



Department of Energy
Washington, DC 20585



December 18, 2015

MEMORANDUM FOR ARPA-E PERFORMERS

FROM: Shane Kosinski, Deputy Director for Operations

Shane Kosinski

RE: Notification of ARPA-E Quarterly Reporting

Thank you for being part of the ARPA-E team. In order to keep you up to date with reporting requirements, please see the information below. This will help you submit your ARPA-E quarterly program report. Of course, if there are questions, you can contact your ARPA-E support team for help at any time.

Quarterly ARPA-E Reports

This is required for all ARPA-E lead performers under a Cooperative Agreement or Work Authorization and is included in Attachment 4 of your award or within your work authorization. As a reminder, you are required to submit your ARPA-E Quarterly Report and Standard Form 425 (SF-425) (with the exception of stand-alone Labs who do not require a SF-425) electronically via a web-based system, the Energy Program Information Center (ePIC). To complete a Quarterly Report, please navigate to the Project Reports page, and select "Quarterly Research Performance Progress Reports." From this section you will be able to start your Quarterly Report. Starting FY16Q1, you will now be able to propose TT&O adjustments in the Cost section.

The current deadline for the ARPA-E Quarterly Report to be completed and submitted in ePIC is January 15th. Also, please note that ePIC is available for performers to begin entering quarterly reports 3 weeks prior to the end of the quarter which covers the period October 1st – December 31st. If you need assistance with ePIC, you may contact epichelp@hq.doe.gov or your ARPA-E support team at any time.

For those performers who are not yet registered for access in the ePIC system, navigate to <https://arpa-e-epic.energy.gov>. Click on the "Register" link above the log-in account information. Once you have received a confirmation email after registration, please send an email to epicHelp@hq.doe.gov containing the award number(s) of the project(s), and the associated username with which you registered, and please CC the Principal Investigator for the project.

The ePIC Quarterly Reporting User Guide can be found on the ePIC website by clicking the "User Guide and FAQ" link at the top or at the following: <https://arpa-e-epic.energy.gov/FAQ.aspx>. Please note that you must be registered and must log in to access the User Guide. If you have any additional users who require access to ePIC, please send to epichelp@hq.doe.gov.

Please note that for those project teams that include an FFRDC, only the lead organization among the team members is required to submit a quarterly report. If you are unsure as to which team member is the lead organization, please reach out to your ARPA-E support team.

The deadline for all ARPA-E Quarterly Reports is January 15th at 11:59PM ET.

Thank you in advance for your cooperation.