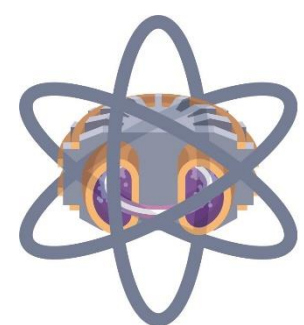




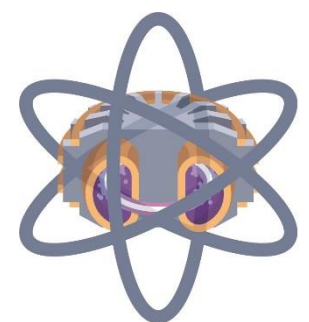
# INFUSE Update – December 2020

**Dennis Youchison & Ahmed Diallo**



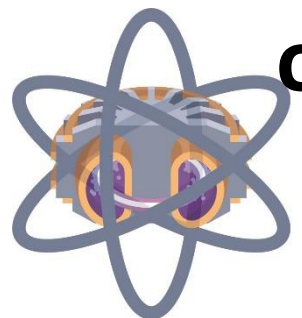
# Process Improvements

- **RFA Requirements – How to get an RFA accepted for review**
- **“My Applications” – delete and replace until close date.**
- **Titles and Abstracts**
- **Budget Worksheet Example – Use the Excel template**
- **Record – of – Discussion – shows agreement to the SOW**
- **Next RFA Call – January 2021 with Q&A webinar**



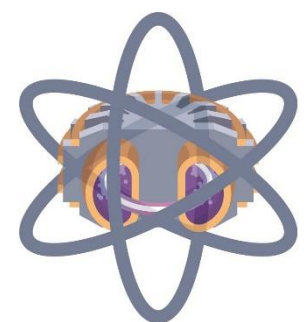
# RFA Requirements

- 1) All RFAs must be submitted electronically before the published deadline by the company and submitted as a package on the INFUSE Sharepoint site. All submissions are timestamped and certified by the submitters XCAMS account to be complete and accurate. E-mailed RFAs are not accepted.**
- 2) RFAs cannot be modified after submission. They can be withdrawn and resubmitted before the deadline. INFUSE staff cannot modify RFAs other than correcting typos.**
- 3) The company PI must be a technical staff member and employee of the company submitting the RFA.**
- 4) Foreign-controlled companies are welcome to participate; however, they must have a legal subsidiary with a U.S. address. All companies must have a valid US DUNS number and be registered in the U.S.**
- 5) A company must provide a minimum 20% cost share of the total project value as detailed in the required budget estimate worksheet.**
- 6) Only one partnering laboratory is permitted per RFA. However, the laboratory can collaborate with other labs through a Memorandum Purchase Order (MPO). The laboratory PI must be a technical staff member and employee of the partnering laboratory.**



# RFA Requirements (con't)

- 6) The U.S.-registered company must agree to terms and conditions within either a standard or SBIR DOE CRADA and execute a negotiated agreement before work can commence.
- 7) Laboratory PIs must have the necessary expertise, time and resources to perform the work in an effective manner. The laboratory PI must perform a minimum 25% of the laboratory scope.
- 8) The participating laboratory cannot subcontract out more than 50% of the work.
- 9) A record-of-discussion must be part of the RFA showing mutual agreement between the company and laboratory PIs regarding the scope of work and signed by the PIs. If the RFA requires use of specialized, high-demand laboratory facilities, the laboratory PI's supervisor must also sign indicating the resource will be available.
- 10) Currently, universities participate as subcontractors either through the company directly or through the national laboratory. All subcontracts must be broken out in the cost estimate spreadsheet.



# My Applications

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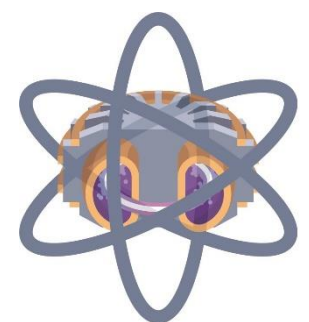
Reviewer Information (Submit/View)

New Upload Sync Share More

All Documents My Documents Find a file

Name	Modified	Modified By	Application Stat
Application Status : Submitted (3)			
Graham_Naylor_A remote_real-time isotopic exhaust gas	November 2	Youchison, Dennis	Submitted

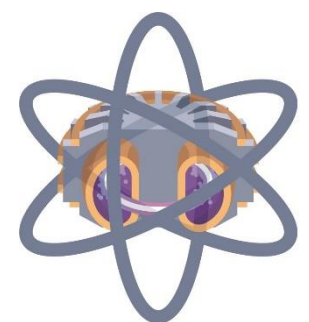
- **Can save and return to edit multiple times.**
- **Once submitted, the RFA becomes “Read Only”. Now will get e-mail confirmation that it was submitted.**
- **Can be deleted (withdrawn) and resubmitted by deadline.**
- **Must be submitted by submission deadline for inclusion in the cycle.**



