

U.S. Department of Energy



Scientific and Technical Information Program

FACT SHEET

STI PRODUCT TYPE: TECHNICAL/WORKSHOP REPORT

About STI

In the course of performing research and development (R&D) and other scientific and technological work, researchers funded by the U.S. Department of Energy produce scientific and technical information (STI) to document and disseminate their findings. STI includes products such as journal articles, technical reports, conference presentations, books, and more. Through the Scientific and Technical Information Program (STIP), the DOE Office of Scientific and Technical Information (OSTI) collaborates with people across the DOE complex, including Headquarters programs, field offices, national laboratories, and other facilities. The STIP partnership ensures that the results of DOE-funded work are identified, disseminated, and preserved. OSTI collects STI produced across the DOE laboratory and facility complex as well as from financial assistance recipients.

Definition

A **technical report** (or **scientific report**) is a document that describes the process, progress, or results of research and development or other scientific and technological work, including recommendations or conclusions of the research and such information as the original hypotheses, approaches used, and findings. Facts, figures, analyses, and assumptions used during the life of the project to support the results are used to convey to the scientific community the findings during the project. Technical reports are an important source of STI derived from research projects sponsored by DOE and may include more comprehensive or in-depth experimental details than scholarly papers or presentations can. Workshop reports are similar in format but the content is derived from a workshop, conference, or similar venue which focuses on a specific scientific or technical problem or topic. The workshop report may summarize various papers and presentations or give a synopsis of the topics addressed during the meeting. As a DOE STI product, a workshop report is typically prepared by a research organization (e.g., a lab or a university) as requested by a DOE program or subprogram to address a certain research topic.

Submission Options

Lab Researchers - Each DOE laboratory has a site program to manage scientific and technical information (STI) produced under the contract and to make it available to DOE's Office of Scientific and Technical Information (OSTI). Each site's STI Manager is involved in the process; for more information, see the listing of STI Managers at <http://www.osti.gov/stip/stimanagers>. Using the Lab's processes for STI submission, the researcher provides metadata for a technical report or workshop report as well as a full-text document in searchable PDF format or a link to the document hosted on the institutional repository, if it is publicly accessible. Technical reports with any type of access restriction must also be submitted to OSTI.

Financial Assistance Awardees/Grantees – The “Final Technical Report” should be submitted to DOE through the DOE [E-Link System \(http://www.osti.gov/mlink\)](http://www.osti.gov/mlink) using Announcement Notice (AN) 241.3, per instructions provided in the award package. For R&D projects, a final technical report is typically a requirement of the funded project, which is specified on the Federal Assistance Reporting Requirements Checklist (DOE F 4600.2) at the time of award, to document findings by summarizing the results of the entire funded project. Using E-Link, the required metadata for the technical report are filled in on the AN 241.3 and the full-text document is uploaded in searchable PDF format. While “final report” may be included as part of the title, it is preferred that the title convey the subject of the project. The DOE awarding office and/or the funding program office will review the technical report within E-Link before it is made accessible via web products. Questions related to E-Link may also be sent to 241user@osti.gov.

Availability in DOE/OSTI Web Products

Technical reports submitted to OSTI are available in one of the following resources:

- For technical reports that have no access restrictions (i.e., are publicly releasable), [SciTech Connect \(http://www.osti.gov/scitech\)](http://www.osti.gov/scitech) includes metadata/citations and full-text documents, as well as the other types of STI products STIP has collected historically. Technical reports are full-text searchable.
- For technical reports that have a specified type of access restriction (such as SBIR or CRADA protected), the documents are accessible by DOE staff via the Science Research Connection tool. Access must be approved. Contact OSTI for more information.
- Reports that are Classified or Unclassified Controlled Nuclear Information are handled separately. Contact OSTI for guidance.

SciTech Connect is included in the [National Library of Energy^{Beta} \(NLE^{Beta} – http://www.osti.gov/nle\)](http://www.osti.gov/nle), which uses federated search to virtually integrate and simultaneously search high-quality, decentralized information collections and databases across DOE.

In addition, these web-based sources are included in the Federal science portal [Science.gov \(www.science.gov\)](http://www.science.gov) and the international science portal [WorldWideScience.org \(www.worldwidescience.org\)](http://www.worldwidescience.org). Science.gov represents an interagency collaboration of 17 U.S. government science organizations within 15 federal agencies, hosted by OSTI. Worldwidescience.org searches over 100 STI resources including national libraries and information centers from more than 70 countries.

OSTI also works in close collaboration with Google and others, using Sitemap Protocols and other information industry standards to facilitate the discovery of DOE STI through widely used search engines.

Additional Information/Contacts

- The STIP website at <http://www.osti.gov/stip/>
- OSTI staff will respond to questions/suggestions sent to stip@osti.gov
- Questions related to E-Link may also be sent to 241user@osti.gov