Sustainable Energy Resources for Consumers (SERC) Grant Application
Instructions for Applicants

Accessing PeerNet

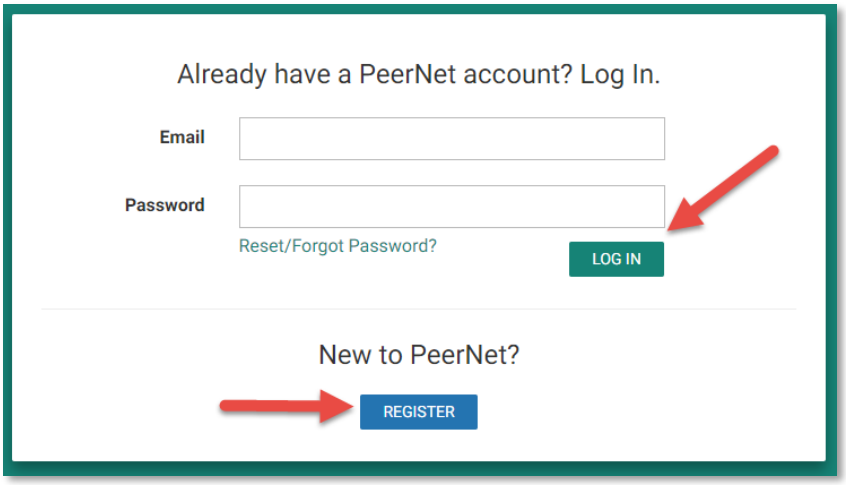
Use the Unique URL Provided:
Use https://peernet.orau.org/Intake/Submission/Index?id=5483ba93-41f9-4174-7c6c-08daa151a1d3 to be directed to the Registration / Login page the first time you access PeerNet. If you are new to PeerNet, then you must register for an account. If you have an account, simply log in.

One-Time Registration:
Registration for a PeerNet account is a simple process, but does require enhanced security features. Registration is protected by reCAPTCHA, a system that utilizes image verification to identify whether the end-user is human or a bot. Following registration, you will receive an email from peernet@orau.org with a link to set your password and login.

Logging In:
Go to https://peernet.orau.org and enter your email address and the password you created when you verified your account. **TIP**: if you use bookmarks, add a bookmark for the PeerNet log in page, https://peernet.orau.org. ***To avoid any issues with your submission, please ONLY bookmark the Log In page.***

Logging Out:
Click Log Out at the top right or bottom of your screen.

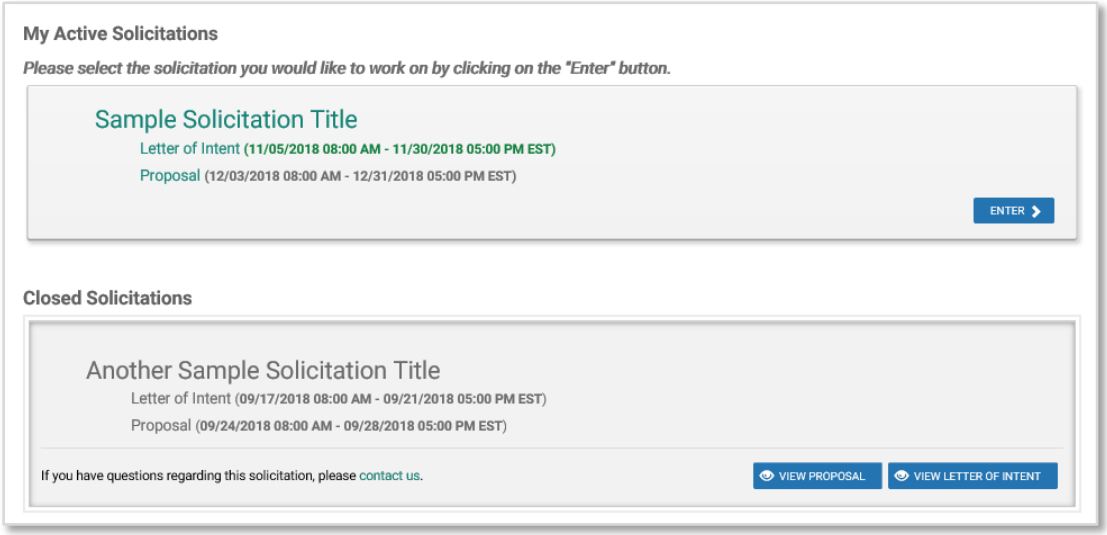
Forgot your Password?
If at any time you forget your password or need to reset it, just go to https://peernet.orau.org and click Reset / Forgot Password. The system will send you an email with a unique link. Use the URL provided to complete the process.



