



Participants and Other Collaborating Organizations

If selected for award negotiations, your organization is required to submit detailed information on the individuals who are proposed to work on the project, how they will contribute to the project, other organizations that may be involved with the project, and any significant collaborators or contacts. Your organization can provide this information in any word processing format; OCED does not have a standard template.

In addition, if your organization is awarded funds by DOE, any changes or updates to the information provided must be submitted within thirty (30) calendar days of the change consistent with the instructions below:

1. What individuals Have Worked on the Project:

- A. List each Non-Federal Project Manager and other senior/key personnel listed in the Assistance Agreement for the Recipient and the senior/key personnel at the subrecipient level who have worked or are expected to work on the project, regardless of the source of compensation. For each individual, the Recipient must include the following:
 - i. Name and role the person played in the project,
 - ii. How the person contributed to the project,
 - iii. The person's state, U.S. territory, and/or country of residence. Include the location from which the person collaborated (international or U.S.-based). Include whether this person collaborated internationally with an individual located in a foreign country and whether the person traveled to the foreign country as part of that collaboration, and, if so, where and what was the duration of the stay. If the participant was not U.S.- based, include whether this person traveled to the U.S. or another country as part of a collaboration, and, if so, where and what the duration of stay.

2. Other Organizations Involved in the Project

Include organizations such as academic institutions, other non-profits, industrial or commercial firms, consultants, state or local governments, schools or school systems, or other organizations (foreign or domestic) that have been involved with the project and how they contribute to the project.

3. Other Collaborators or Contacts Involved

Include significant collaborators or contacts within the Recipient's organization that may not be covered under other sections of this term and include the state(s), U.S. territory(ies), or country(ies) of each collaborator or contact.

This guidance document does not supersede Federal laws and regulations. This OCED guidance document is for informational purposes only and is not a requirements document. If there are inconsistencies between this OCED guidance document and any specific program or project document, the specific OCED program or project document should be relied upon as it is the controlling document.