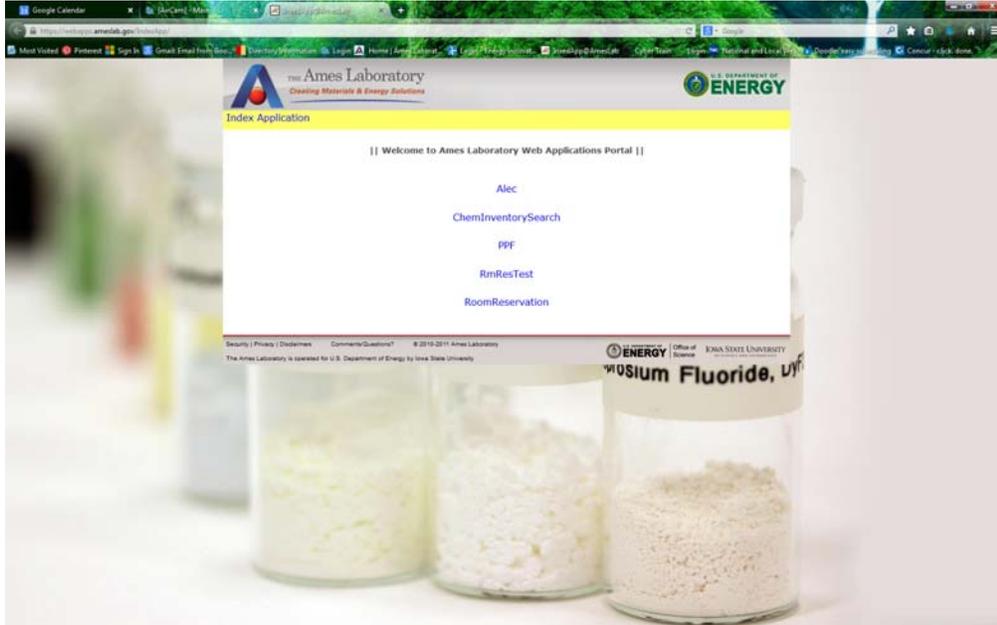


## Edit Existing Preliminary Proposal

1. Log into WebApps at <https://webapps.ameslab.gov/IndexApp/> . The system may require you to type in your login name and password twice for verification.
  - Your user name and password are the same as you're Ames Lab network username and password.
2. Click on the PPF Link



3. Click Edit Existing Preliminary Proposal.



4. Enter the PPF Number you would like to review.

The screenshot shows a web browser window displaying the Ames Laboratory PPF generation page. The page has a blue header with the Ames Laboratory logo and the text 'Creating Materials & Energy Solutions'. Below the header, there is a section titled 'Preliminary Proposal' with a sub-header '|| \*\*\*\*\* For Preliminary Proposal Only \*\*\*\*\* ||'. The main content area contains a text input field labeled 'Preliminary Proposal Number:' followed by a smaller input field and the text '(format: yyyy-000)'. Below the input fields are three buttons: 'Back', 'Submit', and 'Home'. The footer of the page includes the text 'Security | Privacy | Disclaimer | Comments/Questions? | © 2010-2012 Ames Laboratory' and 'The Ames Laboratory is operated for U.S. Department of Energy by Iowa State University'. There are also logos for the U.S. Department of Energy and Iowa State University.

- a. If you are unsure of the number, type in the year the PPF was assigned “20XX” to get those listed for the Fiscal Year they were entered. Click the Update button on the PPF you would like to work on. You will only be shown the PPF’s you have entered or are PI on.
5. Click the “Update” button to continue with the PPF.
6. Continue to answer the questions as you would have on the paper copy.
7. Once you reach the bottom of the screen, you can save “Draft” or “Route.”
  - a. By clicking “Draft” it will allow you to:
    - i. Come back later to fully complete the answers to your PPF, or give you more time to complete your “near final Statement of Work.” You would be able to come back at a later time using the “Edit Existing PPF” link on the main screen.
    - ii. Prompt you to complete Part 1A if the proposal is to an agency other than DOE or LDRD, to complete the remainder of the requirements.