Navigating the Collection

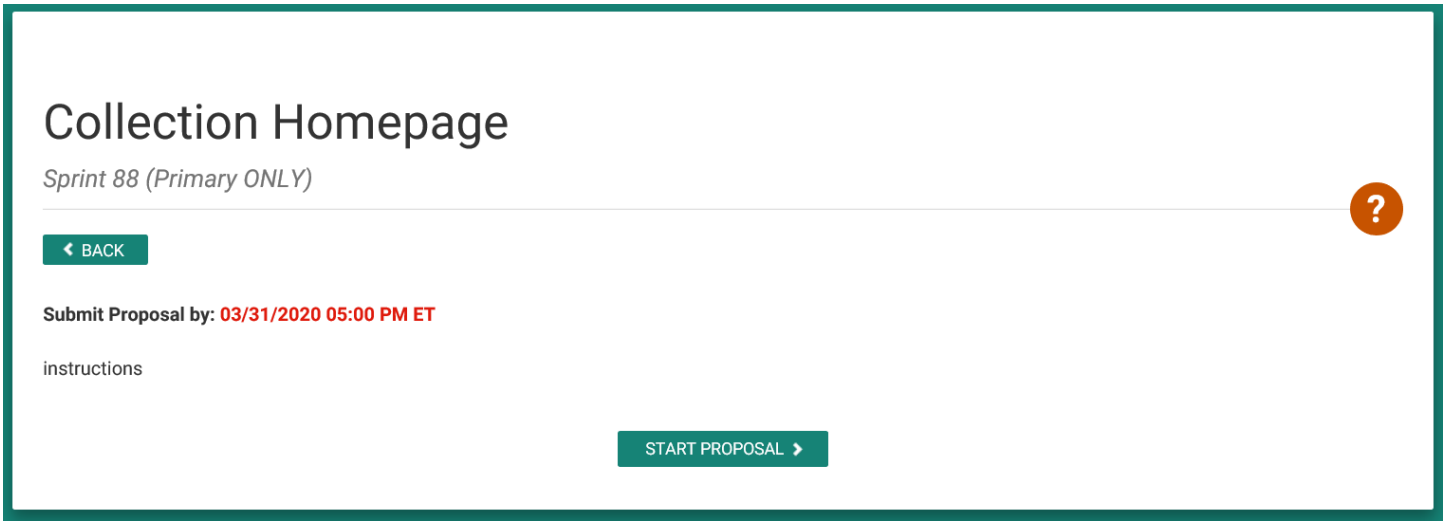
Dashboard

Once you log in, the dashboard will display all the collections to which you register. They are grouped by the collection's status (active and closed) and each "big button" displays the start and end dates of each round. If the collection does not have a preliminary round as a prerequisite, then you will only see one set of dates. Select the collection you wish to work on, by clicking the button.

