

# DOE Office of Science Supplement Abbreviated Checklist

This checklist is a guidance document for general requirements as outlined in the DOE Office of Science (SC) FY2024 open broad solicitation DE-FOA-003177. Please refer to any specific guidance from your individual DOE program officer for the format, content and submission requirements of a supplement on active SC awards.

## Required Formatting

Follows that of the open FOA.

## Submission

Applications for supplement funding in response to this FOA must be submitted through Grants.gov unless otherwise specified by the relevant DOE Program Manager. If MIT PIs or DLCIs need assistance registering for access to grants.gov please contact [ra-help@mit.edu](mailto:ra-help@mit.edu).

## Generally Required Components of a Supplement

Applications for supplemental funding to existing SC awards compete for funding with all other applications submitted under the open solicitation and include two broad types – either of which may propose a change in the scope of the award. If, in SC’s determination, an application for supplemental funding proposes a change in scope, the application will be subject to merit review.

1. **Supplemental Funding** – must indicate the application is being made to request additional funds and describe how the additional funds would be used. The application must mark the box for “A. Increase Award” in Field 8 of the SF-424 (R&R) application form.
2. **Supplemental Funding with Additional Time** – same as above AND must also indicate the need for additional time. The application must mark the boxes for “A. Increase Award” and “C. Increase Duration” in Field 8 of the SF-424 (R&R) application form.

## SF-424 (R&R) Application Form

Follows the open FOA with the following additional guidance:

- Field 1 Type of Submission – application
- Field 4.a. Federal Identifier – must include existing SC award number
- Field 8. Types of Application – select REVISION
  - In the next field select A and or C as noted above (for supplement or supplement w/ additional time)
  - please see the RFP for limitations to when additional time (for the period of performance) may be requested. Please have the PI verify the supplement need fits these requirements if additional time is requested.

## R&R Other Project Information Form

Follows the open FOA with the following additional guidance:

- Note that Merit Reviewer Conflicts to Field 12 is only needed if there is a change in the SOW.

## Project Summary / Abstract

Follows the open FOA with the following additional guidance:

- This must still follow the two-page format.
- In addition to standard guidelines, be clear how the supplement relates/enhances the already awarded project.

## Project Narrative

Follows the open FOA with the following additional guidance:

Can include initial application narrative with revisions to address what the supplement is being requested for or provide entirely new narrative. This item still needs to meet the DOE FOA guidance for project narrative.

## Project Narrative Required Appendices

Follows the open FOA with the following additional guidance:

- **Appendix 4: Data Management Plan:** Either reattach the previous if no changes apply or define the changes proposed to the DMP as part of the supplement application.
- **Appendix 5: Promoting Inclusive and Equitable:** Tends to not be needed for a supplement per the guidance in the Open BAA. Follow any specific guidance from the relevant DOE Program Manager. If anything is anticipated to change as part of the supplement that should be included in an update and attached.

## R&R Key Persons Form (expanded)

Follows full FOA checklist guidance.

## Budget and Budget Justification

Follows full FOA checklist guidance.

## Project/Performance Site

Follows the full FOA checklist. Please note that adding any new proposed work locations (such as subawards) that were not part of initial application including the relevant DOE requirements and MIT internal requirements for additional collaborators, subawards, consultants or other.