

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
WASHINGTON, D.C. 20202-2575

**FY 2011 APPLICATION KIT FOR NEW GRANTS  
UNDER  
THE NATIONAL INSTITUTE ON DISABILITY AND  
REHABILITATION RESEARCH**

**SPINAL CORD INJURY MODEL SYSTEMS**

**CFDA NUMBER: 84.133N**



FORM APPROVED  
OMB No. 1820-0027, EXP. DATE XX/XX/2013  
SF FORM 424, 1/31/2009

**DATED MATERIAL - OPEN IMMEDIATELY  
CLOSING DATE: XXX X, 2011**

## **TABLE OF CONTENTS**

<b>Section A</b>	Dear Applicant Letter
<b>Section B</b>	Federal Register Notice Inviting Applications for New Awards
<b>Section C</b>	Federal Register Notice Final Priorities
<b>Section D</b>	Background Statement
<b>Section E</b>	Requirements for SCIMS Competitions.
<b>Section F</b>	Selection Criteria
<b>Section G</b>	Protection of Human Subjects
<b>Section H</b>	Application Format—Instructions for Application <ul style="list-style-type: none"><li>• Federal Assistance Face Page (SF 424)</li><li>• ED Supplemental Form</li><li>• Table of Contents</li><li>• Project Abstract</li><li>• Budget Information</li><li>• Budget Narrative</li><li>• Application Narrative</li><li>• Vitae/Bibliography/Letters of Support</li><li>• Assurances, Certifications, Disclosures</li><li>• Certifications Regarding Lobbying</li></ul>
<b>Section I</b>	Frequently Asked Questions Points to Remember in Application Preparation DUNS Number Instructions
<b>Section J</b>	e-Application Submission Procedures and Tips for Applicants Application Transmittal Instructions
<b>Section K</b>	Required Forms and Form Instructions
<b>Section L</b>	Application Checklist Paperwork Burden Statement

**SECTION  
A**

**DEAR APPLICANT LETTER**

Dear Applicant:

The Secretary invites applications for new awards for fiscal year (FY) 2011 for the Spinal Cord Injury Model Systems (CFDA 84.133N), authorized under the Rehabilitation Act of 1973, as amended, to fund demonstration projects that (a) provide comprehensive rehabilitation services to individuals with spinal cord injuries and (b) conduct spinal cord research, including clinical research and analysis of standardized data in collection with other related projects.

Each SCIMS center funded under this program must have a multidisciplinary system for providing rehabilitation services specifically designed to meet the special needs of individuals with SCI. These services include acute care as well as periodic inpatient or outpatient follow-up and vocational services. Centers demonstrate and evaluate existing, new, and improved methods and equipment essential to the care, management, and rehabilitation of individuals with SCI. Centers also demonstrate and evaluate methods of community outreach and education for individuals with SCI in connection with the problems these individuals experience in such areas as housing, transportation, recreation, employment, and community activities. SCIMS centers maintain close working relationships with other governmental and voluntary institutions and organizations to unify and coordinate scientific efforts, encourage joint planning, and promote the interchange of data and reports among SCI researchers.

SCIMS Centers will be funded at varying amounts up to the maximum award based on the numbers of subjects eligible for follow-up in the existing database. Existing centers with significantly larger numbers of subjects will receive higher funding within the specified range, as determined by NIDRR after the applicant is selected for funding. Applicants provide detailed budgets for each research project and for data collection costs associated with the longitudinal database. Funding will be determined individually for each successful applicant, up to the maximum allowed, based upon the documented workload associated with the follow-up data collection, the other costs of the grant, and the overall budgetary limits of the program.

Successful applicants under the SCIMS Centers competition will be invited by letter to apply for funding as a lead center under the SCIMS Multi-Site Research Projects priority. Under this priority, we anticipate funding two collaborative, multi-site research projects in SCI research, with an estimated available funding level of *\$1.8 million*. In addition, *\$2.66 million* is available to support start-up activities associated with mounting these collaborative multi-site research projects.

Page 2 – Dear Applicant

**Include a one page abstract.** The abstract is a critical component of the proposal, and it should describe the purpose, target population to be served during the project period, planned goals and objectives, innovative strategies utilized, project outcomes, and dissemination.

It is critical that proposals describe expected public benefits, especially benefits for individuals with disabilities and propose projects that are optimally designed to demonstrate outcomes that are consistent with the proposed goals.

### APPLICATION PROCEDURES

This application kit contains information and the required forms for potential applicants to apply and be considered for a FY 2011 grant award under these competitions, including the published Federal Register notice dated XXday, XXXX, 2011.

Potential applicants are advised to read the materials in this application package carefully. Please pay particular attention to the information on the types of organizations that are eligible to apply for these grants, how to prepare an application, the dollar amount for any year, the protection of human subjects, and the selection criteria. Applications must be responsive to the absolute priority in Section C and the statutory, regulatory, and general requirements for the RRTC program in Section E. The application narrative should be written in the order of the selection criteria in Section F. The selection criteria will be used by the reviewers to evaluate the application.

The closing date (application deadline) is **XXXday, XXX, 2011**.

The start date for new awards for the (FY) 2010 programs will be no later than October 1, 2011.

**Include a one page abstract.** The abstract is a critical component of the proposal, and it should describe the purpose, target population to be served during the project period, planned goals and objectives, proposed methodological approach, and anticipated project outcomes.

### Award Amounts and Indirect Cost Rate

We will reject any application that proposes a budget exceeding the revised amount of \$800,000 for a single budget period of 12 months for the title of the priority (CFDA Number - 84.133E-X). The indirect cost rate is the applicants federally negotiated rate.

### APPLICATION SUBMISSION PROCEDURES

You **must** submit your application electronically through the e-Application system. **<http://e-grants.ed.gov>** See Section B, Notice Inviting Applications and Section J, Application Transmittal Instructions. There is a demo on the e-Application website.

**NOTE:** You will be uploading sections of your application by heading. There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification. There is a file-size limitation to each section and you may only upload one document under each heading.

