

## Instructions for Uploading Reports

**Step 1** - From the Submit Reporting Resources page (<https://www.eere-pmc.energy.gov/SubmitReports.aspx>), select the “Log into the Recipient/Applicant Site” link.

The screenshot shows the EERE Project Management Center website. The header includes the site name and navigation links: HOME, ABOUT, BUSINESS OPPORTUNITIES, RECIPIENT RESOURCES (highlighted), MEDIA, and GLOSSARY. A search bar and login status (DOE OFFICIALS LOGIN STATUS: ACTIVE) are also present. The breadcrumb trail reads: EERE Project Management Center » Recipient Resources » Submit Reporting Requirements. The left sidebar contains a list of links: Recipient/Applicant Login, Submit Reporting Requirements (highlighted), FEMP Contractor Document Upload, NEPA Compliance Information & Submissions, eFOIA Electronic FOIA Request, State Energy Policy (SEP) Reference Documents, Forms, and Questions & Comments. The main content area is titled 'Recipient Resources Reporting Requirements' and 'Submit Reporting Requirements Online'. It contains a paragraph explaining the need for a login account. Below this, a bulleted list has two items: 'Log into the Recipient/Applicant Site' (circled in red) and 'Register a new Recipient/Applicant Login Account'. A 'Resources' section follows with two links to PDF guides. At the bottom, there is a link for questions and comments and a note about Adobe Acrobat PDFs with a download link for Adobe Reader.

EERE Project Management Center

HOME ABOUT BUSINESS OPPORTUNITIES **RECIPIENT RESOURCES** MEDIA GLOSSARY

EERE Project Management Center  
Search Help  
DOE OFFICIALS LOGIN  
STATUS: ACTIVE

EERE Project Management Center » Recipient Resources » Submit Reporting Requirements

Recipient/Applicant Login  
Submit Reporting Requirements  
FEMP Contractor Document Upload  
NEPA Compliance Information & Submissions  
eFOIA Electronic FOIA Request  
State Energy Policy (SEP) Reference Documents  
Forms  
Questions & Comments

### Recipient Resources Reporting Requirements

#### Submit Reporting Requirements Online

All Submit Reporting Requirements users must create an Applicant/Recipient Login account or use an existing account for this feature. To have access to the previously uploaded documents and to view the printable FARC, it is important that the new account be created using the same email address listed as Business or Technical Contact in the PMC.

- [Log into the Recipient/Applicant Site](#)
- [Register a new Recipient/Applicant Login Account](#)


#### Resources

- Instructions for Setting up a Recipient/Applicant Login Account ([PDF 839 KB](#))
- Instructions for Navigating to new Submit Reports Location ([PDF 568 KB](#))

[Click here for Questions and Comments](#)

Some Documents are available as Adobe Acrobat PDFs. [Download Adobe Reader](#)

**Step 2** - Enter the valid Email and Password information for your Recipient/Applicant Login account and click the “Login” button. Site warnings, links to the help desk, and events and notifications are also provided on this page.

**EERE Project Management Center (PMC)**Close  
**Recipient/Applicant Site Access**

**Recipient/Applicant Login**

**WARNING!**

This computer is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

**Help Desk**

If you need assistance, please contact [ITSIHelp@ee.doe.gov](mailto:ITSIHelp@ee.doe.gov)

**Events and Notifications**

To support system upgrades, PMC will be unavailable from 10 p.m. ET on Friday, June 9 to 5 p.m. ET on Saturday, June 10. Please plan accordingly.

- Accounts will be deactivated after 60 days of inactivity. Users will receive an email warning notification 15 days prior to deactivation. If your account is deactivated, you will need to request a new password to access PMC.
- After 15 minutes of inactivity, users will be automatically logged out of PMC.

**Enter Email and Password**

**Email:**

**Password:**

Login

[Request Password](#) [Change Password](#) [Create New Account](#)

**Step 3** – The terms of use for individuals using the Project Management Center are provided in the System Rules of Behavior. After reviewing the Rules of Behavior, select the “Accept” button to proceed to the Security Notice.



## EERE Project Management Center (PMC) Recipient/Applicant Site Access

Close

### Recipient/Applicant Login

#### System Rules of Behavior

Read the EERE Project Management Center (PMC) rules of behavior and click the "Accept" button below to continue.

Use of the EERE Project Management Center (PMC) by any user, authorized, or unauthorized, constitutes consent to the auditing, interception, recording, reading, copying, capturing, and disclosure of system activity. There is no right to privacy in using the EERE Project Management Center (PMC).

