U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION
WASHINGTON, D.C. 20006-8544
www.ed.gov/fipse

FY 2010
APPLICATION FOR GRANTS UNDER THE
TRAINING FOR REALTIME WRITERS PROGRAM

CFDA Number: 84.116K

FORM APPROVED

OMB no. 1894-0006, Expiration Date: January 31, 2011

OPEN IMMEDIATELY

CLOSING DATE:MONTH/DAY/2010

4:30:00 p.m. Washington, D.C. Time

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May 2010

Dear Applicant:

Thank you for your interest in applying for a grant under the Training for Realtime Writers Program. This grant competition is administered by the Fund for the Improvement of Postsecondary Education (FIPSE) of the U.S. Department of Education (the 'Department'). This program will support innovative projects that enable Institutions of Higher Education (IHEs) to provide training and placement of individuals as realtime writers. Information about this program is accessible on the FIPSE Web site at:

http://www2.ed.gov/programs/trtw/index.html

Please be advised that because limited funds are available this year, the application process will be extremely competitive. For FY 2010, the Department estimates that it will make four (4) awards ranging in size from $200,000 - $300,000. The project periods may be up to 60 months. For information concerning the absolute priority, please refer to the *Federal Register* notice, published on [date here], inviting applications for new awards for FY 2010.

The Notice Inviting Applications for New Awards published in the *Federal Register* is the official document describing the requirements for submitting a grant application. Please let us know if you have questions or require additional information. Please carefully review these application guidelines and the *Federal Register* notice. If you would like to discuss your proposal, please call or e-mail a one-paragraph summary of your idea for discussion with a FIPSE program officer. A brief conversation with a program officer about your proposal idea may save you considerable time and effort (202-502-7500).

The Department requires submission of grant applications through e-Grants, an internet-based electronic system, unless you have grounds for a waiver. A detailed description of the system is included in this application package. We urge you to acquaint yourself with the e-Grants system early. The application process can be complicated and time consuming if you have not used it before. Make sure you allow yourself ample time to submit the electronic application by the deadline of [date here]. We suggest that you submit your application several days before the deadline date. E-Grants is accessible through its portal page at:

http://e-grants.ed.gov

FIPSE appreciates your interest in this competition and looks forward to receiving your application.

Sincerely,

/signed/

Ralph Hines
Acting Director
Fund for the Improvement of Postsecondary Education

e-APPLICATION SUBMISSION PROCEDURES

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 helpdesk 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 certifying official 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. 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 a lower version of Word before uploading. Do not save it as a Word .DOCX. 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

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the *Federal Register* notice announcing the grant competition.

This program requires the electronic submission of applications; specific requirements and waiver instructions can be found in the *Federal Register* notice.

According to the instructions found in the *Federal Register* notice, those requesting and qualifying for an exception to the electronic submission requirement may submit an application by mail, commercial carrier or by hand delivery.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically (This is required for all applications—unless the applicant secures an official exception—see Closing Date Notice Section IV Item 7.a)

You must submit your grant application through the Internet using the software provided on the e-Application Web site (http://e-grants.ed.gov) by 4:30:00 p.m. (Washington, D.C. time) on or before the deadline date.

If you submit your application through the Internet via the Department's e-Application system, you will receive an automatic acknowledgement when we receive your application.

For more information on using e-Application, please refer to the "Notice Inviting Applications" that was published in the *Federal Register* or visit http://e-grants.ed.gov.

Applications Delivered by Mail (Electronic submission is required for all applications—unless the applicant secures an official exception)

> This is allowed—only when you have secured an official exception from the electronic submission requirements [see Closing Date Notice Section IV Item 7.a for more details].

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 84.116K)

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 qualify for an exception to the electronic submission requirement, you (or a
courier service) may deliver your paper application to the Department by hand. You
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 84.116K)
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
4:30:00 p.m., Washington, D.C. 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 (84.116K), 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.

PROGRAM DESCRIPTION AND GUIDELINES

PURPOSE

The Training for Realtime Writers Program awards grants to promote the training and placement of individuals as realtime writers. Grants awarded under this program may fund activities related to the recruitment, training and assistance, and job placement of individuals as realtime writers who have completed a court reporting training program.

ELIGIBILITY

An eligible applicant under the Training for Realtime Writers Program is an institution of higher education (IHE) which offers a court reporting program that: has the curricular capability to train realtime writers to provide captioning services; is accredited by an accrediting agency or association recognized by the Secretary; and is currently participating in student aid programs under Title IV.

NOTE: in order to participate in Title IV programs, (the Federal student financial aid programs) the entity must meet the definitions of an IHE in sections 101 and 102 of the Higher Education Act (HEA) of 1965, as amended. Applicants will be required to provide the Office of Postsecondary Education (OPE) Identification number used for Title IV purposes.

AWARDS

The Department estimates that 4 new awards will be made in FY 2010 under this competition. The Department expects to award grants with an estimated total award ranging from $200,000 - $300,000 over a period of up to 60 months.

These figures are estimates only and do not bind the Department to a specific number of grants, or to the amount of any grant, unless that amount is otherwise specified by statute or regulation.

APPLICATION PROCESS AND DEADLINES

This competition will employ a single-stage application and review process in FY 2010. Applicants are required to submit a proposal narrative consisting of 15 numbered pages, doubled-spaced, plus a one-page abstract, budget, budget narrative, and appendices through the Department's e-Grants system by 4:30:00 p.m., Washington, D.C. time on the closing date. Eligible applicants may submit more than one application if each is for a different project. The review process is more fully described in the section of this document entitled "Guide to Proposal Development."