Electronic copies must be fully uploaded on the e-Application site by 4:30:00 pm, Washington DC time on the revised closing date, **XXX XX, 2011**. It may take up to several hours for this process. Please allow several hours or a full day to submit your application. If there is a submission error, time will be needed to correct the error and resubmit in paper or electronic format. **We encourage you to read Section J – e-Application Submission Procedures and Tips for Applicants**

### PROGRAM REGULATIONS

These grants are subject to the requirements of the Education Department General Administrative Regulations (EDGAR), in 34 CFR Parts 74, 75, 77, 80, 81, 82, 84, 85, 86, and 97, which set forth general rules affecting the submittal, review, grant award, and post-award administration for Department of Education grant programs.

### TECHNICAL ASSISTANCE

**Pre-Application Meeting:** A pre-application meeting will be held between 1:00 p.m. and 3:00 p.m. on XXX X, 2011 by teleconference. Interested parties are invited to participate in the pre-application meeting to discuss the funding priority and to receive information and technical assistance. You **must** contact Donna Nangle at [Donna.Nangle@ed.gov](mailto:Donna.Nangle@ed.gov) by XXXday, XXX, 2011 in order to participate in this meeting. NIDRR staff also will be available to provide information and technical assistance via individual phone consultations from 3:30 p.m. to 4:30 p.m. on XXX XX, 2011. Requests for individual consultations during this one hour window must be made in advance to Donna Nangle.

Page 4 – Dear Applicant

If you have any questions about the information in this application package, please contact Donna Nangle at Donna.Nangle@ed.gov or by telephone at (202) 245-7462 or Lynn Medley at Lynn.Medley@ed.gov or by telephone at (202) 245-7338. Individuals who use a telecommunications device (TDD) may call the Federal Relay Service (FRS) at 1-800-877-8339 between 8:00 a.m. and 4:00 p.m., EST, Monday through Friday.

If you need help with e- applications before the closing date, please contact e-application Customer Support at 1-888-336-8930. For TTY: 1-866-697-2696 or Local: 1-202-401-8363. Hours of operation: Monday-Friday, 8am-6pm Washington DC time.

**NOTE:** Please forward this entire application package to the individual or office responsible for preparing an application, as they will need the entire package to complete the grant application.

Thank you for your interest in these programs.

Sincerely,

//signed//

Phillip W. Beatty, PhD.  
Associate Director,  
Division of Research Sciences

**SECTION  
B**

**FEDERAL REGISTER NOTICE INVITING  
APPLICATIONS FOR NEW AWARDS**



FEDERAL REGISTER NOTICE INVITING APPLICATIONS (NIA)  
HOLDING SPACE

Each NIA includes particular information on the priority. This can include number & amount of award(s); eligibility; indirect cost rate; cost share/matching; how and where to apply.

**SECTION  
C**

**FEDERAL REGISTER  
FINAL PRIORITY NOTICE**

**Including the priority for the *PRIORITY TITLE***

FEDERAL REGISTER NOTICE OF FINAL PRIORITIES (NFP)

HOLDING SPACE

Each NFP includes particular information on the priority. This includes description of the program; comments/discussion/changes from the Notice of Proposed Priority; and the actual priority.



**SECTION  
D**

**BACKGROUND STATEMENT**

## **Spinal Cord Injury Model Systems**

### **Priority Background Statement**

FROM THE NOTICE OF PROPOSED PRIORITIES

**SECTION  
E**

**Statutory and Regulatory Requirements of  
Spinal Cord Injury Model Systems**

# Spinal Cord Injury Model Systems (SCIMS)

This program provides assistance for demonstration projects that—

(a) Provide comprehensive rehabilitation services to individuals with spinal cord injuries; and

(b) Conduct spinal cord research, including clinical research and the analysis of standardized data in collaboration with other related projects.

What activities must each recipient carry out under this program?

Each recipient, whether administering a project separately under this part or in coordination with other activities supported under title II of the Act, shall--

(a) Establish a multidisciplinary system of providing rehabilitation services specifically designed to meet the special needs of individuals with spinal cord injuries, including emergency medical services, acute care, vocational and other rehabilitation services, community and job placement, and long-term community follow up and health maintenance. The system must be established on an appropriate geographical basis that reflects patterns of patient flow, and must be administered in close coordination with similar programs of the Veterans Administration, the National Institutes of Health, and other public and private agencies and institutions where appropriate;

(b) Demonstrate and evaluate both the service and cost benefits of a regional service system to those individuals with spinal cord injuries who might be served within that system;

(c) Establish within the system a rehabilitation research environment for the achievement of new knowledge leading to the reduction and treatment of complications arising from spinal cord injury and the development of new techniques of medical management and rehabilitation;

(d) Demonstrate and evaluate the development and application of improved methods and equipment essential to the care, management, and rehabilitation of individuals with spinal cord injury;

(e) Demonstrate methods of community outreach and education for individuals with spinal cord injury in areas such as housing, transportation, recreation, employment, and other community activities;  
and

(f) Address the needs of individuals with spinal cord injuries from minority backgrounds;

(g) Participate as directed by the Secretary in national studies of the benefits of a spinal cord injury service system by contributing to a national database and by other means as required by the Secretary.



**SECTION  
F**

**SECTION CRITERIA**

## SELECTION CRITERIA

The Secretary uses the following criteria to evaluate an application from 34 CFR 359.

(a) Project design (20 points). The Secretary reviews each application to determine to what degree--

- (1) There is a clear description of how the objectives of the project relate to the purpose of the program;
- (2) The research is likely to produce new and useful information;
- (3) The need and target population are adequately defined;
- (4) The outcomes are likely to benefit the defined target population;
- (5) The research hypotheses are sound; and
- (6) The research methodology is sound in the sample design and selection, the data collection plan, the measurement instruments, and the data analysis plan.

