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, budget, and schedule
- 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 time-stamped 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 They can be withdrawn and resubmitted before the deadline.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.
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. New DOE Policy 485.1A now in effect.

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. Theoretically, a university can get 100% of the company costshare (typically 20% or more) and 50% of the laboratory share = 60% of the total project.
- 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 withdrawn and resubmitted by deadline – notify INFUSE for help.
- 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, Please no pdfs*
<table>
<thead>
<tr>
<th>Item</th>
<th>University ($)</th>
<th>company ABC ($)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual 1</td>
<td>$30,000.00</td>
<td>.05 fte (95 hrs)</td>
<td>professor support for theory</td>
</tr>
<tr>
<td>Individual 2</td>
<td>$18,400.00</td>
<td>1 fte (270 hrs)</td>
<td>student support for calculations</td>
</tr>
<tr>
<td>Individual 3</td>
<td>$2,400.00</td>
<td>.01 fte (20 hrs)</td>
<td>vendor support for measurements</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 1</td>
<td></td>
<td>$2,000.00</td>
<td>equipment usage fee</td>
</tr>
<tr>
<td>Item 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 1</td>
<td>$100.00</td>
<td></td>
<td>sample holders</td>
</tr>
<tr>
<td>Item 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trip 1</td>
<td>$1,600.00</td>
<td></td>
<td>lab visit</td>
</tr>
<tr>
<td>Trip 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$50,000.00</td>
<td>$4,500.00</td>
<td>other costs or fees</td>
</tr>
</tbody>
</table>
• Involve all senior members identified in the SOW
• Show agreement by all senior members including subcontractors
• Include agreement of schedule, budget and disposition of equipment
• Include signatures of both PIs (required)

Note: Lab PIs should do formal FWP/CRADA cost estimate with finance officer prior to providing a summary estimate to company for the RFA. (a roll-up of the FWP and CRADA budgets must agree with RFA estimate)
• Lab PI’s manager signature required if using specific DOE facility
Current RFA Call

- Opened 3rd week of January – week of January 18, 2021
- Closes at end of February – February 26 at 5:00 pm EST.
- Same 5 topical areas
- Limit of 5 RFAs per company
- Please consider previous reviews if resubmitting an RFA
- All labs please forward copies of executed CRADAs to infuse@ornl.gov

- 2nd 2021 INFUSE Call likely in June. Sharepoint site migrating to a cloud-based service outside the ORNL firewall.
- 2022 schedules will be advanced to better align with the DOE FY. Calls will likely occur in October and April.
Open Discussion

• Q & A
• Feedback and Suggestions