



## **Ten hints for writing a successful INFUSE RFA (...or things I wish I knew before I submitted my assistance request)**

1. If you have a DOE national laboratory or university point of contact (POC) or PI, identify them in the appropriate section in the electronic application system. Don't include the PI as part of the proposing team in your proposal, since they are part of the resource you are requesting.
2. If you don't have a public institute PI, the INFUSE team can help identify a national laboratory or university and the appropriate technical leads to assist you. You must identify a PI and include a "record-of-discussion" to successfully submit your application.
3. Articulate your objective as clearly as possible. Keep this question in mind: Why do I specifically need a public resource?
4. Remember, most government funded institutions are prohibited by law from competing with the private sector, so an award that is asking for general services will not be considered. For example, structural analysis of a reactor building using commercial finite element analysis software is a general service.
5. Awards are not intended to assist you with the fundamental design of the technology you are developing. If you need assistance with a specific design aspect or component of your technology, you must be clear about the requirements and constraints that apply to this component.
6. In general, an RFA that asks a laboratory or university to complete general design work or make decisions on a design, will not be awarded. The institute's role is to provide you with the data necessary to make those decisions on your own.
7. Awards are not an appropriate mechanism for tackling large, sustained research and demonstration (R&D) projects or design efforts. An award will not generally be approved for continuation of a previous award. It should be clear that the requested assistance will advance a well-defined aspect or component of your overall technology.
8. Make sure that the assistance that you are requesting can reasonably be completed within one year. A two-year duration may be possible but must be justified. Seek the advice of the INFUSE POCs to determine cost and schedule estimates.
9. Awards should not be used as a means to request upgrades or additions to public infrastructure. They are intended to help you advance your technology using existing institute capability.
10. Think about how your award will enhance or enable development of a technical relationship with the public institution, which then can be a resource for you all the way from basic research through development and end-use.