

**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.

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.

<b>Item</b>	<b>Change</b>	<b>Original w/mark-up</b>	<b>Revised Document</b>
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		“
<b>TIP Proposal Preparation Kit</b>			
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	“