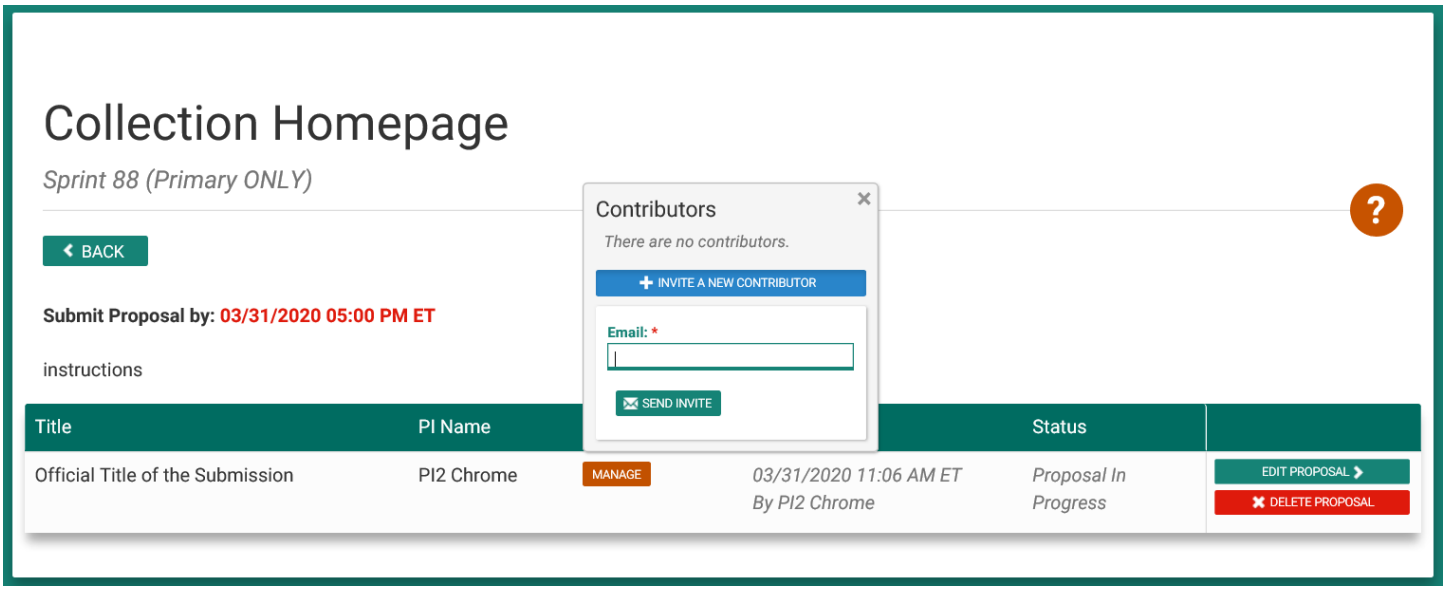


Collection Homepage

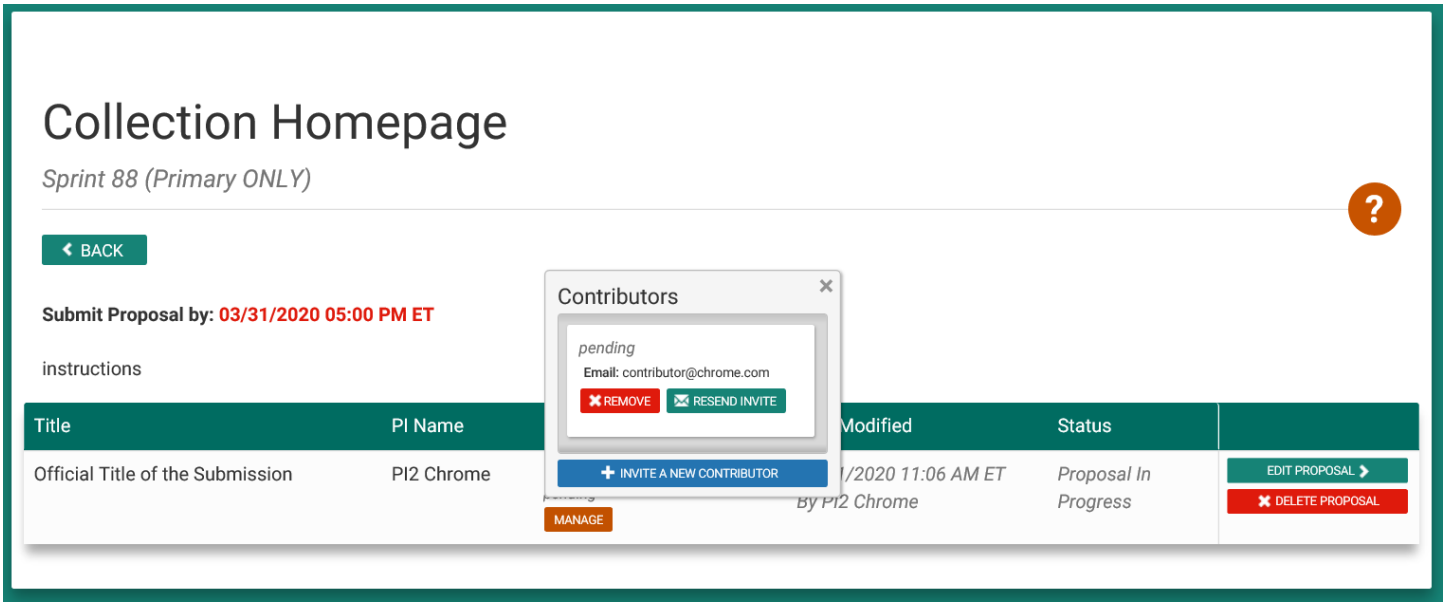
After you enter the collection, you are taken to the collection homepage. This is the place to review instructions, deadlines, start your application, view your progress, initiate edits/updates to your application, and view/download your completed submissions.



