

Department of Energy (DOE) IIPS System Information for Boston University Principal Investigators

The Department of Energy (DOE) requires that proposals be submitted through the Industry Interactive Procurement System (IIPS), part the DOE e-Center. The IIPS system can be accessed at the following website: <http://doe-iips.pr.doe.gov/>.

Although anyone may use the “Browse Opportunities” feature of the IIPS system to download program guidelines and forms for a DOE program, applications may be submitted only by an Authorized Organizational Representative (AOR) for Boston University. PIs are not able to access the submission section of the IIPS system. The OSP Assistant Director (AD) assigned to your school or department will help you assemble your proposal and will coordinate the application submission with the appropriate AOR.

You will need to provide your OSP AD with final copies of the sections of your proposal (as outlined in the program solicitation to which you are responding) in PDF format. Your AD will need to upload each section of the proposal separately, in accordance with the system requirements. When the AD, acting on behalf of the AOR, logs into the IIPS system, the entire assembly and submission procedure must be completed at that time. The system does not permit a user to save a partially completed proposal and return at a later time to finish and submit the proposal. Because of this system limitation, you must provide your finalized proposal material to your OSP AD well in advance of the submission deadline.

Please keep in mind that you must circulate a paper copy of your proposal, along with the Boston University Proposal Summary form and any other required forms, to obtain the necessary internal BU signatures before your proposal can be submitted via IIPS. Please contact the OSP Assistant Director Assigned to your school or department as early as possible after deciding to apply to the DOE.

For additional information about preparing and submitting a proposal using the IIPS system, please see the IIPS user manual which can be accessed from the Electronic Research Administration section of the OSP website.