(b) Service comprehensiveness (20 points). The Secretary reviews each application to determine to what degree--

- (1) The services to be provided within the project are comprehensive in scope, and include emergency medical services, intensive and acute medical care, rehabilitation management, psychosocial and community reintegration, and follow up;
- (2) A broad range of vocational and other rehabilitation services will be available to individuals with severe disabilities within the project; and
- (3) Services will be coordinated with those services provided by other appropriate community resources.

(c) Plan of operation (15 points). The Secretary reviews each application to determine to what degree--

- (1) There is an effective plan of operation that ensures proper and efficient administration of the project;
- (2) The applicant's planned use of its resources and personnel is likely to achieve each objective;
- (3) Collaboration between institutions, if proposed, is likely to be effective;
- (4) Participation in the National Spinal Cord Injury Database is clearly and adequately described; and
- (5) There is a clear description of how the applicant will include eligible project participants who have been traditionally underrepresented, such as--
  - (i) Members of racial or ethnic minority groups;
  - (ii) Women;
  - (iii) Individuals with disabilities; and
  - (iv) The elderly.

(d) Quality of key personnel (10 points). The Secretary reviews each application to determine to what degree--

(1) The principal investigator and other key staff have adequate training or experience, or both, in spinal cord injury care and rehabilitation and demonstrate appropriate potential to conduct the proposed research, demonstration, training, development, or dissemination activity;

(2) The principal investigator and other key staff are familiar with pertinent literature or methods, or both;

(3) All the disciplines necessary to establish the multidisciplinary system described in Sec. 359.11(a) are effectively represented;

(4) Commitments of staff time are adequate for the project; and

(5) The applicant is likely, as part of its non-discriminatory employment practices, to encourage applications for employment from persons who are members of groups that traditionally have been underrepresented, such as--

(i) Members of racial or ethnic minority groups;

(ii) Women;

(iii) Individuals with disabilities; and

(iv) The elderly.

(e) Adequacy of resources (10 points). The Secretary reviews each application to determine to what degree--

(1) The facilities planned for use are adequate;

(2) The equipment and supplies planned for use are adequate; and

(3) The commitment of the applicant to provide administrative and other necessary support is evident.

(f) Budget/cost effectiveness (10 points). The Secretary reviews each application to determine to what degree--

(1) The budget for the project is adequate to support the activities;

(2) The costs are reasonable in relation to the objectives of the project; and

(3) The budget for subcontracts (if required) is detailed and appropriate.

(g) Dissemination/utilization (5 points). The Secretary reviews each application to determine to what degree--

(1) There is a clearly defined plan for dissemination and utilization of project findings;

(2) The research results are likely to become available to others working in the field;

(3) The means to disseminate and promote utilization by others are defined; and

(4) The utilization approach is likely to address the defined need.

(h) Evaluation plan (10 points). The Secretary reviews each application to determine to what degree--

- (1) There is a mechanism to evaluate plans, progress, and results;
- (2) The evaluation methods and objectives are likely to produce data that are quantifiable; and
- (3) The evaluation results, where relevant, are likely to be assessed in a service setting.

**SECTION  
G**

**PROTECTION OF HUMAN SUBJECTS**

## **Protection of Human Subjects**

Research activities involving human subjects supported by awards under these programs are subject to Department of Education Regulations for the Protection of Human Subjects.

If you are applying on Grants.gov there is a separate place to include exempt and non-exempt narratives.

Applicants answering "Yes" to item 3 on form ED Supplemental to the SF 424 on whose research activities are nonexempt must complete the seven-point narrative on protection of human subjects. Additionally, seven point narratives are required for each participating partner if research is being conducted at other sites.

Copies of the Department of Education regulations for the Protection of Human Subjects are available from the Grants Policy and Oversight Staff (GPOS), Office of the Chief Financial Officer, Washington, D.C., telephone: (202) 260-3353 and on the Protection of Human Subjects in research Web Site at:

<http://www.ed.gov/about/offices/list/ocfo/humansub.html>

**SECTION  
H**

**APPLICATION FORMAT**

## **APPLICATION FORMAT (e-Application)**

Applications for an award must be postmarked or hand delivered by the closing date of XXXday, XX X, 2011. or This competition is a required electronic submission by the closing date of XXXday, XX X, 2011

It is recommended that your electronic (e-Application) via <http://e-grants.ed.gov> or paper application if you have requested and been approved for a waiver, be organized in the following manner and include the following:

**NOTE:** You will be uploading sections of your application by heading. There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification. There is a file-size limitation to each section and you may only upload one document under each heading.

### **1. Application for Federal Education Assistance (Form SF 424)**

- This application cover sheet requires basic identifying information about the applicant and the application.
- Applicants should clearly indicate the CFDA number of the program **84.133N-1** in block 11. If this information is not provided, your application may be assigned and reviewed under a different program. For electronic submissions, you must download the correct application package from e-Application.
- Applicants must fill in block 12, Funding Opportunity Number/Priority Title. ED-GRANTS-XXXX/Title or the CFDA number.

### **2. Table of Contents**

- The Table of Contents shows where and how the important sections of your proposal are organized.
- While the application will be submitted electronically, the reviewers will use printed copies during the review process. The Table of Contents will assist them in more efficiently and effectively evaluating your application.
- Use the Table of Content heading to upload your document.

### **3. Project Abstract**

- The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced.
- Use the Abstract heading to upload your document.



#### 4. Budget Form and Information (ED 524)

- Remember that you must provide complete budget information for each year of the proposed project. Use the Budget Narrative/Justification heading to upload.
- Please report on any Federal and Non-Federal funds that will be used.
- Specific instructions for completing the budget forms are provided within this application package.

Name: Enter the Name of the applicant organization(s) or institution(s) in the space provided.

Personnel (Line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (Line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (Line 3): Indicate the travel costs of employees and participants only. Include travel of persons such as consultants and trainees on line 6.

Equipment (Line 4): Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible personal property except that on line 4.

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), stipends, training, and communication and printing costs.

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): There is no restricted indirect cost rate for this program. Use your institution's Federally negotiated rate.

Training Stipends (line 11): There are three types of projects that might included budget requests for stipends, tuition allowance, or other types of similar charges to support the objectives of the project:

Fellowship or Scholarship Programs

Educational Training Projects

Projects where students receive tuition remission or other forms of compensation, as, or in lieu of wages.