Ames Laboratory  
Creating Materials & Energy Solutions

U.S. DEPARTMENT OF ENERGY

Ames Laboratory Preliminary Proposal Form

|| \*\*\*\*\* Update Part 1a. Proposed Work Description \*\*\*\*\* ||  
|| \*\*\*\*\* Fill in Missing Fields \*\*\*\*\* ||

Home

|| \*\*\* Work Description \*\*\* ||

Preliminary Proposal Number: PP-2014-064 Entered Date: 6-11-2014 Entered By: [redacted]  
Non-DOE Sponsor Name: Text Address: home  
City: home

Technical Point of Contact: [redacted]  
Telephone Number: [redacted] E-mail Address: [redacted]  
Contractual Point of Contact (if known): [redacted] Point of Contact E-mail: [redacted]  
Telephone Number: [redacted]  
If known, please indicate if Sponsor is a: -None-

The Funds for this project are being sent to Ames Laboratory by: [redacted]

Is the sponsor foreign owned or controlled by a foreign organization? [redacted]  
If it is a foreign entity, what country? If a foreign owned or controlled, what organization owns the company and from what country? [redacted]

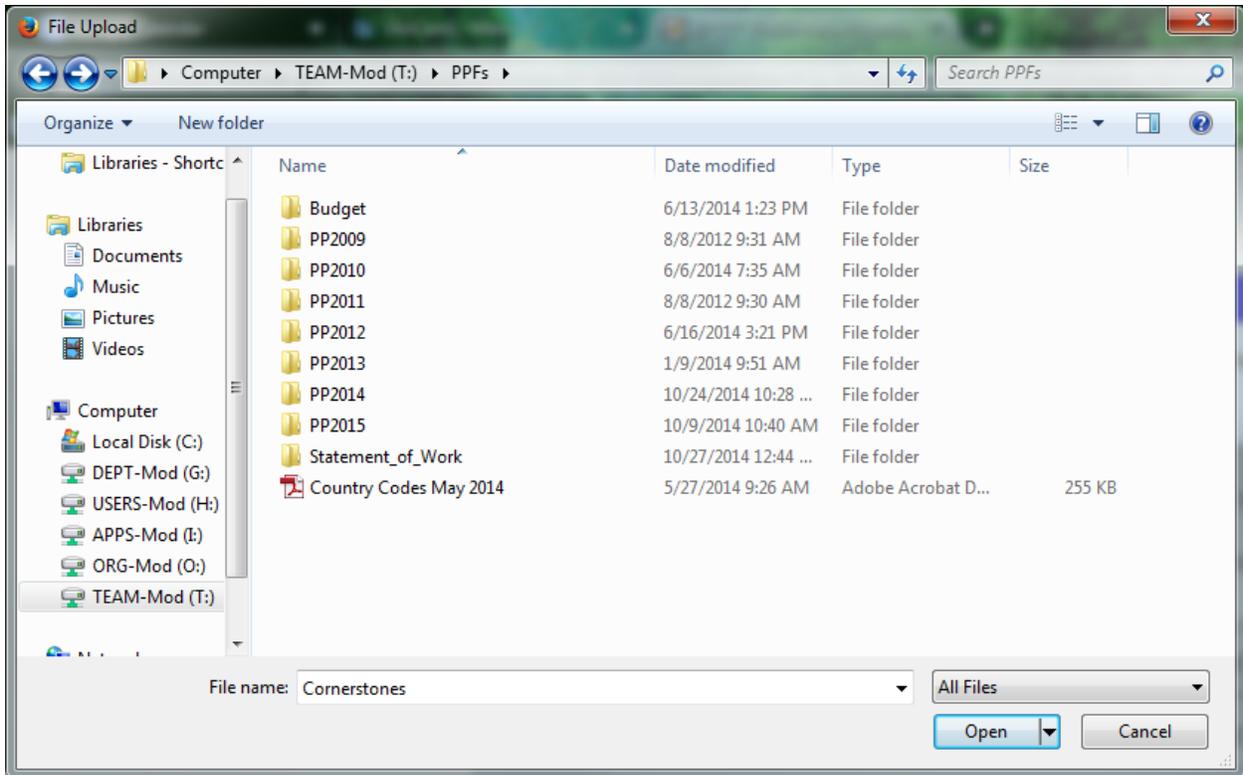
Is funding for this project being provided to the Non-Federal Sponsor by a Federal Agency? [redacted]  
If yes, by whom? [redacted]