NOTE: The EERE Project Management Center (PMC) Security Rules of Behavior (ROB) are applicable to all individuals with access to the EERE Project Management Center (PMC) and must be read and accepted before they will be granted access privileges to the EERE Project Management Center (PMC).

#### General Guidelines:

- Do not attempt to view, change or delete data unless you are authorized to do so.
- Do not use your system privileges to obtain information for anyone who is not authorized to do so.
- Do not allow another user to logon to the EERE Project Management Center (PMC) using your username and password.
- Do not attempt to perform actions or processes for which you do not have authorization.
- Do not disable any security features or alter application settings/configurations unless explicitly authorized to do so.
- Do not violate Federal Copyright laws. Observe all software licensing agreements. If you have any questions about copyright or licensing, contact the EERE Project Management Center (PMC) Helpdesk BEFORE using the material in question.

#### Security:

- Promptly report all security incidents, no matter how insignificant they may appear, to the EERE Project Management Center (PMC) Helpdesk. These security incidents can include unauthorized disclosure of information, computer viruses/malware, theft/loss of equipment or data, deliberate alteration or destruction of data or equipment, phishing/spam emails, suspicious calls, etc.
- Protect all Personally Identifiable Information (PII) from disclosure. PII is information that can be used to uniquely identify an individual (such as name, address, and email).
- Do not share or disclose information to unauthorized individuals.

#### Passwords:

- Passwords must meet the minimum password complexity of at least 12 characters, mix of upper-case, lower-case, numerical, and special characters (at least one of each category).
- Protect all of your authentication credentials (username and password) from disclosure.
- Do not program your authentication credentials into automatic script routines or programs. If a login prompt asks to save or remember your username and/or password, do not select/accept this option.
- Immediately change any default passwords for your EERE Project Management Center (PMC) user account. If you think that a password has been compromised, change your password and immediately notify the EERE Project Management Center (PMC) Helpdesk.
- Passwords must be changed every 365 days; EERE Project Management Center (PMC) will inform you when it is time to change your password.

#### Social Media and Networking Sites

- Federal employees, contractors and other government representatives must follow explicit restrictions on the use of social media/networking sites and posting organizational information on public websites. EERE has specific standards for its social media, including blogs, Facebook, Flickr, Twitter, Vimeo, and YouTube. Reference: <https://energy.gov/eere/communicationstandards/social-media-requirements-and-best-practices> for the latest requirements and standards for social media. If you have questions about social media or posting organization information, contact your office's media team contact.


If an EERE Project Management Center (PMC) user violates DOE, EERE, and/or EERE Project Management Center (PMC) policies regarding the rules of the behavior, the individual may be subject to disciplinary action at the discretion of DOE, EERE, and/or the EERE Project Management Center (PMC) Owner. Actions may range from a warning, removal of system access for a specific period of time, or criminal prosecution depending on the severity of the violation and the judgment of the appropriate authority.

By clicking "Accept", the user acknowledges that he/she has read and will abide by the EERE Project Management Center (PMC) Security Rules of Behavior.

Accept

Decline

**Step 4** – The security restrictions for individuals using the Project Management Center are provided in the Security Notice. After reviewing the Security Notice, select the “Accept” button to proceed to the upload site.

**EERE Project Management Center (PMC)**Close  
**Recipient/Applicant Site Access**


**Recipient/Applicant Login**

**Security Notice**

This web site is part of a Federal computer system used to accomplish Federal functions. The Department of Energy monitors this web site for security purposes to ensure it remains available to all users and to protect information in the system. By accessing this web site, you are expressly consenting to these monitoring activities.

Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Pub. L. 990474) and the National Information Infrastructure Protection Act of 1996 (Pub. L. 104-295), (18 U.S.C. 1030), or other applicable criminal laws.

**Step 5** - Select the "Submit Your Reporting Requirements" tab and then select the "Link to Enter Award Number" link (found in the Award Recipients section) for access to upload reports.

 **EERE-PMC User Account Home** Sign out

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[Personal Directories](#) [NEPA EQ Submissions](#) [Your DOE Award](#) [Submit Your Reporting Requirements](#) [Update Your Account](#)

**Submit Your Reporting Requirements**

**Federal Energy Management Program (FEMP) Contractors**

If you are a Federal Energy Management Program (FEMP) ESCO Contractor uploading award documents to your ESPC IDIQ task order, please follow the link below.

[Click this Link if you are an ESCO Submitting Requirements to Task Order](#)

**Award Recipients**

If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below.


