

**U.S. DEPARTMENT OF ENERGY  
GEOTHERMAL TECHNOLOGIES PROGRAM  
ENHANCED GEOTHERMAL SYSTEMS**

**PEER REVIEW**

**INSTRUCTIONS FOR PRINCIPAL INVESTIGATORS**

The following contains instructions for the preparation of written papers that will be provided to peer reviewers before the Peer Review and the preparation of oral presentations to be made at the Peer Review. As a courtesy to the reviewers and fellow presenters, each presenter should follow these instructions exactly as given to assure consistency of format and content throughout the Review.

**WRITTEN PAPERS**

Please follow the guidance outlined below when preparing your paper(s) for the Peer Review. For your reference, a template is attached and should be used as a framework for each paper.

**1. Formatting Guidelines**

- Text spacing: Single-spaced
- Page Size: Letter-size (8.5X11)
- Font: Arial, 12 Point
- Margins: 1 inch on sides, top and bottom.
- Paper length: Minimum of two pages; maximum of **six pages**. The length limit includes tables, charts, graphics, references, etc. incorporated with the text. If more than six pages are submitted for a project, **ONLY** the first six pages will be given to reviewers.

**2. Report Contents**

Include the following sections, exactly as titled, using the template:

**Project Title:** Name of the research project.

**CPS Identifier:** Unique project/agreement number from DOE CPS tracking system. Provided by DOE.

**Principal Investigator:** Person responsible for carrying out the project

**Organization:** Identify the organization the Investigator is affiliated with in carrying out the project.

**Co-Investigator(s):** List any others who contributed to the project along with their organization. Identify collaborators and cost-sharing partners under separate headings.

**Purpose:** This section should be used for background discussion. Explain the rationale for doing the project. Describe the problem under investigation, the expected results of the research, and the benefits of the results. The discussion may include previous work by yourself and others which does not fall under the current project provided that work contributes to an understanding of the project's purpose and results.

**Objectives:** List and describe the project's objective(s) approved for the current award. Indicate how the project's objective(s) serves the EGS interim program goal and performance objectives as specified in the draft multiyear plan. While the linkage of a project to the program goal may not be immediately obvious, a logical connection should be made to justify the work.

**Duration:** Specify the date the project began and the planned completion date.

**Funding:** Give the full funding history of the project, including any cost share, for each fiscal year using the following table. The table should cover every year funding was provided, through FY05, and out year funding needs by fiscal year to the end of the project.

Fiscal Year	DOE Funding (\$k)	Cost Share (\$k)	Total

**Work Plan and Approach:** Describe your research plan and how the plan was designed to meet the project's objectives. Discuss the methods, techniques, and equipment you used to carry out the plan. Indicate the length of time needed to conduct various phases of the work; identify milestones and any go/no-go decision points.

**Results:** Describe your results to date, explaining how you have progressed toward achieving the project's objectives. Compare your actual progress to your work plan; discuss the work accomplished to date and the work remaining to be done. Identify any problems/issues encountered and your strategy for dealing with them. As appropriate, provide summaries of your data and analyses.

**Impact/Technical Merit:** Present evidence of new knowledge, technology, or other accomplishments resulting from the project. List the key papers, reports and other publications, awards and/or patents stemming from the research. Indicate if any industrial partnerships have been formed due to the project, how and why partners were chosen, and how effective the partnerships have been. Explain how the project's results will advance the EGS program and its goals.

**Plans for Project Completion:** Outline future work plans to complete the project and how they build on progress to date. Identify key technology barriers to be addressed, and specify any major changes in scope, objectives, or approach. (Caution: Do not address new or follow on proposals; they are not topics for this review.) If your project will be complete at the end of the fiscal year, indicate how the results will benefit the EGS program.

### 3. Other Information

Within the 6-page limit for the report, you may include the following information to assist in describing your project:

- Figures, tables, photographs, and charts from related work by others, as appropriate.
- Pertinent technical references.
- **Proprietary data.** Company confidential or proprietary data may NOT be used unless a release is obtained in writing from the source. If this data is critical to your presentation, please notify Jay Nathwani, DOE-Golden Field Office, telephone: 303-275-4756, of your intent to use such data and provide him with a copy of your release.

### 4. Due Date for Papers

Papers will be provided to reviewers prior to the meeting, so your paper(s) must be submitted on or before **March 16, 2005**. Electronic copies of your paper(s) in **MS WORD** format should be sent to Cybilline Aclan (caclan@sentech.org).

## ORAL PRESENTATION GUIDELINES

Your oral presentation must follow the same outline as that of your written paper. Specifically, the presentation should contain individual slides labeled to address your project's purpose, objectives, plan and approach, funding, results, impact, and completion. These are the topics that will be scored by the reviewers, and they are required for the presentation. An omission of any topic will result in a reduction in your score. Within the structure of the presentation there is flexibility to include any other information deemed important.

The agenda schedule and allotted times for each project will be strictly enforced. Each project is allotted 30 minutes total time.

**Time allocation: 20 minutes for presentation  
10 minutes for Q&A**

If the entire 10 minutes are not needed for questions and answers, the presenter will step down. If you believe you need more time on the agenda due to the size and complexity of your project, contact Jay Nathwani by **March 9, 2005**. Note that only a few projects will be given extra time on the agenda.

Visual slides accompanying oral presentations will use electronic media and must be created in **MS PowerPoint**. **No Other Media Will Be Used**. Provide a CD of your presentation slides to Cybilline Aclan no later than **April 4, 2005**. All presentation materials will be assembled into binders for distribution to reviewers at the meeting.

Please submit your presentations via e-mail or on a CD. CDs should be sent for presentations larger than 4.5 MB to the following address:

Cybilline Aclan  
Sentech, Inc.  
7475 Wisconsin Avenue, Suite 900  
Bethesda, MD 20814  
240-223-5536  
**CACLAN@sentech.org**

In addition, provide a copy to Jay Nathwani at the DOE Golden Field Office. Ms. Aclan should be able to answer any logistical questions you may have regarding the submission of papers. Mr. Nathwani will answer questions about the content of the reports.

Your cooperation in following these instructions will help assure a productive and successful review.