

ePIC Software Reporting Quick Reference

THE PURPOSE

This guide is a short walkthrough for ePIC software reporting and software utilization reporting, step by step.

ENTERING THE SOFTWARE REPORT, STEP BY STEP

1. After logging into ePIC, search out the award for which you are reporting software, either under “My Projects” or by searching the Award Number under “Projects” at the top left corner of the screen, seen below in Figure 1.



Figure 1 – Projects

2. After you click on the award, you will see tabs at the top of the screen, as pictured below in 2 parts in Figures 2 and 3. Navigate to the “Project Reports” tab on the right pictured in Figure 3.



Figure 2 – ePIC Tabs



Figure 3 – ePIC Tabs: Project Reports

3. On the Project Reports Tab, you will see the “Project Management Reporting” heading, with subheadings below for different reports. Click on “Software and Data Reporting,” pictured below in figure 4.

PROJECT MANAGEMENT REPORTING (DURING AWARD)

- ▼ [Quarterly Research Performance Progress Reports \("Quarterly Reports"\)](#)
- ▼ [Intellectual Property and Data Management Plan](#)
- ▼ [Software and Data Reporting](#) ←
- ▼ [Lobbying Activities Reporting](#)
- ▼ [Special Status Reports](#)
- ▼ [Subaward/Subcontract Reports](#)

Figure 4 -Software and Data Reporting

4. From there, click on "New Software and Data Set Reporting Submission," pictured below in figure 5.

In accordance with Attachment 4, the Prime Recipient is required to report:

- (a) any of the software and data sets specified in the Commercialization Plan; and
- (b) any associated trademarks for commercializing the specified software and data sets.

Please click the "New Software and Data Reporting Submission" and fillout the Software and Data reporting form. Once completed please submit your form.

New Software and Data Set Reporting Submission ←

Figure 5 – New Software and Data Set Reporting Submission

5. From there, a screen will pop up with several fields to fill out to create your software or dataset report, including a title, description, type, and fiscal year end, pictured below in Figure 6. The fiscal year of your organization is a vital question related to the annual tracking of utilization data. Figure 7 displays the Software Product or Data Set Types of Restrictive, Open Source, or Internal. If what you are submitting fits into more than one of those categories, you will need to submit multiple reports. Depending on the option selected, there will be further utilization questions to answer. The below sequence will show the "Internal" option. Once you have entered all the requested information, click "Submit".

Software or Data Set Submission
✕

Please fill out the brief questions for your software or data set type.

Please provide a brief title (as identified in Commercialization Plan and/or initial report)

Software Product or Data Set Title:

Please provide a brief (1-2 sentence) description of the Software Product or Data Set.

Software Product or Data Set Description:

If you have Software Product or Data Set that fits into more than one category, you will need to submit a separate utilization report for each category (up to 3 total).

Software Product or Data Set Type:

When will your fiscal year end?

Save And Return
Submit

Figure 6 – Software or Data Set Submission

- If your award has a Commercialization Plan, you will also have the option of the 2 check boxes at the top of your report, if you do not yet have software to report. If you click one of the check boxes affirming that you have no software to report yet, then there will be no other information required to enter and you can click "Submit."

Please fill out the brief questions for your software or data set type.

Commercialization plan is still in progress, and no software to report yet

Commercialization plan is completed, but no software to report yet

Please provide a brief title (as identified in Commercialization Plan and/or initial report).
 Software Product or Data Set Title: !

Please provide a brief (1-2 sentence) description of the Software Product or Data Set.
 Software Product or Data Set Description: !

If you have Software Product or Data Set that fits into more than one category, you will need to submit a separate utilization report for each category (up to 3 total).

Software Product or Data Set Type: !

When will your fiscal year end? !

Save And Return
Submit
Cancel

Figure 6.1 – Software or Data Set Submission – Commercialization Plan

Please make your selection ▼

Please make your selection

Restrictive

Open Source

Internal

Figure 7 – Software Product or Data Set Type

ENTERING THE SOFTWARE UTILIZATION REPORT, STEP BY STEP

- After a software report submission, a new option will appear on the screen to "Start Annual Utilization Report," pictured below in Figure 8.

Annual Utilization Report	Annual Due Date	Submitted Date	Status	Action
Example Software Title: Internal	12/31/2021		Not Started	Start Annual Utilization Report

Figure 8 – Start Annual Utilization Report

- The top section after you Start Annual Utilization Report will autofill from what was previously submitted under "New Software and Data Set Reporting Submission" as seen below in Figure 9, with

questions on how the software or dataset is used, IP Rights, and future plans, pictured below in Figures 10 -13. The following explores the different types of questions listed for Internal, Restrictive, or Open Source.

Example Software Title: Internal - Annual Software or Data Set Utilization Report x

Please fill out the brief questions for your software or data set type.

Please provide a brief title (as identified in Commercialization Plan and/or initial report)

Software Product or Data Set Title:

Please provide a brief (1-2 sentence) description of the Software Product or Data Set.