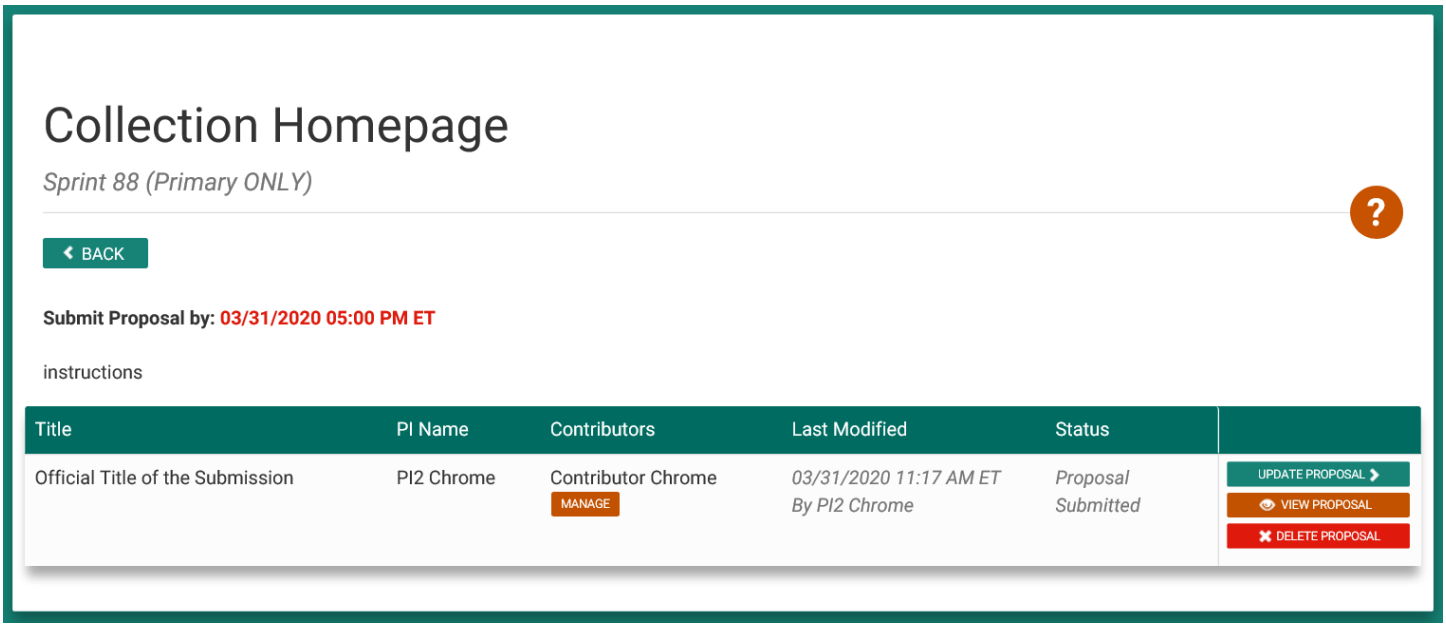
Once you begin your submission (***at least enter and save a title***), a status tracker is added to the homepage. The first example illustrates an application in progress. You may edit the submission or delete the submission and start over until the deadline passes. You may invite others to assist you with the submission by clicking the manage contributors button. Contributors can edit but they cannot initiate or submit the submission on your behalf.



Contributors will receive an email with a link to establish their account and gain access to your application. They will follow the same steps as you did when you registered for PeerNet and created your secure account. At any time, you may remove a contributor's access to your proposal by clicking the remove button.



The example (shown below) illustrates an application that has been submitted. You may update the submission, view/download the submission, or delete the submission and start over until the deadline passes.



PLEASE NOTE: if you choose to update a previously submitted application, your initial submission will be retracted and ***you must re-submit the updated application***.

PeerNet
ORAU. Further. Together.

Update Proposal

Warning: You are about to retract your previously submitted proposal.

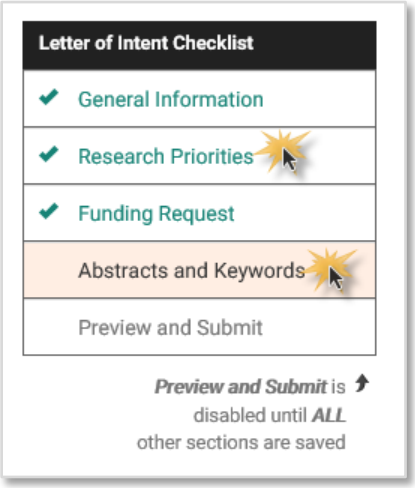
You will be **required to re-submit the proposal** after you make your changes. Failure to re-submit an updated proposal will result in loss of submission.

