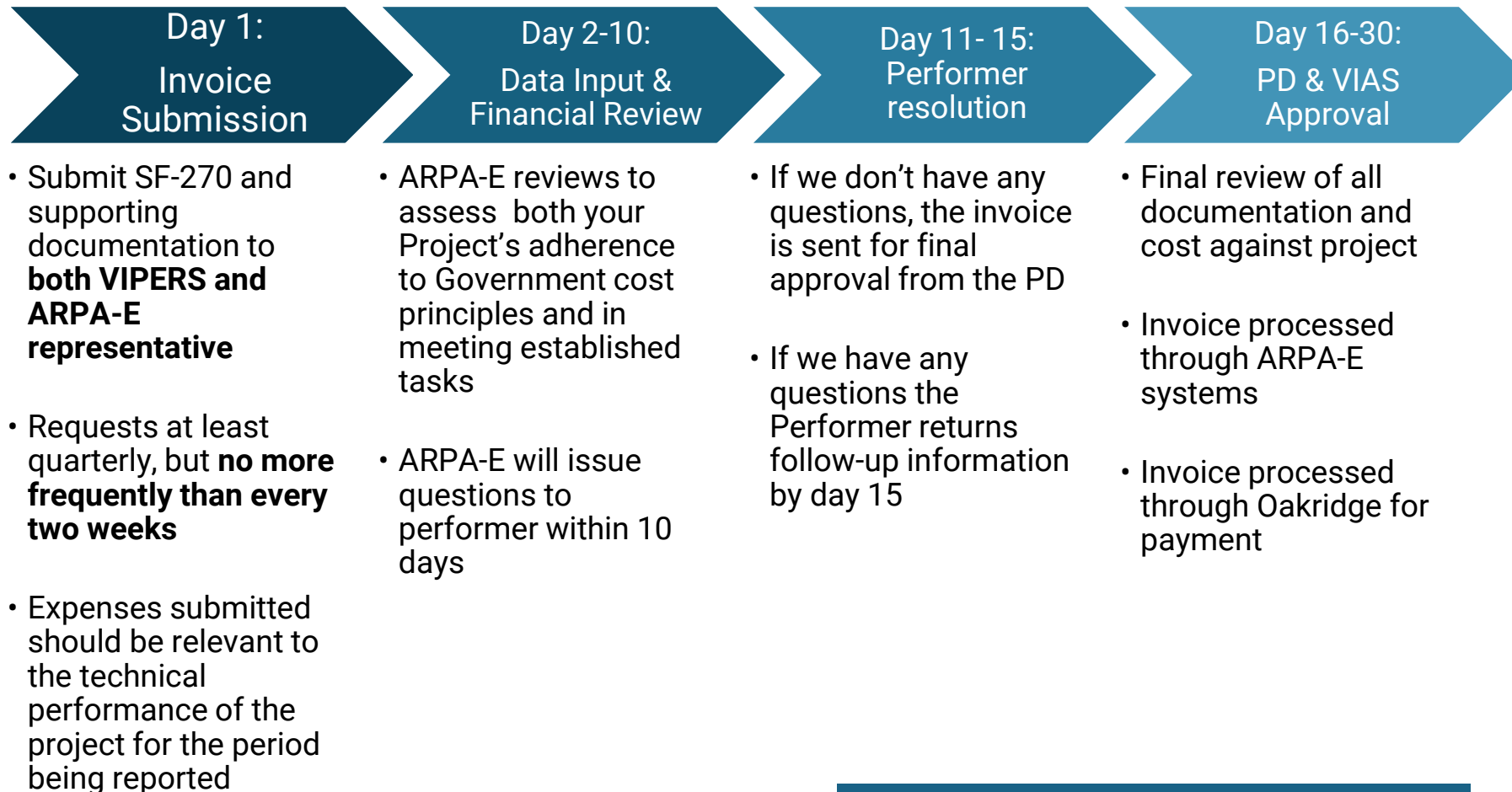
- ▶ **Invoice at minimum should be quarterly**, and at a maximum no more than every 2 weeks.
 - Monthly is the most common, **ensure you do not go 90 days without invoicing!**

- ▶ **Submit supporting documentation to the PM-SETA**, via email, in ADDITION to submitting a reimbursement request to VIPERS:
 - SF-270
 - Reimbursement Request Spreadsheet (RRS)
 - Supporting documentation (cost support & justifications)

- ▶ **Communicate Budget Discrepancies**, maintain an open line of communication with your PM-SETA
 - Unbudgeted Costs & Budget Reallocations should be communicated to the ARPA-E Team PRIOR to the change

ARPA-E Invoice Expectations

Refer to Invoicing Guidance on the ARPA-E Website & Attachment 1 for additional information.



ARPA-E works hard to maintain a 30 day, or shorter, invoice review period. We ask performer teams to work with together with ARPA-E to achieve those aggressive timelines which might require quick turnaround of documentations.

Final Reminders & Suggestions

- ▶ Please, send in **quarterly reports in on time**
 - Please, **send quarterly review slides a minimum 1 day in advance**
- ▶ Be transparent – talk to us!
 - We understand that R&D is challenging. We want to help you to succeed, while using our time and financial resources efficiently
- ▶ Please, stay **up-to-date on your payment requests**
 - **To reiterate - Ensure you do not go 90 days without invoicing!**
- ▶ Please remember to **report subject inventions, patents submitted/granted, and publications** (in ePIC and iEdison)