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1 (a)*, should also be equal to item 18a on the application cover sheet (SF Form 424).

Cost Share or Matching: If you are providing voluntary cost share or matching Please include this information on the ED Form 524, Section B – Budget Summary, Non-Federal Funds – Tab 2 and in your budget narrative.

## **5. Budget Narrative**

- This part requires an itemized budget breakdown for the project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures.
- Address Cost Share or Matching in a separate section of the budget narrative labeled “Cost Share or Matching”.
- Please provide an itemized budget breakdown for each project year.
- Descriptions of purchases may be included but is not required.
- Use the Budget Narrative/Justification heading to upload your document.

## **6. Project Narrative**

- The application narrative responds to the Statutory, Regulatory and General RRTC Requirements found in Section E and Selection Criteria found in Section F of this application package. The reviewers will use this section to evaluate your application.
- Applying through e-Application use the Project Narrative selection criteria categories to attach your narrative.

Each applicant is encouraged to limit the project narrative to the equivalent of no more than 125 pages, using the following standards:

- A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double-space (no more than three lines per vertical inch) all text in the application narrative. Single spacing may be used for titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Begin numbering the first page in Arabic numerals (“1”) and number the pages consecutively throughout the document.
- Include all critical information in the program narrative, minimizing the need for additional appendices.
- Include a complete bibliography listing all materials that were referenced in the project narrative.
- Upload in one document under the Project Narrative heading using the correct document format.

**NOTE:** The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the project narrative section.

## **7. Vitae/Bibliography/Letters of Support**

- Vitae of staff or consultants should include the individual's title and role in the proposed project, and other information that is specifically pertinent to this proposed project. The budgets for all years should be included.
- Applying through e-Application use the Other-Vitas category to attach your vitas.
- If collaboration with another organization is involved in the proposed activity, the application should include assurances of participation by the other parties, including written agreements or assurances of cooperation.

## **8 Assurances, Certifications, Disclosures**

- Assurances - Non-Construction Programs; Certifications Regarding Lobbying form
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction; Disclosure of Lobbying Activities;

## **9 Reporting Requirements**

At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary under 34. CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.72 (c). For specific requirements on reporting please go to [http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_instructions.pdf](http://www.ed.gov/fund/grant/apply/appforms/ed524b_instructions.pdf) NIDRR will provide the reporting information to the successful applicants.

**SECTION  
I**

**FREQUENTLY ASKED QUESTIONS**

**POINTS TO REMEMBER IN APPLICATION  
PREPARATION**

**DUNS NUMBER INSTRUCTIONS**

## FREQUENTLY ASKED QUESTIONS

### 1. CAN I GET AN EXTENSION OF THE DUE DATE?

In the case of most competitions the answer is no. On rare occasions the Department of Education may extend a closing date for all applicants. If that occurs, a notice of the revised due date is published in the Federal Register, this extension applies to all applications for a given competition. There are no extensions or exceptions to the due date made for individual applicants. Additionally, there are provisions for extension for Grants.gov, per the guidance included in the application package.

### 2. WHAT SHOULD BE INCLUDED IN THE APPLICATION?

The application should include a project narrative, vitae of key personnel, and a budget, as well as all other forms identified in this package. Vitae of staff or consultants should include the individual's title and role in the proposed projects, and other information that is specifically pertinent to this proposed project. The budgets for all years, including a detailed budget narrative, should be included. The 133F (Research Fellowship) is the exemption to the required budget. If collaboration with another organization or individual is involved in any proposed activity, the application should include assurances of participation by the other parties, including written agreements or letters of cooperation. It is not useful to include general letters of support or endorsement in the application. If the applicant proposes to use unique tests or other measurement instruments that are not widely known in the field, it would be helpful to include the instrument in the application. Many applications contain voluminous appendices that are not helpful and in many cases cannot even be mailed to the reviewers. It is generally not helpful to include such things as brochures, general capability statements of collaborating organizations, maps, copies of publications, or descriptions of other projects completed by the applicant.

### 3. WHAT FORMAT SHOULD BE USED FOR THE APPLICATION?

NIDRR generally advises applicants to organize the application to follow the selection criteria that will be used. The project narrative should address the specific selection criteria for the competition. The specific review criteria vary according to the specific programs and are contained in this application package. Additionally, applicants should provide clearly stated hypotheses, goals, objectives, expected outcomes, and public benefit of the research or development project. The application should be organized to provide a thorough description of the methods and target population(s) and supported by evidence of need for the project, as identified in the relevant literature; citations are useful and may strengthen the proposal. Specific information on the format can be found in the application format section of this application package.

4. ARE THERE PAGE LIMITS TO MY APPLICATION?

NIDRR has two competitions with mandatory page limitations, Research Fellowships (133F) and Small Business Innovative Research (133S). All other competitions will suggest page limitations for the narrative sections of the proposal. The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. The Notice Inviting Applications will describe the mandatory or suggested limitations, such as page size, spacing, and font size. The suggested page limit does not apply to the cover sheet; the human subjects narrative; the budget narrative; the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all pertinent information in the application narrative.

5. MAY I SUBMIT APPLICATIONS TO MORE THAN ONE OPEN NIDRR PROGRAM COMPETITION AT A TIME OR MORE THAN ONE APPLICATION TO A PARTICULAR PROGRAM COMPETITION?

Yes. You may submit more than one application in any given competition. You may submit to as many open competitions, for which an application is responsive to the program requirements. However, each competition is unique and the selection criteria will vary from one competition to another. It is important that each separate application include the required materials for that particular competition.

6. DO I NEED AN ABSTRACT AND WHAT SHOULD IT INCLUDE?

Yes. The abstract is used by both the peer reviewers and the program staff in the review and processing of the application. The ONE-PAGE abstract should be a comprehensive description of the project (all years), not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced. If applying through Grants.gov, use the ED Abstract form to attach your abstract or the abstract section in e-Application.