[Click this Link to Enter Award Number and Submit Reporting Requirements](#)

**Your Previously Uploaded Reports**

If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.

**DOE AWARD NUMBER:**

**Project Title:**

[Upload New Document to this Award](#) 

[View the Printable FARC for this Award](#)

File Name	File Type	Uploaded
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**Step 6** – Enter the award number where indicated and select the “Click to Upload” button.



## Submit Reporting Requirements

### Award Recipients may submit reporting requirements through this page

The Assistance Agreement for your award includes the award number in the upper left-hand corner. If the award number follows this structure "DE-FG36-09GO12345", please use the last 7 alpha numeric characters in the "Enter Award Number" field. If your award number follows this structure "DE-EE1234567", please use the last 9 alpha numeric characters in the "Enter Award Number" field. (see example below)

DE-FC36-09 **GO12345**  
or  
DE- **EE1234567** Award Number


Enter Award Number

[Click to Upload Document to the Award](#)

[Click here for Question and Comments](#)



**Step 6** – Select the “Your Requirements - Upload Reports” tab (in the Submit Reporting Requirements section) to view the Reporting Requirements page. When the report is available as an existing requirement, there will be an “Upload Report” button (in the Action column for Deliverable Requirements) to select and upload. When the report is not available as a requirement, select the “Upload a Report Not Listed” link and proceed to the upload page.



**EERE-PMC Submit Reporting Requirements**
Sign out

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[Return to the Submit Your Reporting Requirements Area](#)

**Submit Reporting Requirements**

Agreement Information | 
 Your Requirements - Upload Reports

**Reporting Requirements for DOE/EERE Agreement Number:** XXXXXXXXXX

**Frequency Indicators**  
 A - Within (5) calendar days after the event or as specified.  
 F - Final; within 90 calendar days after the expiration or termination of the award.  
 Y - Yearly; within 90 calendar days after the end of the annual reporting period.  
 S - Semiannually; within 30 days after the end of the reporting period.  
 Q - Quarterly; within 30 calendar days after the end of the quarterly reporting period.  
 Y180 - Yearly; within 180 days after the close of the recipient's fiscal year.  
 O - Other: See instructions for further details.

**Reporting Period**  
 October 1st - December 31st  
 January 1st - March 31st  
 April 1st - June 30th  
 July 1st - September 30th

**Date Due**  
 January 30th  
 April 30th  
 July 30th  
 October 30th

\*\*\*Per the FARC Federal Assistance Reporting Checklist and Instructions in the Assistance Agreement, the Scientific/Technical Reporting Requirements must be uploaded to the DOE Office of Scientific and Technical Information (OSTI) E-Link system  
[Click here to Upload a Report Not Listed as a Deliverable Requirement \(See Below\)](#)

☐ **Delinquent Deliverable Requirements**

Report Type	Freq	Reporting Period	Due Date	Status	Action
Special Status Report	S	4/1/2018 - 9/30/2018	10/30/2018	Late	<a href="#">Upload Report</a>
*** Final Scientific/Technical Report	S	4/1/2018 - 9/30/2018	10/30/2018	Late	<a href="#">Upload Report</a>
Invention Certification (DOE F 2050.11)	Q	7/1/2018 - 9/30/2018	10/30/2018	Late	<a href="#">Upload Report</a>
Other "Project Management Reporting"	Q	7/1/2018 - 9/30/2018	10/30/2018	Late	<a href="#">Upload Report</a>
Project Management Plan (PMP)	S	4/1/2018 - 9/30/2018	10/30/2018	Late	<a href="#">Upload Report</a>
*** Other STI (Dissertation/Thesis)	Y	10/1/2017 - 9/30/2018	12/30/2018	Late	<a href="#">Upload Report</a>
SF-425 Federal Financial Report	Y	10/1/2017 - 9/30/2018	12/30/2018	Late	<a href="#">Upload Report</a>
Invention Utilization Report	Y	10/1/2017 - 9/30/2018	12/30/2018	Late	<a href="#">Upload Report</a>
Continuation Application	Y	10/1/2017 - 9/30/2018	12/30/2018	Late	<a href="#">Upload Report</a>
Invention Certification (DOE F 2050.11)	Q	10/1/2018 - 12/31/2018	1/30/2019	Late	<a href="#">Upload Report</a>
Other "Project Management Reporting"	Q	10/1/2018 - 12/31/2018	1/30/2019	Late	<a href="#">Upload Report</a>
Special Status Report	S	10/1/2018 - 3/31/2019	4/30/2019	Late	<a href="#">Upload Report</a>
*** Final Scientific/Technical Report	S	10/1/2018 - 3/31/2019	4/30/2019	Late	<a href="#">Upload Report</a>
Invention Certification (DOE F 2050.11)	Q	1/1/2019 - 3/31/2019	4/30/2019	Late	<a href="#">Upload Report</a>
Other "Project Management Reporting"	Q	1/1/2019 - 3/31/2019	4/30/2019	Late	<a href="#">Upload Report</a>

