

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

FY 2011 APPLICATION PACKAGE FOR NEW GRANTS

UNDER THE

**NATIONAL INSTITUTE ON DISABILITY
AND REHABILITATION RESEARCH**

**RESEARCH FELLOWSHIPS PROGRAM
CFDA NUMBER: 84.133F**

FORM APPROVED



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

DATED MATERIAL - OPEN IMMEDIATELY
CLOSING DATE: JUNE XX, 2010

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**SECTION
A**

DEAR APPLICANT LETTER

Dear Applicant:

The Secretary invites applications for new awards for fiscal year (FY) 2011 under the Research Fellowships program (84.133F), also known as the Mary E. Switzer Fellowship authorized under the Rehabilitation Act of 1973, as amended, to carry out either research or development activities. Prior to completing the grant application, please review the Federal Register Notice included in this application package.

Only individuals are eligible for this competition. Institutes of Higher Education or other entities cannot submit this competition for the individual either by e-grants.ed.gov (electronically) or by paper. No IHE or institutes should sign these forms; the individual must sign any of the forms.

There is a restriction on the number of pages for this competition. Applicants must include all of their material for the narrative (Part III) within the 24 double-spaced page limit. This page limit does not include the forms, abstract, bibliography, eligibility statement, curriculum vitae, letters of recommendation or information on the protection of human subjects.

The program narrative must address the selection criteria included in this application packet (Section C). To facilitate the peer review process, you should address the criteria in the order presented. Each proposal **should include a one-page abstract**. The abstract is a critical component of the proposal, and it should highlight the purpose, target population to be served during the project period, planned goals and objectives, innovative strategies and research methods to be utilized, project outcomes, and dissemination. Proposal should also include an eligibility statement, curriculum vitae, and letters of recommendation, and information on human subjects protection (if applicable). No budget is required. 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 the three file types specified in this paragraph or submit a password-protected file, we will not review that material.

Your electronic application must comply with any page-limit requirements described in this notice.

APPLICATION PROCEDURES

This application package contains information and the required forms for potential applicants to apply and be considered for a FY 2011 grant award under this competition, including the published Federal Register notice dated June 1, 2010.

Dear Applicant – Page 2

Potential applicants are advised to read the materials carefully, particularly the information on how to prepare an application, the protection of human subjects, the format and addresses for submitting, and the selection criteria (Section C) used by the reviewers to evaluate each application.

You **must** submit your application electronically through the e-application system. **<http://e-grants.ed.gov>**. See Section B, Notice Inviting Applications and Section D, 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 closing date, **February 1, 2010**. 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 D – e-Application Submission Procedures and Tips for Applicants**

PROGRAM RULES

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

TECHNICAL ASSISTANCE

If you have any questions about the information in this application packet, please contact Marlene Spencer at Marlene.Spencer@ed.gov or by telephone at (202) 245-7532. 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.

Dear Applicant – Page 3

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

Thank you for your interest in these programs.

Sincerely,

//Signed//

Ruth Brannon
Delegated the authority to carry out the
Functions of the Director

**SECTION
B**

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

**SECTION
C**

**Selection Criteria
Research Fellowship Program**

The Secretary evaluates applications for Fellowships according to the following criteria in 34 CFR 356.30.

(a) Quality and level of formal education (worth 15 points), previous work experience (worth 20 points), and recommendations of present or former supervisors or colleagues that include an indication of the applicant's ability to work creatively in scientific research (worth 15 points); and:

(b) The quality of a research proposal of no more than 24 double spaced pages containing the following information: (1) The importance of the problem to be investigated to the purpose of the Rehabilitation Act and the mission of the National Institute on Disability and Rehabilitation Research (NIDRR) (worth 10 points). (2) The research hypotheses or related objectives and the methodology and design to be followed (worth 30 points). (3) Assurance of the availability of any necessary data resources, equipment, or institutional support, including technical consultation and support where appropriate, required to carry out the proposed activity (worth 10 points).

The application should include all required forms, an abstract, a project narrative, an eligibility statement, a curriculum vitae, letters of recommendation, and information on the protection of human subjects (See Section F: "What should be included in the application" for details.)

Any letters of recommendation received separately from the application will not be forwarded to the reviewers. 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.

