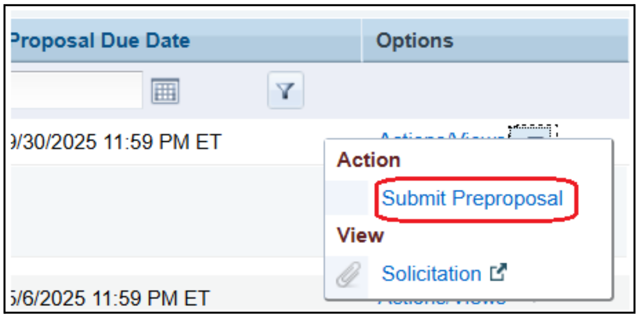
DOE - PAMS

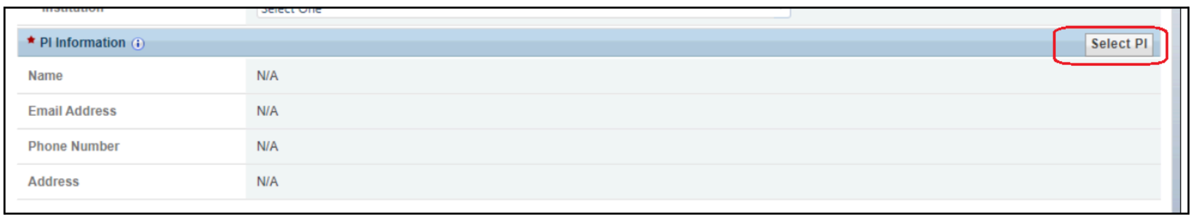
Creating/Adding the ORA account on the LOI/Preproposal

Creating LOI/PreProposal:

1. Locate your [solicitation from the PAMS](#) > Click Actions/Views > Click "submit…" (Letter of Intent or Preproposal, depending on what you are submitting).

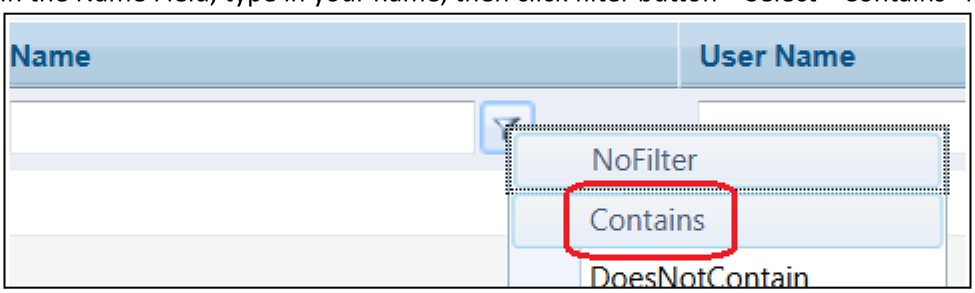


2. In the PI Information Section, click the "Select PI" button to select a PI.



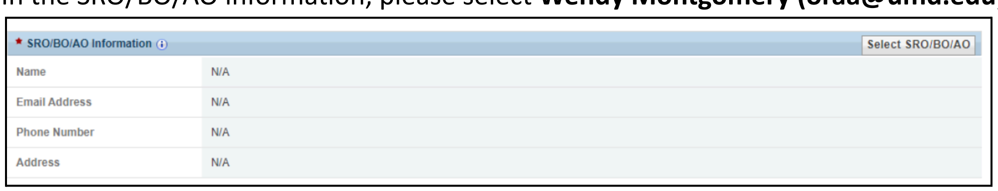
3. A list of all UMD Registered Users in the PAMS will appear.

4. In the Name Field, type in your name, then click filter button > Select " Contains" from the dropdown list.



5. Locate your name, then click the Save button.

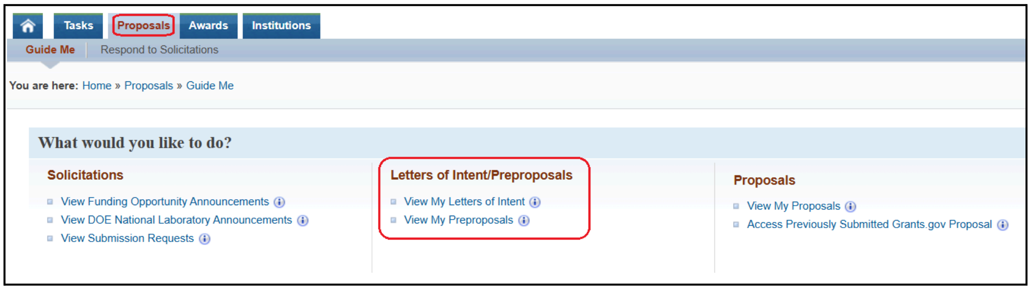
6. In the SRO/BO/AO information, please select **Wendy Montgomery (oraa@umd.edu)**