☐ **Current Deliverable Requirements**

Report Type	Freq	Reporting Period	Due Date	Status	Action
*** Other STI (Dissertation/Thesis)	Y	10/1/2018 - 9/30/2019	12/30/2019	Not Received	<a href="#">Upload Report</a>
SF-425 Federal Financial Report	Y	10/1/2018 - 9/30/2019	12/30/2019	Not Received	<a href="#">Upload Report</a>
Invention Utilization Report	Y	10/1/2018 - 9/30/2019	12/30/2019	Not Received	<a href="#">Upload Report</a>
Continuation Application	Y	10/1/2018 - 9/30/2019	12/30/2019	Not Received	<a href="#">Upload Report</a>

☐ **Upcoming Deliverable Requirements**

[Click here for Question and Comments](#)

**Step 7 (when the report is a deliverable requirement)** – Select the Choose File button and upload your report, then Submit to complete the report submission.



## Submit Reporting Requirements

[Agreement Information](#) | [Your Requirements - Upload Reports](#)

### Upload a Report not Listed as a Deliverable Requirement

#### Frequency Indicators

A - Within (5) calendar days after the event, or as specified.  
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Y - Yearly; within 90 calendar days after the end of the annual reporting period.  
S - Semiannually; within 30 days after the end of the reporting period.  
Q - Quarterly; within 30 calendar days after the end of the quarterly reporting period.  
Y180 - Yearly; within 180 calendar days after close of the recipient's fiscal year.  
O - Other: See instructions for further details.

Reporting Period	Date Due
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January 1st - March 31st	April 30th
April 1st - June 30th	July 30th
July 1st - September 30th	October 30th

#### File to be Uploaded

No file chosen

#### Reporting Period

4/1/2018-9/30/2018

#### Due Date

10/30/2018

#### Report to be Uploaded

Special Status Report

#### Freq

S

**\*\*By clicking the 'Submit' button, I certify that I am authorized to submit on behalf of**

[Click here for Question and Comments](#)



**Step 7 (when the report is NOT a deliverable requirement)** – Select from the available options for each of the reporting options “Reporting Period”, “Frequency of Report” and “Type of Report” (a selection is required for each). Then select the Choose File button, upload your report and Submit to complete the report submission.

**EERE-PMC Submit Reporting Requirements** Sign out

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[Return to the Submit Your Reporting Requirements Area](#)

### Submit Reporting Requirements

[Agreement Information](#) | **Your Requirements - Upload Reports**

#### Upload a Report not Listed as a Deliverable Requirement

**Frequency Indicators**  
A - Within (5) calendar days after the event, or as specified.  
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Reporting Period	Date Due
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July 1st - September 30th	October 30th

**File to be Uploaded**  
 No file chosen

**Reporting Period**  
Please Select ▼ Year ▼

**Frequency of Report**  
Please select reporting frequency ▼

**Type of Report**  
Please select report type ▼

\*\*By clicking the 'Submit' button, I certify that I am authorized to submit on behalf of

[Click here for Question and Comments](#)

**Confirmation** – You will see a successful upload page and a confirmation will be sent to your email address.



## EERE-PMC Submit Reporting Requirements

[Sign out](#)

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[Return to the Submit Your Reporting Requirements Area](#)

**\* Your report was successfully uploaded. A confirmation will be sent to your e-mail for your records.**

## Submit Reporting Requirements

[Agreement Information](#) | [Your Requirements - Upload Reports](#)

### Reporting Requirements for DOE/EERE Agreement Number: DE-

#### Frequency Indicators

A - Within (5) calendar days after the event or as specified.  
F - Final; within 90 calendar days after the expiration or termination of the award.  
Y - Yearly; within 90 calendar days after the end of the annual reporting period.  
S - Semiannually; within 30 days after the end of the reporting period.  
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Reporting Period	Date Due
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[Click here to Upload a Report Not Listed as a Deliverable Requirement \(See Below\)](#)