Do you currently have or have you had non-DOE funding for this project? [redacted]  
If yes, explain: [redacted]

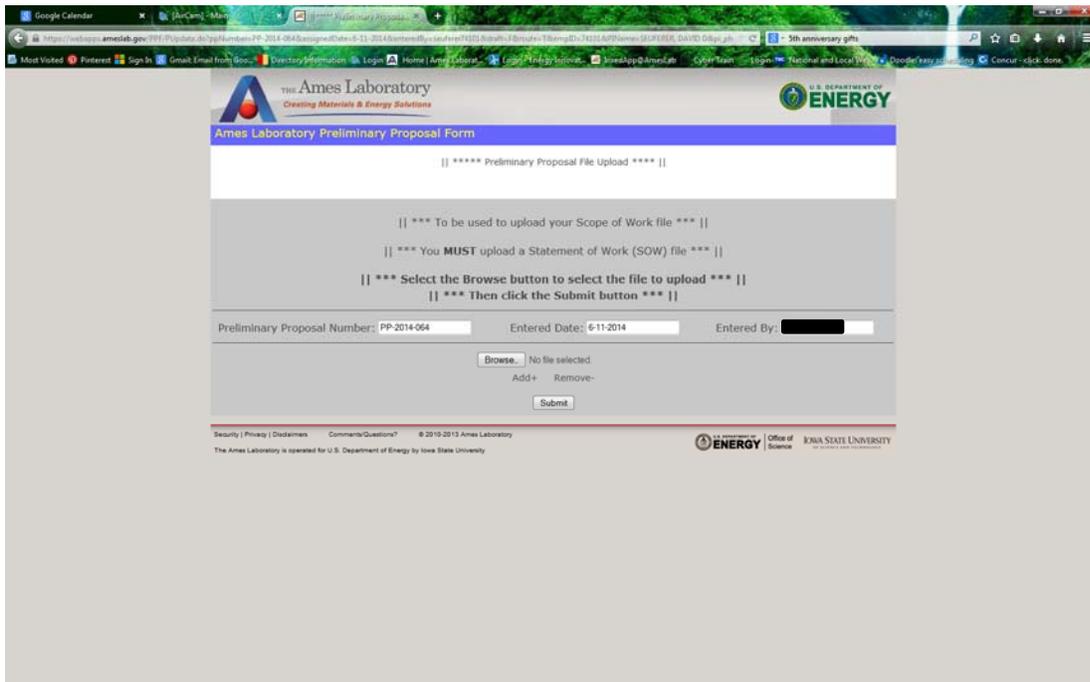
Would project interfere with other approved DOE work? [redacted]  
If yes, explain: [redacted]

Does project relate to ongoing work at the Laboratory? [redacted]