SECTION D

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>

YOU DO **NOT** NEED AN ASSURANCE OR IRB APPROVAL AS A CONDITION OF APPLYING FOR THIS AWARD.

**SECTION
E**

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

APPLICATION TRANSMITTAL INSTRUCTIONS

Section E
E-Application Submission Procedures
and Tips for Applicants

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 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 e-mail once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the e-mail, 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 p.m., Washington, DC 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:

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

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.

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 84.133F-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
F**

FREQUENTLY ASKED QUESTIONS

**POINTS TO REMEMBER IN APPLICATION
PREPARATION**

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 31st 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 SF 424 form, please note the appropriate CFDA 84.133F.
2. Budget: No budget is required for this program.
3. Organize your narrative in accordance with the selection criterion in SECTION C of this package. Address all criteria. Include a table of contents in your application in order to highlight where the selection criteria can be found in the application. If applying through Grants.gov use the Project Narrative Attachments form to attach your narrative.
4. Page numbers limitations: You must limit the narrative to 24 pages, double-spaced. The page limit does not include the forms, abstract, bibliography, eligibility statement, curriculum vitae, letters of recommendation, or information on human subjects protection.
5. The applicant is the legal name, project director and the authorized representative on all forms. No IHE or institutions should sign these forms. The individual must sign all of the forms. You will be disqualified if an institution other than yourself applies or signs the forms for the application.
6. Letters of recommendation: Letters should be addressed to the applicant. All letters must be included in the application package and not sent separately to NIDRR. The letters of recommendation should attest to the candidate's ability to work creatively in scientific research. This might include (but not necessarily be limited to) the applicant's ability to conduct the quality and level of research that is proposed and the applicant's ability to complete the research independently with access to the proper resources. For electronic submission attach letters under the Other Attachment form.
7. Page number limitations: There is a strict page limit. The narrative (Part III) must be limited to 24 pages, double-spaced. The page limit does not apply to the cover sheet, the assurances and certifications, the one-page abstract, the eligibility statement, the curriculum vitae, the bibliography, the letters of recommendation, or the information on the protection of human subjects.
8. Research Methods: Applicants should clearly state the proposed research hypotheses and/or research questions and should adequately describe the proposed research methodologies and data analysis plan.
9. Project Period: The project period for this grant program is one year (12 months).
10. Grant Funds: Fellows are strongly encouraged to draw down grant funds in comparably sized monthly installments. NIDRR staff cannot provide tax advice. Please be clear in your recruitment strategies for underserved populations including students with disabilities.

Closing Date/Transmittal of Application

11. Paper applications must be postmarked by the closing date of **June 1, 2010, if submitting in paper**. Follow the transmittal instructions for submitting in paper or electronically. Please include an electronic copy (disk) with your application, if submitting by paper.
12. Electronic copies must be uploaded on e-Grants by 4:30:00 pm, Washington DC time on the closing date and then processed by e-Grants successfully. For additional information on electronic submission procedures, see the section B. Do not send a copy of your application by email directly to the Department. To submit electronically, your application must be submitted electronically via e-Application. See procedures for registering as an individual. If you are having difficulties with e-Grants in the afternoon of the closing date, please print and mail an original and two copies to the paper submittal address.

Forms

13. Legal Name: Provide your own legal name in Block #8. **Please note** the CFDA. 84.133, will automatically populate on Block #11 of the SF 424. Do not include any institutional information in any of the blocks.
14. SSN/EIN: Provide your SSN in lieu of the EIN.
15. 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.
16. Descriptive Title of Applicant's Project. In **block 15**, this is the title given by the applicant.
17. Block #18: Enter the total amount requested as follows: \$65,000 for Merit Fellowships or \$75,000 for Distinguished Fellowships.
18. EO 12372: Mark Block #19, the EO 12372 as b. no and not covered.

ED Supplemental Form

19. Project Director: Project director information is on the ED supplemental form in Block #1. Provide your name as the person to contact, as the project director and as the authorized representative.
20. Novice applicant. Leave Block #2 on the ED Supplemental blank. This item does not apply to NIDRR programs.
21. Human Subjects: Block #3 on the ED Supplemental. You must include a separate narrative for each site where the research is being conducted. If you check "no", please include a paragraph addressing why it is not required. Provide in a letter from an institution if IRB is being provided.