Are you sure you want to retract and update this proposal?

YES, RETRACT NO, CANCEL

Completing the Sections/Questions

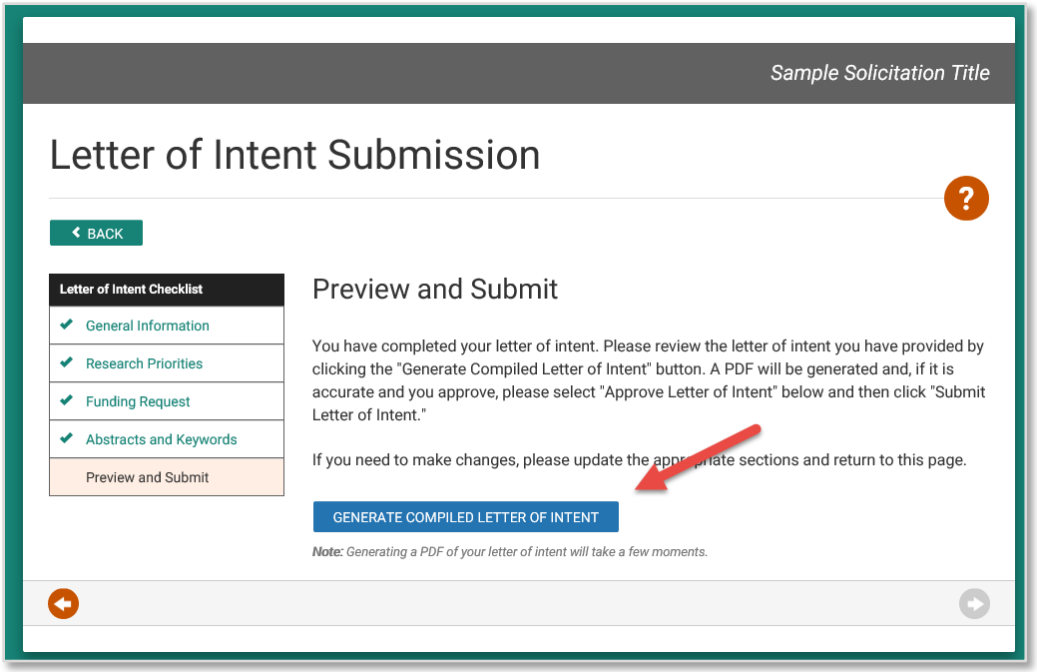
On the left navigation is a checklist with the sections listed. As you complete and save each section, a green check mark is placed by the section in the checklist.



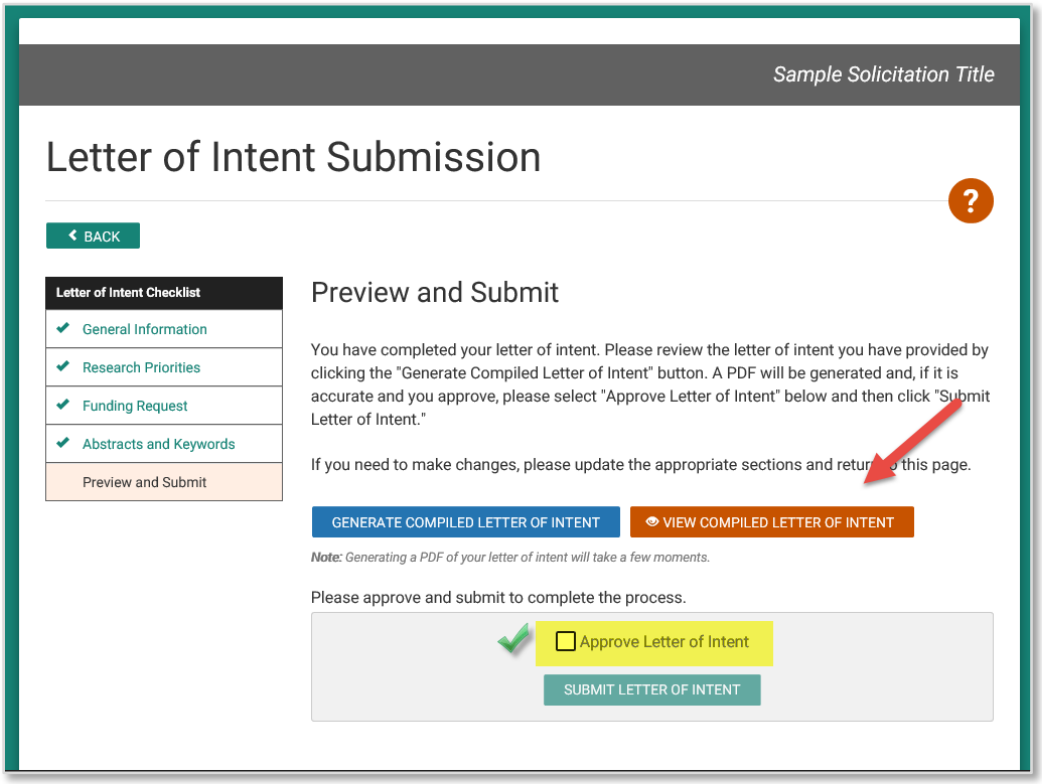
You can navigate between sections by clicking in the checklist or by using the arrows at the bottom of the page.

