**Justification for Change Request**

**OMB Control No. 0693-0050**

The National Institute of Standards and Technology is requesting non-substantive changes to the NIST-1022 family of forms along with Technology Innovation Program (TIP) Proposal Preparation Kit - February 2010 Update.

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In FY 2008 and FY 2009, TIP held competitions covering the Critical National Need (CNN) areas of Civil Infrastructure and Manufacturing. During the period from announcement and proposal due date, TIP received numerous questions involving the TIP Award Criteria, TIP Evaluation Criteria, eligibility, cost share, project narrative and budget narrative requirements. After the completion of the competition, TIP staff identified areas of the NIST-1022 forms and the TIP Proposal Preparation Kit that could be enhanced to make preparation of the proposal easier and thus enabling proposers to deliver more competitive proposals. A review of the proposals submitted determined that approximately 10% of the proposals received are out of scope or not eligible, 30% are non-competitive because the budgets are incomplete. Of the remaining proposals, 50% fail on either the Technical or Impact Evaluation Criteria.

The program authorities, TIP statutory authority 15 U.S.C. § 278n and the TIP Rule 15 C.F.R. Part 296 as found in the Attachment A and B referenced in the Supporting Statement, allow for a recipient to use subawards. In 2007, during original development of the NIST-1022 forms and TIP Proposal Preparation Kit, TIP included a minor reference to the use of subawards in the TIP Proposal Preparation Kit (pp 11 and 27), but provided little guidance as how to include subawards in the proposal submission. In the FY 2009 competition, for the first time TIP actually received proposals that requested subawards in order to benefit how the proposer meets TIP cost share requirements. During the proposal review process, we developed specific guidance, with the assistance from Federal Assistance Law Division, and the Chief of Grants Agreements Management Division at NIST for the proposers that requested subawards.

This guidance is incorporated in the NIST-1022B form and the Chapter 3 Budget and Budget Narrative Guidelines.

The changes to the NIST-1022 forms and TIP Proposal Preparation Kit as summarized in the table below were made to provide more detailed guidance in the development of Budgets and Budget Narratives and additional clarity on the importance of both Technical and Impact Evaluation Criteria in the proposal evaluation process. (REVISED Documents with highlighted changes in IC List in ROCIS)

No changes in estimated responses and burden hours.

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| **Item** | **Change** | **Original w/mark-up** | **Revised Document** |
| SF-424 (R&R)/Research & Related Other Project Information | No Change |  | NA |
| NIST - 1022 | Revised to add Subrecipient | TIP Form 2009 1022 DIFFERENCES in 2010.pdf | Chapter 7 Electronic Submission AND Exhibits clean. |
| NIST -1022A | Clerical change | “ | “ |
| NIST – 1022B | Revised to add Subrecipient | “ | “ |
| NIST – 1022C | Clerical changes and totals lines added/ no additional entries by proposer | “ | “ |
| NIST – 1022D | Minor text changes No Change in data entry | “ | “ |
| NIST – 1022E | Clerical changes, No Change in data entry | “ | “ |
| NIST – 1022F | Clerical changes, No Change in data entry | “ | “ |
| NIST – 1022G | No Change |  | “ |
| NIST – 1022H | No Change |  | “ |
| **TIP Proposal Preparation Kit** |  |  |  |
| Chapter 2 Project Narrative | Revised | Chapter 2 Summary of Changes | Chapter 2 Final |
| Chapter 3 - Budget and Budget Narrative Guidelines | New Chapter | NA | Chapter 3 Clean |
| Chapter 4 - Submission Check List | Old Chapter 3 Submission Check List with clerical changes only | OLD Chapter 3-wCHG | New Chapter 4 Clean |
| Chapter 5 - Additional Documentation  | Old Chapter 3 Additional Documentation in separate chapter.  | OLD Chapter 3-wCHG | Chapter 5-new |
| Chapter 6 -Human Subject Check List  | Old Chapter 4 with clerical changes only | OLD chapter 4 human subjects\_W\_CHG | Chapter 6 human subjects.docx |
| Chapter 7 - General Instructions For Submitting TIP Proposal Electronically via Grants.Gov | Old Chapter 5 updated for changes in Grants.gov | TIP Form 2009 1022 DIFFERENCES in 2010.pdf | Chapter 7 Electronic Submission AND Exhibits clean |
| Examples: Entering Multiple Sources of Funds | New Exhibit 12 | NA | “ |