Abstract/Narrative/Appendices

22. **Abstract:** The ONE-PAGE abstract should be a comprehensive description of the project, not an executive summary. It should highlight the purpose, target population to be served during the project period, planned goals and objectives, research methods to be utilized, project outcomes, and dissemination. It can be single or double-spaced. If applying through e-Application use the Abstract form to attach your abstract.
23. **Number all pages** to make it easier for the reader to refer to a page number if comments are given (including the appendices).
24. **Eligibility Statement:** Applicants are asked to submit a brief eligibility statement identifying whether you are applying for the Merit or Distinguished Fellowship and describing your qualifications for either the Merit or Distinguished Fellowship. It is helpful to highlight evidence of the applicant's training and experience regarding any specialized research methods or data analytic techniques relevant to the proposed study. This statement can be included in the appendices, preceding the curriculum vitae. This statement is not included in the 24 page limit. If applying through e-Application attach this statement under the Eligibility Attachment. You will be disqualified if an institution other than yourself applies or signs the forms for the application.
25. **Curriculum Vitae:** A curriculum vitae should be included in the appendices. If applying through Grants.gov attach the vitae under the Other Narrative Attachments form.

e-Application

26. **We strongly suggest that applicants:** (1) read the instructions carefully; (2) don't wait until close to the due date to set up your account as it can take five or more days to register; (3) review the application before sending the final version to ensure that all information has been uploaded correctly and completely; and (4) submit early.
27. Electronic applications must be uploaded on e-Grants and validated by e-Grants by 4:30:00 pm, Washington, D.C. time on the closing date. For additional information on electronic submission procedures, see the transmittal section of the Notice Inviting Applications.
28. **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.
29. The application information will be uploaded in three areas: ED Abstract Form; Program Narrative Attachment Form; and Other Narrative Attachment Form. The ED Abstract Form is to be used for the abstract. The Program Narrative Attachment Form is to be used for the application narrative, which addresses the selection criteria. This section must be limited to 24-pages, doubled spaced. (Pages dedicated to the bibliography are not included in the page limit.). The Other Narrative Attachment Form is to be used for the eligibility statement, curriculum vitae, letters of recommendation, and any other appendices.

30. **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.

Miscellaneous Information and Reminders

31. **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> or
<http://www.ed.gov/policy/speced/reg/narrative.html?exp=0>
32. **Help in Preparing Applications**. NIDRR staff may not participate in the actual writing of an application. NIDRR staff may provide general program information to applicants and may respond to specific questions about application requirements, evaluation criteria, and announced priorities. Applicants should understand that such previous contact is not required, nor does it guarantee the success of an application.
33. **Possibility Of Learning The Outcome Of Review Panels Prior To Official Notification**. Every year NIDRR is contacted 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, NIDRR 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 followed by a letter (if your application is recommended for funding), or through a letter (if your application is not successful).
34. **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.
35. **Eligible Applicants**. **Distinguished Fellowships** are awarded to individuals with a doctorate, other terminal degree, or comparable academic qualifications who have seven or more years of research experience in subject areas, methods or techniques directly relevant to rehabilitation research. **Merit Fellowships** are awarded to individuals with advanced professional training or research experience in independent study in appropriate areas which is directly pertinent to disability and rehabilitation, but who are in earlier stages of their research career, with less than the required seven years' experience, or who do not have a doctorate.
36. If you are looking to see what we have funded or are currently funding, we have an on-line program directory at 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" and then type in your topic. By clicking on a grant number you will find information on who has the grant, how to contact them, and a brief description of their project. The Fellowship projects will start with H133F. Instead of "search all fields" you can select "search by project type", ie., Research Fellowship.

37. Reporting Requirements. Successful fellowship applicants are required to submit a final performance report, 90 days after the end of the project period. For NIDRR, the Final Performance Report 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 successful grantees informing them when and how to submit their final performance report. The final report will demonstrate and document the progress in meeting approved project objectives and the success in addressing the performance measures outlined in the Notice Inviting Applications. Grantees must also provide the most current performance measure data for the project.
38. NIDRR's Long Range Plan was published in the Federal Register on February 15, 2006 (71 FR 8165), can be accessed on the Internet at the following site:
<http://www.ed.gov/about/offices/list/osers/nidrr/policy.html>

**SECTION
G**

Application Format

Applications submitted electronically MUST be fully uploaded and transmitted by e-Grants to the Department of Education by 4:30:00 p.m. Washington, D.C. time on February 1, 2010.