Preview and Submit

Preview and Submit is disabled until you save all sections. Once you save all sections, you are directed to generate a compiled pdf of your submission. The system compiles all your responses, including any uploaded files, into one pdf.



After the pdf is generated, you can view it before approving and submitting it. The submit button becomes enabled after you check your approval.

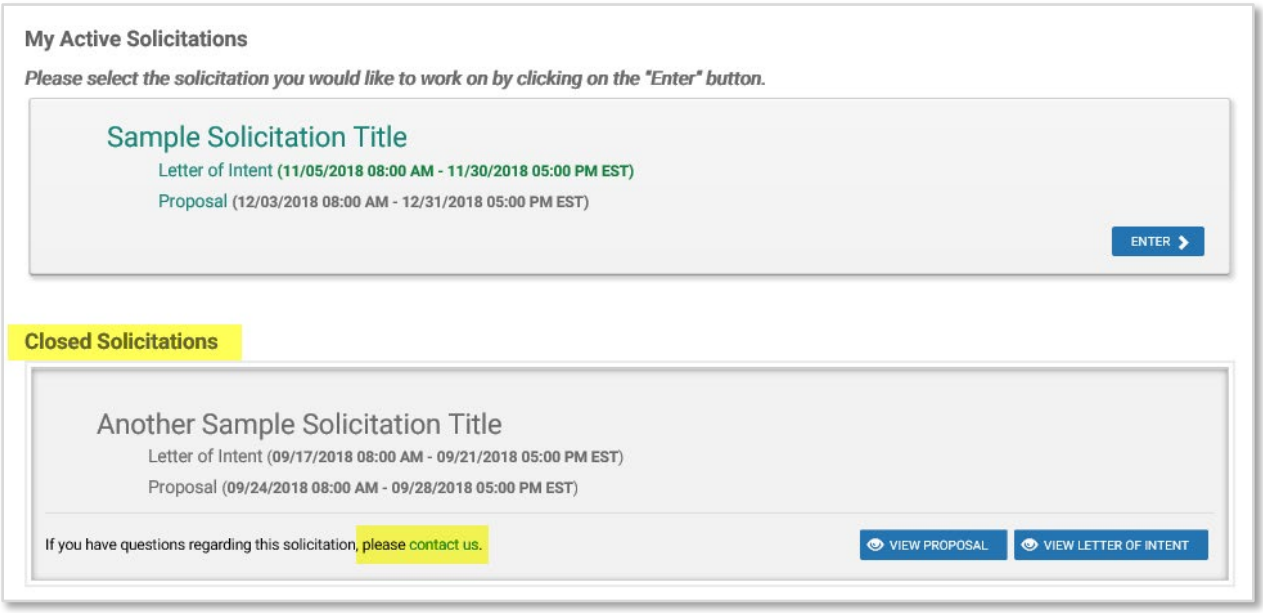


Preliminary & Primary Rounds

If the intake has a preliminary (prerequisite) round, then you will repeat the process once the primary round is open.

Closed Solicitation

Once the submission round is closed, you no longer have access to the collection. However, you are able to view/download your submissions from the dashboard. Solicitations remain on your dashboard in the closed section for 90 days following the close of the final round.



Contact Information

While you are working on your submission, you may find our contact information by clicking

Following the submission of your application, you may contact us using the contact us link from your dashboard (see above).