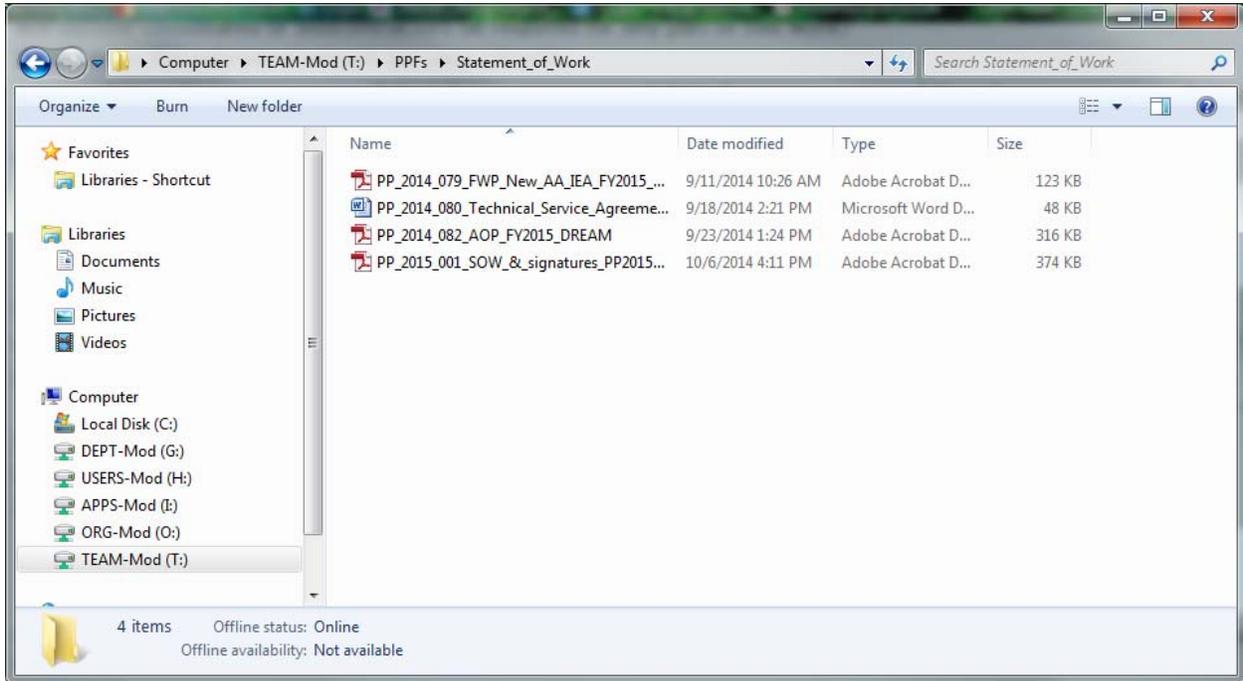
- Click “Update Draft” to save the document. Future editing can be done through the “Edit Existing PPF” screen on the home page
  - Click “Submit for Routing” to continue through the attach the scope of work as described above.
- b. By clicking “Route” it will take you:
- i. To attach your “near final Statement of Work/Proposal.”
    - By clicking “Browse” You can choose the document you wish to attach to the PPF.
    - Choose where you would like to attached the document from and press “Open” to attach the document.



- Please attach any additional supporting documents, such as FWP's, AOP's, and/or full proposals. To add click the "Add+" to search for additional documents.
- Once you are ready, click "Submit" to route for signatures.



- The document you attached will be saved on TEAM-Mod (T:)/PPFs/Statement\_of\_Work. The PPF number will be appended to the front of the document name.



- ii. if the proposal is to an agency other than DOE or LDRD, it will take you to Section 1A to complete the remainder of the requirements.



- Click “Update Draft” to save the document. Future editing can be done through the “Edit Existing PPF” screen on the home page
  - Click “Submit for Routing” to continue through the attach the scope of work as described above.
8. Once “Submit” has been chosen it will route for signatures from PI’s.
  9. The PI with a cc: to [oro@ameslab.gov](mailto:oro@ameslab.gov) and the CRO (Duane Johnson) will receive an email with the Subject line of “PP20XX-XXX – PPF Routed for PI Signature” with the instructions on how to complete their section, pertinent proposal information, and a copy of the Statement of Work that has been saved to the TEAM-Mod (T:)/PPFs/Statement\_of\_Work.
  10. If you are submitting a proposal in response to a Funding Opportunity Announcement, ORO will contact you for your final copy prior to internal routing.