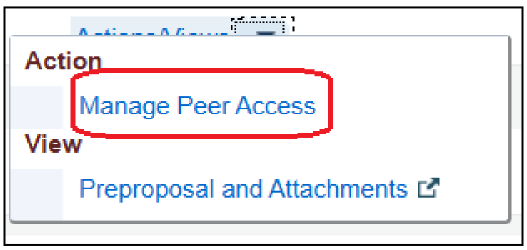
Adding the ORA account on your LOI/PreProposal:

You will need to add the ORA account and assign the ORA account all rights (Edit/Submit/Delete/Manage Peer Access) to your LOI/Preproposal.

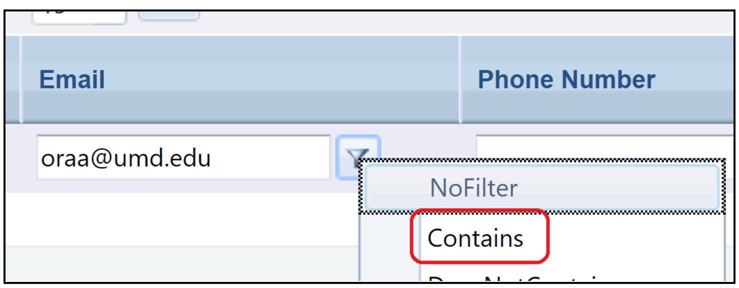
1. Go back to the " Proposals" tab. In the Letter of Intent/Preproposals column, click the associated link "view my existing…" (Letter of Intent or Preproposal, depending on what you are submitting).



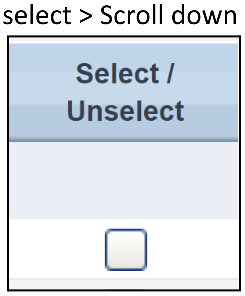
2. Locate your pre-proposal/LOI in the list. Under the *Options* column, click the "Action/Views" link > select "Manage Peer Access."



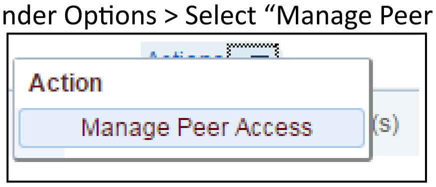
3. Enter the last name of the person you wish to grant access in the "Email" field. Click on the filter icon  and select "Contains".



4. Locate the name of the person. On the left-hand side of the page, under the *Select/Unselect* column, check to select > Scroll down > Click the Add All Users button

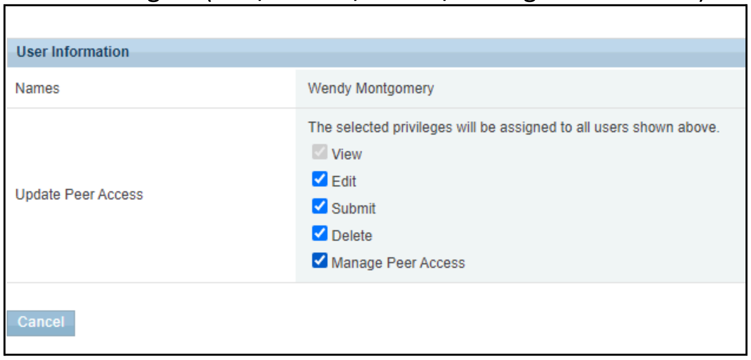


5. Under Options > Select "Manage Peer Access"



Updated: 02/19/2025

6. Select ALL rights (Edit/Submit/Delete/Manage Peer Access) to Wendy > Click “Save and Continue.”



7. You may now complete your LOI or Preproposal and submit it from your account.

   Note: You can submit the LOIs and Preproposals, unless there is a cost share, a budget, or other institutional approval is needed. If there is a cost share, a budget, or other institutional approval, then you will need to route the proposal in the Kuali Research for your CA to review and then submit.