7. WHAT IS THE ALLOWABLE INDIRECT COST RATE?

The limits on indirect costs vary according to the program. NIDRR currently has two programs with a restricted indirect cost rate. An applicant for a Rehabilitation Research and Training Center (133B) program may not collect more than 15% of the total grant award as indirect cost charges. An applicant for Advanced Rehabilitation Research Training project (133P) is limited to a training grant indirect rate of 8%, less tuition, stipend, and fees. For all other programs, Disability Rehabilitation Research Projects (133A), Rehabilitation Engineering Research Centers (133E), Field Initiated projects (133G) and Small Business Innovative Research (133S), applicants must have a current indirect cost rate agreement to charge indirect costs. The maximum amount of the award includes both direct and indirect costs. The Department's Indirect Cost office has more information on indirect cost rates.

8. CAN PROFIT MAKING BUSINESSES APPLY FOR GRANTS?

Yes; however, for-profit organizations will not be able to collect a fee or profit on the grant. It varies by program.

9. CAN INDIVIDUALS APPLY FOR GRANTS?

Individuals are not eligible to apply for most grant competitions under NIDRR programs (133A, B, E, G, P, or S). The one exception is the Research Fellowship program (84.133F), which is available only to individuals. The Merit Fellowships and Distinguished Fellowships awards are one Full Time Equivalent (FTE) awards. The Fellow must work principally on the fellowship during the term of the fellowship award. We define one FTE as equal to 40 hours per week. No Fellow is allowed to be a direct recipient of Federal government grant funds in addition to those provided by the Switzer Fellowship (during the duration of the Fellowship award performance period). Fellows may, subject to compliance with their institution's policy on additional employment, work on a Federal grant that has been awarded to the Fellow's institution. Fellows may, subject to compliance with their institution's policy on additional employment, work additional hours at their institution. Additional work that is not monitored by the Fellow's institution is subject to NIDRR's limits regarding the number of additional hours permitted. Please contact NIDRR if the latter situation applies.

10. CAN NIDRR STAFF ADVISE ME WHETHER MY PROJECT IS OF INTEREST TO NIDRR OR LIKELY TO BE FUNDED?

No. NIDRR staff can only advise you of the requirements of the program in which you propose to submit your application. However, staff cannot advise you of whether your subject area or proposed approach is likely to receive approval.

11. HOW DO I ENSURE THAT MY APPLICATION WILL BE REVIEWED UNDER THE CORRECT COMPETITION?

Applicants should be sure that their applications are referred to the correct competition by clearly including the competition title and CFDA number, including alphabetical code, on the Standard Form 424, and include a project title that describes the project, based on the competition. If reapplying for the Field Initiated (133G), you should identify if the application is a resubmittal from a previous fiscal year.



12. HOW SOON AFTER SUBMITTING MY APPLICATION CAN I FIND OUT IF IT WILL BE FUNDED?

The time from closing date to grant award date varies from program to program. Generally speaking, NIDRR endeavors to have awards made within six to seven months of the closing date. Unsuccessful applicants generally will be notified within that time frame as well. When NIDRR is able to release information on the status of grant applications, it will notify applicants by letter. The results of the peer review cannot be released except through this formal notification. This information is **not** posted on the NIDRR homepage or the Grants.gov or e-Application website.

13. WHAT START DATE SHOULD I USE ON MY APPLICATION?

For the purpose of estimating a project start date, the applicant should estimate approximately six to seven months from the closing date, preferably October 1. You must have a start date that allows you to complete an Annual Performance Report (APR) by May 31<sup>st</sup> with six month of activities to report on.

14. IF MY APPLICATION IS SUCCESSFUL, CAN I ASSUME I WILL GET THE REQUESTED BUDGET AMOUNT IN SUBSEQUENT YEARS?

No. Funding in subsequent years is subject to availability of funds and project performance.

15. WILL ALL APPROVED APPLICATIONS BE FUNDED?

No. Peer review panels can result in more applications being determined to be worthy of consideration for funding than available resources allow.. Unsuccessful applicants are encouraged to consider resubmitting applications in future competitions. Funded applications will be notified in the manner described in #12.

16. HOW DOES THE REPORTING REQUIREMENTS IN SUBSEQUENT YEARS IMPACT ON MY APPLICATION?

Successful applicants with multi-year grants must submit an Annual Performance Report (APR) demonstrating and documenting their progress in meeting approved project objectives and their success in addressing the performance measures outlined in the Notice Inviting Applications. Grantees must also provide the most current financial and performance measure data for each year of the project. Grantees will also be required to submit a final performance report, 90 days after the end of the project period. For NIDRR, the APR is submitted electronically via a web-based system. This system is maintained by a contractor and grantees are notified after receiving an award with the appropriate URL and personal password to access the system. The contractor will also send a letter to the grantee informing them when and how to submit their APR. The Department will use the applicant's performance data for program management and administration, in such areas as determining new and continuation funding and planning

technical assistance. Grantees will participate fully in any evaluation of the NIDRR program carried out by the Department of Education.

#### 17. DO I HAVE TO INCLUDE COST SHARE/MATCHING IN MY APPLICATION?

NIDRR has cost share/matching requirements on two of its programs, the Disability Rehabilitation Research Projects (133A) and the Field Initiated program (133G). This information should be reflected on the ED 524 form in the Section B – Budget Summary Non-Federal Funds and in the budget narrative for each year. An amount of up to 1% of the total yearly budget amount is requested; however, you may include more than 1%. If the cost share amount is changed for a competition, it will be announced in the Notice Inviting Applications. For more information, see EDGAR 74.23 and 84.24.

#### 18. WHAT DO I NEED TO DO ABOUT HUMAN SUBJECTS PROTECTION IN MY RESEARCH?

If you are planning research involving human subjects at any time during the project period, you check “Yes” in the Human Subjects section of the ED supplement to the SF 424 form. If you checked “Yes,” you need to indicate whether the research is exempt or not exempt from the protection of human subjects requirements of EDGAR part 97 and if you have an IRB number. You will need to fill out the human subjects narrative for each site where the research is being conducted. The program and the Department’s human subjects staff review the applicant’s response against the application itself to determine its accuracy. They contact you for additional information or clarification, if needed. More information can be found in the instructions for the SF 424 form and in this application package in the Human Subjects section.