# Titles & Abstracts

- **Titles should be limited to 255 characters**
- **Abstracts can be one to two paragraphs**
  - **Prefer more than 200 words, but less than 500.**
  - **Abstracts will be posted on public website**
  - **Contain no references, images or equations**
  - **Contain no IP nor EC information**
  - **See posted guidelines for writing public abstracts**

<https://infuse.ornl.gov/library/>



# Budget Worksheet Example

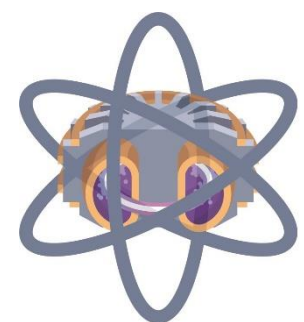
**\*Only a spreadsheet is acceptable for upload**

AutoSave  Off INFUSE Example Budget Estimate.xlsx - Saved Search

File Home Insert Page Layout Formulas Data Review View Help Acrobat

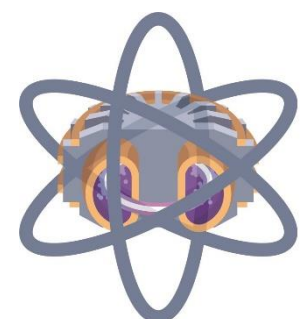
K22 fx

	A	B	C	D	E
1	item	laboratory (\$)	company costshare (\$)	Description	
2	<b>Personnel</b>			labor hrs or fte - fully loaded costs per individual	
3	individual 1	\$141,000.00		.25 fte (470 hrs) of lab PI for computations	
4	individual 2		\$36,000.00	.15 fte (270 hrs) of company PI for data analysis	
5	individual 3		\$31,000.00	.2 fte (360 hrs) of company lab staff for expt operations	
6	individual 4	\$14,250.00		.05 fte (95 hrs) lab post-doc for measurements	
7	technician/support	\$19,000.00	\$14,000.00	other misc. support	
8	<b>Equipment</b>			list equipment costs	
9	item 1	\$1,200.00		digital balance	
10	item 2	\$3,200.00		optical microscope	
11	<b>Materials and Supplies</b>			list major expendable item costs	
12	item 1	\$500.00		steel tubing	
13	item 2	\$1,300.00		W powder	
14	<b>Travel</b>			estimate travel expenses per trip	
15	trip 1		\$1,600.00	lab visit	
16	trip 2	\$1,800.00	\$1,800.00	XYZ conference	
17	<b>Subawards/Subcontracts</b>			each subcontract requires similar breakout to this table	
18	University of XYZ contract		\$50,000.00	faculty/student support	
19	Company ABC		\$4,500.00	property measurements	
20					
21	<b>Other</b>			other costs or fees	
22	Subtotal	\$182,250.00	\$138,900.00		
23					
24	* (add lines as needed under each item category)				



# Budget Example (con't)

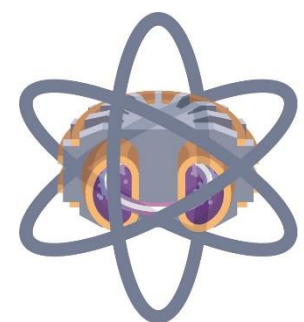
23				
24	* (add lines as needed under each item category)			
25	<b>Subcontractors</b>			
26	item	University (\$)	company ABC (\$)	Description
27	<b>Personnel</b>			labor hrs or fte - fully loaded costs per individual
28	individual 1	\$30,000.00		.05 fte (95 hrs) of professor support for theory
29	individual 2	\$18,400.00		1 fte (270 hrs) of student support for calculations
30	individual 3		\$2,400.00	.01 fte (20 hrs) of vendor support for measurements
31	<b>Equipment</b>			list equipment costs
32	item 1			
33	item 2		\$2,000.00	equipment usage fee
34	<b>Materials and Supplies</b>			list major expendable item costs
35	item 1		\$100.00	sample holders
36	item 2			
37	<b>Travel</b>			estimate travel expenses per trip
38	trip 1	\$1,600.00		lab visit
39	trip 2			
40				
41	<b>Other</b>			other costs or fees
42	<b>Subtotal</b>	\$50,000.00	\$4,500.00	
43				
44				





# Record – of – Discussion

- **Involve all senior members identified in the SOW**
- **Show agreement by all senior members including subcontractors**
- **Include agreement of schedule and disposition of equipment**
- **Include signatures of both PIs (required)**
- **Lab PI's manager signature required if using specific DOE facility**



# Next RFA Call

- **Opens 3<sup>rd</sup> week of January – week of January 18, 2021**
  - **Same 5 topical areas**
  - **Limit of 5 RFAs per company**
  - **Please consider previous reviews if resubmitting an RFA**
- 
- **2<sup>nd</sup> call 2020 INFUSE awardees publicly posted next week. Were notified by e-mail on November 20.**

