



Tips on Preparing Your Letter of Intent for DOE

Topics for the Department of Energy's FY2020 Phase I Release 2 were released November 12, and the solicitation opens on December 16. The first step in applying to Department of Energy SBIR/STTR is to prepare a Letter of Intent (LOI). This is used by DOE for two reasons:

1. DOE will let you know if the abstract you sent is responsive to the topic. This helps you decide whether or not to proceed with a full proposal.
2. The LOI also helps DOE determine how many proposals will be submitted, and how many reviewers will be needed.

A few things to consider as you prepare your LOI are:

- Once submitted, the topic/subtopic cannot be changed.
- Only the subcontractors and consultants listed on the LOI can be included in the SBIR/STTR proposal.
- You will only be allowed to submit to the program (SBIR or STTR) you state on the Letter of Intent.

Based on these considerations, here are our recommendations:

1. Contact the Program Manager prior to release of the FOA (i.e., before Dec 16) to make sure your LOI addresses the correct topic/subtopic.
2. Set up an agreement with any proposed subcontractors/consultants prior to submitting your LOI. You can always drop them later if details cannot be worked out, but you cannot ADD new collaborators after the LOI is submitted
3. DOE allows you to submit to *both* SBIR and STTR with the same application (note; you must qualify for both). Therefore, if you meet the qualifications of both SBIR and STTR, then indicate in your LOI you will apply to both. You can always down select one or the other later.

Your Letter of Intent is submitted through the [DOE PAMS system](#). The full proposal is submitted through Grants.gov. If you need assistance with this or preparing your proposal, [contact](#) BBCetc.

Important Dates

- Topics released on November 12, 2019
- FOA (Funding Opportunity Announcement (i.e, the solicitation) will be released Monday December 16, 2019
- Letters of Intent are due Monday January 6, 2020 at 5pm ET
- Full Proposals are due on Monday Feb 24, 2020 at 1159pm ET (just before midnight)