#### 19. SHOULD I SUBMIT MY APPLICATION VIA e-Application?

The Federal Government is moving towards mandatory electronic submission for its grant applications. The Notice Inviting Applications (NIA) provides information on how to submit via e-Application and the application package includes helpful tips. The NIA will also identify if paper submission is allowed. If you do submit by paper, include a disk copy of your application. **We strongly suggest:** (1) Read the e-Application instructions carefully; (2) Check with your organization or institution if they are already registered in e-Application; if not, **do not wait** to set up your account because it can take five or more days to register; (3) Review the heading sections before sending the application to ensure that all information has been uploaded correctly and completely; and (4) Submit early; electronic applications must be uploaded on e-Application by 4:30:00 pm, Washington, D.C. time on the closing date. Please allow several hours or a full day for this process; if there is a submission error, time will be needed to correct the error and resubmit to meet the deadline. Applications received/logged in after 4:30:00 pm (Washington, DC time) will not be reviewed.

You **must** submit your application electronically through the e-Application system. **<http://e-grants.ed.gov>** See Section B, Notice Inviting Applications and Section J, Application Transmittal Instructions. There is a demo on the e-Application website.

**NOTE:** You will be uploading sections of your application by heading. There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification. There is a file-size limitation to each section and you may only upload one document under each heading.

## POINTS TO REMEMBER IN APPLICATION PREPARATION

### *RELEVANT TO PROGRAM*

1. CFDA Number: In the title block on the 424 form, please note the appropriate CFDA 84.133N. For electronic submissions, you must download the correct application package from Grants.gov, ED Grants Funding Opportunity number or submit your application electronically through the e-Application system. <http://e-grants.ed.gov>.
2. ED-GRANTS- XXXX (Priority Title). Required field on the SF 424 form for both Grants.gov and e-Application. Or use the CFDA Number
3. Indirect Cost: There is no restricted indirect cost rate for the 133A, 133E, 133G or 133N programs. You should use your federal negotiated indirect cost rate. Indirect cost office: <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>. The 133B program has a restricted indirect cost rate of 15% and the 133P program has a restricted indirect cost rate of 8% on all direct charges less Tuition, Stipend and Fees. The 133F program is for individual and does not use indirect costs.
4. Application Narrative - Organize your narrative in accordance with the selection criteria in Section F of this package. Address all criteria. Include a table of contents in your application in order to highlight where the application narrative can be found in the application. If applying through Grants.gov use the Project Narrative form to attach your narrative. We recommend that you limit the application narrative to the equivalent of no more than 125 pages, using the following standards: A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Double-space (no more than three lines per vertical inch) all text in the application narrative. Single space may be used for Titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs. Use a font that is either 12-point or larger or no smaller than 10-pitch (characters per inch).

### **Closing Date/Transmittal of Application**

5. Applications must be postmarked by the closing date of **XXXday, XXX X, 2011, if submitting in paper**. Follow the transmittal instructions for submitting in paper or electronically found in Section J. Please include an electronic copy (disk) with your application.
6. Electronic copies must be uploaded on Grants.gov or e-Application by 4:30 pm, Washington DC time on the closing date (and then processed by Grants.gov successfully. Please allow several hours or a full day for this process, if there is a submission error time will be needed to correct the error and resubmit to meet the deadline.) For additional information on electronic submission procedures, see the section J. A copy of your application should not be emailed directly to the Department. Must submit it electronically via Grants.gov or e-Application.

## Forms

7. Only the primary institution fills out the required forms. Any partner or collaborating groups will be a subcontractor to the primary. The only paperwork the subcontractor should complete is that required by the primary institution. You should include a letter of intent in the application from any collaborating group saying that if awarded what goals/duties they will be responsible for and the dollar amount associated with their involvement.

### **Application for Federal Assistance SF 424**

8. Leave these blocks blank or enter N/A: **Block 4**-Applicant Identifier, **block 5**-Applicant Identifier, **block 5a**- Federal Entity, **block 5b**- Federal Award Identifier, **block 6**-Date Received by State, and **block 7**,-State Application Number.

9. Legal Name: **Block 8a** is for the name of institution or entity that will be responsible for this grant if funded. Applying electronically this will match with information in the registration.

10. DUNS number: It is important to verify with your fiscal office the DUNS number, which goes in **block 8c** on the ED 424 form. If you do not have one, call 1-800-333-0505 to set one up. This number is required. Applying via electronically you must enter the DUNS number for your organization used when registering.

11. CFDA Number: In **block 11**, please note the appropriate CFDA and title you are applying for.

12. Funding Opportunity Number/Priority Title. In **block 12** this is a required field when using both Grants.gov and e-Application. Or use the CFDA Number.

13. Descriptive Title of Applicant's Project. In **block 15**, this is the title given by the applicant. If applying to a specific priority topic – the title should be as close as possible.

14. Block #18a: The total amount of Federal funds requested includes both direct and indirect costs for the first year only. The totals on the ED 524 form must include direct and indirect costs and no year can be over the maximum amount. (Note: 84.133F applicants do not submit the ED 524 form)

15. Block #18b: The amount of cost share/matching that the applicant is providing. This amount should be on the “B” side of the ED 524 form and described in the budget narrative.

16. Block #18f: The amount of program income that is estimated to be generated by this application if funded. It should be described in the budget narrative and does not go on the ED 524 form. An example of program income would be registration fees for a conference. These will be used to off-set part of the cost of the conference.

17. EO 12372: Mark Block #19, the EO 12372 as no and not covered. This program is not covered.

### **ED Supplemental Form**

18. Project Director: **Block #1**, Project director information. The Project Director is the primary person responsible for meeting the goals and objectives of the grant.