Applications that are mailed either by regular or delivery service MUST be postmarked or logged in to a delivery company by COB, February 1, 2010.

It is recommended that your electronic or paper application be organized in the following manner and include the following:

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, in block #4 of either form, the CFDA number of the program (CDFA 84.133F). If this information is not provided, your application may be assigned and reviewed under a different program.

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.
- Please attach the Table of Contents if using e-Application, to the Project Narrative Attachment Form.

Project Abstract

- The abstract requires a concise (not exceeding one page) description of the project objectives, activities, priority (if applicable) and proposed outcome(s). For e-Grant submissions attach the abstract under the ED Abstract form.

Project Narrative

- The project narrative responds to the selection criteria found in this application package. For e-Grant submissions attach the project narrative under the Project Narrative Attachment form.
- Each applicant must limit the application narrative to the equivalent of no more than 24 pages and adhere to the following guidelines:
 - 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 program narrative.
 - Use a font that is either 12-point or larger or no smaller than 10-pitch (characters per inch).
 - Begin numbering at the right bottom of 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.

NOTE: The page limit does not apply to the forms (including assurances and certifications), project abstract, bibliography, eligibility statement, curriculum vitae, letters of recommendation, or information on protection of human subjects.

Eligibility Statement

- A brief statement of eligibility should identify whether the applicant is applying for the Merit or Distinguished Fellowship and describe the applicant's qualifications for either the Merit or Distinguished Fellowship. It is helpful to highlight evidence of the applicant's training and experience regarding any specialized research methods or data analytic techniques relevant to the proposed study. For e-Application submissions, attach the eligibility statement under the Other Attachment form.

Curriculum Vitae

- Provide a curriculum vitae (or resume) that includes relevant qualifications for contributions to the achievement of project goals and objectives. For e-Application submissions, attach the curriculum vitae under the Other Attachment form.

Letters of Recommendation

- Include letters of recommendation that attest to the applicant's ability to work creatively in scientific research. This might include, but not necessarily be limited to the applicant's ability to conduct the quality and level of research that is proposed and the applicant's ability to complete the research independently with access to the proper resources.
- For e-Application submissions, attach the letters of recommendations under the Other Attachment form.

Assurances and Certificates

- Be certain to include all assurances and certifications, and sign each form in the appropriate place.
- The assurances and certifications included in the application package are:
 - Assurances – Non-Construction Programs (SF 424B Form)
 - Certifications For paper - Lobbying (form ED 80-0013) or the e-Application Lobbying Form
 - Survey on Ensuring Equal Opportunity for Applicants (if applicable)
- The budget form and justification are not required by this program.

SECTION H

Application Forms

Required Forms

www.ed.gov/fund/grant/apply/appforms/appforms.html

Submitting by paper, if a waiver has been granted

- Federal Assistance Face Page (SF 424)
- SF 424 ED Supplemental
- Assurances - Non-Construction Programs (SF 424b)
- Certifications Regarding Lobbying
- Survey on Ensuring Equal Opportunity for Applicants

Submitting by e-Grants

- Federal Assistance Face Page (SF 424)
- SF 424 ED Supplemental
- Assurances - Non-Construction Programs (SF 424b)
- E-Application Lobbying Form

SECTION I

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 **1-800-333-0505** 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

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 1.888.814.1435**

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

SECTION J

Application Checklist

Does your application include each of the following?

- Cover page or SF 424 marked **84.133F-1**?
- Priority Topic identified in the Descriptive Title Block 11 of the SF 424?
- Program narrative, including abstract and responses to the selection criteria
- Assurances and Certifications (from the forms list in section H)
- Correctly uploaded files if submitting electronically
- All required forms with original signatures and dates if submitting by post, hand-delivery or carrier service
- Narrative on the Protection of Human Subjects?

Did You do each of the following?

- Mail or submit application on or before **XXX XX, 2010.**
- Provide 1 original and 2 copies of the application if submitting by post, hand-delivery or carrier service (Although not required, 1 original and 8 copies are requested)?
- 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 if submitting electronically
- Use the correct mailing address from Section B if submitting by post, hand-delivery or carrier service, if a waiver has been requested?

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

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

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

ED Internet Home Page:

<http://www.ed.gov>