Software Product or Data Set Description:

If you have Software Product or Data Set that fits into more than one category, you will need to submit a separate utilization report for each category (up to 3 total).

Software Product or Data Set Type:

When will your fiscal year end?

Figure 9 – Top Section of the Annual Utilization Report

For the different screens shown for the “IP Rights Asserted” options, jump to figure 11.

9. If you began the report and selected “Internal Use” the questions in figure 10 will appear.
10. If you began the report and selected “Restrictive” the questions in figure 11 will appear.
11. If you began the report and selected “Open Source” the questions in figure 12 will appear.

Internal Use Software Utilization Questions

INTERNAL USE TYPE QUESTIONS	RESPONSES
How are you using this Software or Data Set?	
IP Rights asserted?	<input type="checkbox"/> Copyright <input type="checkbox"/> Patent (iEdison Invention Number) <input type="checkbox"/> 5 Year Protected Data <input type="checkbox"/> Trademark <input type="checkbox"/> None of the above
What are your future plans with the Software Product or Data Set?	
<input type="button" value="Save Report And Return"/>	<input type="button" value="Submit Report"/>



Figure 10 – Internal Use

Restrictive Software Utilization Questions

RESTRICTIVE TYPE QUESTIONS	RESPONSES
Are you internally using the Software Product or Data Set?	<input type="radio"/> Yes <input type="radio"/> No
IP Rights Asserted?	<input type="checkbox"/> Copyright <input type="checkbox"/> Patent (iEdison Invention Number) <input type="checkbox"/> 5 Year Protected Data <input type="checkbox"/> Trademark <input type="checkbox"/> None of the above
Has the Software Product or Data Set been licensed?	<input type="radio"/> Yes <input type="radio"/> No
Has there been a transfer of title to a third party?	<input type="radio"/> Yes <input type="radio"/> No
If it has been transferred, is the software a part of another commercial product?	<input type="radio"/> Yes <input type="radio"/> No
Are there any restrictions on your Software Product or Data Set license?	<input type="radio"/> No <input type="radio"/> Critical Energy/Electric Infrastructure Information (CEII) <input type="radio"/> Export Controlled <input type="radio"/> Other
Is awardee providing commercial services such as maintenance/update services? Identify if someone other than the awardee is providing these services:	<input type="radio"/> Yes (awardee providing maintenance/update services) <input type="radio"/> No (no one providing services) <input type="radio"/> No, services provided by
<input type="button" value="Save Report And Return"/>	<input type="button" value="Submit Report"/>

Figure 11 – Restrictive



Open Source Software Utilization Questions

OPEN SOURCE TYPE QUESTIONS	RESPONSES
What Open Source license is used?	<input type="text"/>
IP Rights asserted?	<input type="checkbox"/> Copyright <input type="checkbox"/> Patent (iEdison Invention Number) <input type="checkbox"/> 5 Year Protected Data <input type="checkbox"/> Trademark <input type="checkbox"/> None of the above
Please provide the URL where Software Product or Data Set is currently hosted:	If applicable, provide an updated URL if it has been revised from a previous report: <input type="text"/>
Please provide the statistics on Software Product or Data Set use for commercial purposes (if available):	The type of metric reported will depend on the specifics of the Software Product or Data Set. Number of Downloads: <input type="text"/> Number of Repositories/Clones: <input type="text"/> Number of Users: <input type="text"/> Number of Repository Forks: <input type="text"/> Other, please describe: <input type="text"/>
Is awardee providing commercial services such as maintenance/update services? Identify if someone other than the awardee is providing these services:	<input type="radio"/> Yes (awardee providing maintenance/update services) <input type="radio"/> No (no one providing services) <input type="radio"/> No, services provided by
Please list any corporate sponsors assisting in maintaining the Software Product or Data Set:	<input type="radio"/> Yes <input type="radio"/> No Corporate Sponsors
Save Report And Return	Submit Report

Figure 12 – Open Source

IP Rights asserted?	<input type="checkbox"/> Copyright <input checked="" type="checkbox"/> Patent (iEdison Invention Number) <input type="checkbox"/> 5 Year Protected Data <input type="checkbox"/> Trademark <input type="checkbox"/> None of the above
	iEdison Invention Number: <input type="text"/>

Figure 13 - Patent

12. If **“Patent”** is selected under **“IP Rights Asserted,”** there will be a new field to enter the iEdison Invention Number as shown above in Figure 13. An iEdison invention number format is: 7 or 8 digits + **“-”** + 2 digits + **“-”** + 4 digits. An example of subject invention number: 9412501-10-0123

IP Rights asserted?

- Copyright
- Patent (iEdison Invention Number)
- 5 Year Protected Data
- Trademark
- None of the above

Trademark Name:

Figure 14 - Trademark

13. If **“Trademark”** is selected under “IP Rights Asserted,” there will be a field for the Trademark Name as in Figure 14.
14. Remember that the report is not finalized until “Submit Report” has been selected. If you require further assistance, please reach out to arpa-e-t2m@hq.doe.gov.