19. Novice applicant: **Block #2**. Please mark N/A. This does not apply to NIDRR programs.

20. Human Subjects: **Block #3**. You must include a separate 7-point narrative for each site where the research is being conducted. If you check “no”, please include a paragraph of why it is not required. IRB approval is not required at the time of award, but must be in place before research begins. The area to upload this information is available through this form.

### **ED 524**

21. **Budget Information: BE SURE TO CHECK THE MATH** - the application will not be reviewed if the request for funds on block 18a of the SF 424 form, the ED 524 form or the budget justification goes over the maximum amount for any year (total of direct and indirect costs). A detailed budget narrative is needed for each year of grant years requested. Include in the narrative/justification contract information and all mandatory and voluntary cost share from side B of the ED 524. (Note: 84.133F applicants do not submit a ED 524 form)

22. Costs associated with students, ie. Post Docs that are excluded from the direct cost lines are not subject to the indirect costs if placed on Tuition/Stipend/Fee line. If the student costs (salary, fringe, tuition and fees, supplies, training and conference fees, etc.) are included in the direct cost amount they are subject to the appropriate indirect rate.

### **e-Application at <http://e-grants.ed.gov> Information**

23. **We strongly suggest:** (1) Read the instructions carefully; (2) Don't wait until close to the due date to set up your account - It can take several days to register; (3) Review the application before sending final version to ensure that all information has been uploaded correctly and completely; and (4) Submit early.

24. Electronic applications must be uploaded on e-Application by 4:30:00 pm, Washington, D.C. time on the closing date. Please allow several hours or a full day for this process, if there is a submission error time will be needed to correct the error and resubmit to meet the deadline. For additional information on electronic submission procedures, see the transmittal section of the Notice Inviting Applications. The e-Application website has a demo.

25. You will be uploading sections of your application by heading. There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification.

There is a file-size limitation to each section and you may only upload one document under each heading.

26. **Document Format:** You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format, if you upload a file type other than these three file types, such as Excel, or submit a password protected file, we will not review that material.

27. UNSUBMIT: Please note that e-Applicaton **does** allow you to unsubmit your application if you find an error before the due date and time. You will have to select unsubmit then make your changes and select the Ready to Submit button again in order to complete the process.

### **Abstract/Narrative/Appendices**

28. Abstract: The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced. Applying through e-Application use the Abstract heading to upload your abstract.

29. Number all pages to make it easier for the reader to refer to a page number if comments are given (including the appendices).

30. Vitae: Remember to include pertinent information in your narrative of the qualifications of the key personnel. A more extensive 2-4 page vitae can be included in the appendices. Applying through e-Application use the Other – Resume heading to attach your vitas or in the other document section of Grants.gov.. Remember only one document can be uploaded per heading.

31. Advisory Board: We suggest that you limit your list of advisory board members in the application. You can give a description of the type/qualification of the person. Remember that an extensive listing of proposed names effects our peer reviewer selection. Applying through e-Application use the Other – Letters of Commitment/Support heading to up load your letters of commitment or in the other document section of Grants.gov.. Remember only one document can be uploaded per heading.

32. Letters of Commitment/Support: If you have identified a partner, sub-contractor or consultant you should include a letter of commitment from them stating what they'll be doing on your project. We suggest that you only include key letters of support. Remember that letters of support diminish our peer reviewer pool. Applying through e-Application use the Other – Letters of Commitment/Support heading to up load your letters of commitment or in the other document section of Grants.gov.. Remember only one document can be uploaded per heading.

33. Use Of Person Loading Charts. It is important for applicants to include proposed time commitments for all project personnel. Also, program officials and applicants often find person loading charts useful formats for showing project personnel and their time commitments to individual activities. A personal loading chart is a tabular representation of major evaluation activities by number of days spent by each key person involved in each activity.

### **Miscellaneous Information and Reminders**

34. Rehabilitation Act: To find information on the Rehab Act of 1973, as amended, as well as other NIDRR policy & legislation, go to:  
<http://www.ed.gov/about/offices/list/osers/nidrr/policy.html> and  
<http://www.ed.gov/policy/speced/reg/narrative.html?exp=0>

35. Help in Preparing Applications. We are happy to provide general program information. Clearly it would not be appropriate for staff to participate in the actual writing of an application, but we can respond to specific questions about our application requirements and evaluation criteria, or about the announced priorities. Applicants should understand that such previous contact is not required, nor does it guarantee the success of an application.

36. Possibility Of Learning The Outcome Of Review Panels Prior To Official Notification. Every year we are called by a number of applicants who have legitimate reasons for needing to know the outcome of the review prior to official notification. Some applicants need to make job decisions, some need to notify a partner, etc. Regardless of the reason, we cannot share information about the review with anyone until the Assistant Secretary has approved a slate of projects recommended for funding. You will be notified as quickly as possible either by telephone (if your application is recommended for funding), or through a letter (if your application is not successful).



37. Return of Non-Funded Applications. We do not return original copies of applications. Thus, applicants should retain at least one copy of the application. Copies of reviewer comments will be mailed to all applicants.

38. Successful Applications And Estimated/Projected Budget Amounts In Subsequent Years. There is a maximum award amount specified for the priority/competitions included in this package. The Department rejects and does not consider an application that proposes a budget exceeding the maximum amount for any single budget period of 12 months for the priorities included in this package. Since the yearly budgets for multi-year projects will be negotiated at the time of the initial award, applicants must include detailed budgets for each year of their proposed project. Generally, out-year funding levels most likely will not exceed 1st year budgets. However, budget modifications during the negotiation process, the findings from the previous year, or needed changes in the study design can affect your budget requirements in subsequent years, but in no case will out-year budgets exceed the maximum award amount.

39. To see what NIDRR has funded or are currently funding on Spinal Cord Injury, we have an on-line program directory at [www.naric.com](http://www.naric.com)

Once there - click on NIDRR. Under grantee resources click on search for other research projects. This will connect you to the program directory. Click on search all fields then type in Spinal Cord Injury. By clicking on a grant number you can see information on who has the grant, how to contact them and a brief description of their project. Instead of search all field you can select searching by project type – i.e., Spinal Cord Injury Model Systems.

## DUNS NUMBER INSTRUCTIONS

NOTE: Check with your fiscal office to see if your institution has an assigned DUNS before contacting Dun & Bradstreet

D-U-N-S No.: Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-234-3867** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

[http://www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html)

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide. **Live help Monday-Friday 8am-6pm (EST) Dial 1.800.234.3867**

Note: Electronic submission via Grants.gov must use DUNS number your organization used when it registered in the Central Contractor Registry.

# **SECTION**

## **J**

### **e-APPLICATION SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS**

#### **APPLICATION TRANSMITTAL INSTRUCTIONS**

## IMPORTANT – PLEASE READ FIRST

**U.S. Department of Education**  
***e-Application Submission Procedures and Tips for Applicants***  
**<http://e-grants.ed.gov>**

To facilitate your use of e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

### ATTENTION

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.

Step 1 – **Determine** if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: <http://www.ed.gov/news/fedregister/announce/index.html>. Additional information on the Department's of Education's grant programs can be found at <http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

Step 2 – **Register in e-Application** to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page <http://e-grants.ed.gov/>, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.


Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox ). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

**Step 3 - Add Application Package to your Start Page.** From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

**Step 4 - Begin the Application.** Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

**Step 5 - Fill out Forms.** Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

**Step 6 - Upload File(s) for Narrative Responses.** Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

**Step 7 - Verify Information/Print Application.** Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon  next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via email once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the email, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

**Step 8 - Submit your Application.** Only authorized individuals for your organization can submit an application. Please check with your Authorizing Representative or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 pm, Washington, D.C. time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

**Step 9 - Fax the signed SF 424 Cover Page (or Program Specific Cover Page).** Write your unique application number (received in step 8) on the upper right corner of your printed SF

424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at <http://e-grants.ed.gov>.

### **Other Submission Tips**

- 1) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 p.m., Washington, DC time on the deadline date, the e-Application system will not accept it.
- 2) If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

- 3) **Dial-Up Internet Connections** - When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

### **Attaching Files – Additional Tips**

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to an earlier version of Word before uploading. Also, do not upload any password protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, \*, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
3. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

# APPLICATION TRANSMITTAL INSTRUCTIONS FOR MAIL OR HAND DELIVERY IF A WAIVER HAS BEEN OBTAINED

## Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

### **By mail through the U.S. Postal Service:**

U.S. Department of Education  
Application Control Center  
Attention: (CFDA number 84.133N-1)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

**Note:** The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.



**c. Submission of Paper Applications by Hand Delivery.**

If you submit your application in paper format if a waiver has been obtained by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.133N-1)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

**Note for Mail or Hand Delivery of Paper Applications:** If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

**SECTION  
K**

**REQUIRED FORMS  
and  
FORM INSTRUCTIONS**

## **APPLICATION FORMS**

The enclosed forms shall be used by all applicants for Federal Assistance under all NIDRR programs. A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

For paper submission (IF A WAIVER HAS BEEN REQUESTED AND APPROVED) this application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. These parts are as follows:

- Part I - Federal Assistance Application Face Page (SF 424) and the ED Supplemental
- Part II - Budget Information
- Part III- Application Narrative
- Part IV - Assurances, Certifications and Disclosures

Each submitted application should include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

For MANDATORY electronic submission through e-Application the application format is set in the Headings.

- Part I Federal Assistance Application Face Page (SF 424)  
ED Supplemental
- Part II Abstract
  - Table of Contents
  - Project Narrative
  - Other - Resumes
  - Other – Letters of Commitment/Support
  - Other
  - Budget Narrative

### **Required Forms:**

- Application for Federal Assistance Face Page (SF 424)
- ED Supplemental to the SF-424
- Instruction for the SF-424
- Budget Information (ED 524)
- Assurances - Non-Construction Programs (SF 424b)
- Certifications Regarding Lobbying
- Disclosure of Lobbying Activities (SF LLL)

**Paper Submission:** If you received a waiver – go to the following website to access the required forms:  
[www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html)

**e-Application:** The forms and instructions are set up in the system for you to complete.

**SECTION  
L**

**APPLICATION CHECKLIST**

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## APPLICATION CHECKLIST

Did you complete the registration process for e-Application for the mandatory electronic submission on <http://e-grants.ed.gov>?

Does your application include each of the following?

Cover page (SF 424) marked appropriately with **84.133N-1**. Download of correct package for **84.133N-1** applying electronically

Priority Topic identified in the Descriptive Title in Block 11 of the SF 424?

Budget form (ED form 524) with dollar amounts not exceeding the maximum in any year?

Voluntary Cost Share or matching included both on the "B" side of the ED 524 and explained in the budget narrative for each year?

Budget narrative for each year with arithmetic checked for accuracy

Program narrative, including abstract and responses to the selection criteria

Assurances and Certifications (from the forms list in section K)

Correctly uploaded files on e-Application?

Narrative on the Protection of Human Subjects?

Did You do each of the following?

Submit application on or before **XXXday, XXX XX, 2011**?

Provide 1 original and 2 copies of the application if submitting by post, hand-delivery or carrier service (Although not required, 1 original and 9 copies are requested and a disk copy) – if you obtained a waiver?

Fully complete the upload of your application and receive successful validation of the submission before 4:30:00 pm, Washington, D.C. time on the closing date?

## PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0027. The time required to complete this information collection is estimated to average 200 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

**If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4537. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** 84.133 Grant Program, Office of the Assistant Secretary for Special Education and Rehabilitation Services, National Institute on Disability and Rehabilitation Research, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-2700.

## **GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT**

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**If you fail to receive the notification of application within fifteen (15) days from the closing date, call:**

**U.S. Department of Education  
Application Control Center  
(202) 245-6288**

## **GRANT AND CONTRACT FUNDING INFORMATION**

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**The Department of Education provides information about grant and contract opportunities electronically in several ways:**

**ED Internet Home Page**      <http://www.ed.gov/>