APPLICATION NOTICE

The official Application Notice is published in the *Federal Register*. The information in this application package is intended to aid in preparing proposals for this competition. Nothing in this application package supersedes the information published in the *Federal Register*.

CONTACT INFORMATION

This is for information only. **Do not use this address to submit applications.**

> Erin M. McDermott
> U.S. Department of Education (FIPSE)
> 1990 K Street, N.W., 6th floor
> Washington, DC 20006-8544
> Tel: 202-502-7607
> Fax: 202-502-7877
> E-mail: erin.mcdermott@ed.gov

WEB SITE

For information about FIPSE's past and current projects, successfully evaluated projects from previous years, application information, evaluation resources, and more, visit FIPSE's Web site at: http://www.ed.gov/fipse.

For information about the Training for Realtime Writers Program, visit the program's Web site at: http://www2.ed.gov/programs/trtw/index.html

SUPPLEMENTAL INFORMATION

The following information supplements the information provided in the "Dear Applicant" letter and the Closing Date Notice (CDN) inviting Applications for New Awards for Fiscal Year 2010.

1. **Estimated Funding and Project Period**
   - Estimated Available Funds for FY 2010: $990,000
   - Estimated Range of Awards: $200,000 - $300,000
   - Estimated Average Size of Awards: $250,000
   - Estimated Number of New Awards: 4
   - Project Period for New Awards: Up to 60 months

   The U.S. Department of Education is not bound by these estimates.

2. **Intergovernmental Review of Federal Programs**
   Intergovernmental Review of Federal Programs is designed to foster an intergovernmental partnership and to strengthen federalism by relying on state and local processes for the coordination and review of proposed federal financial assistance.

   Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the state's process under Executive Order 12372. A listing of the Single Point of Contact for each state may be viewed at: http://www.whitehouse.gov/OMB/grants/spoc.html.

3. **Applicant Funding**
   The Department is often unable to award the full amount of funds requested. Applicants should pay close attention to the "Award Information" section of the Closing Date Notice.

4. **Narrative**
   NOTE: It is strongly recommended that the Narrative be uploaded as a Word for Windows file. Do not upload a .DOCX file; instead convert an original .DOCX file to a .doc file before uploading. 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. In addition, uploading a .doc file is preferable to a .PDF file because the latter file format may make it difficult to verify that required font sizes and margins have been followed, resulting in the rejection of your narrative and application.

5. **Appendices to Applications**
   Appendices are limited to the following:

   - Project evaluation chart

- Narrative summaries of the qualifications of key personnel (maximum one page each)
- References cited in the proposal narrative (if applicable)

NOTE: **All appendices must be combined into a single file before uploading** -- a Word for Windows file (.DOC only; no .DOCX files) or a .PDF file (if original files are in different formats). Upload the appendix file to "Other Attachments" in the e-Grants application package. Attempts to upload more than one appendix file will simply replace a previously uploaded file with a subsequent one.

6.   Evaluation of Applicants for Awards
Three non-federal reviewers will evaluate each application using the selection criteria included in this application package.

7.   Selection Criteria
The selection criteria for this program are from EDGAR 34 CFR part 75 section 75.210. They are listed in this application package under "Guide to Proposal Development."

8.   Notice to Successful Applicants
The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applications approved for new Training for Realtime Writers Program grants. Successful applicants will receive award notices by mail shortly after Congress has been notified. No funding information will be released before Congress is notified.

9.   Notice to Unsuccessful Applicants
Unsuccessful applicants will be notified in writing.

10.   Annual Performance Report Requirements
If you receive a FY 2010 new grant award, you will be required during the funding cycle to submit annual and final performance reports using the FIPSE Grant Database. This online system collects narratives and data about funded projects to help program officers determine if a grantee is making substantial progress toward meeting approved project objectives. The database is accessible at: http://www.fipse.aed.org. The Annual Performance Report used for this program can be found at http://www.ed.gov/programs/fipsecomp/performance.html.

11.   Contact Information
For Training for Realtime Writers Program-related questions and assistance, please contact:

Coordinator: Erin M. McDermott
Address: Fund for the Improvement of Postsecondary Education
                      U.S. Department of Education

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                        1990 K Street, N.W., Room 6142
                        Washington, D.C. 20006-8544
Telephone:              (202) 502-7607
Fax:                    (202) 502-7877
E-mail Address:         erin.mcdermott@ed.gov
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For e-Grants-related questions and assistance, please contact:

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Support Desk:           e-Application Support Desk
Telephone:              (888) 336-8930
Hours:                  Monday – Friday, 8:00 A.M. – 6:00 P.M. Eastern Time
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DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Training for Realtime Writers.

Notice inviting applications for new awards for fiscal year (FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.116K.

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Intergovernmental Review: [INSERT DATE 90 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The objective of this program is to provide grants to institutions of higher education (IHEs) that meet certain qualifications to promote training and placement of individuals, including individuals who have completed a court reporting training program, as realtime writers in order to meet the requirements for closed captioning of video programming set

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forth in section 713 of the Communications Act of 1934 (47 U.S.C. 613) and the rules prescribed thereunder.

Priority: In accordance with 34 CFR 75.105(b)(2)(iv), this priority is from section 872(a)(3) of the Higher Education Act of 1965, as amended HEA (20 U.S.C. 1161s).

Absolute Priority: For FY 2010 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

Applicants must: (1) demonstrate they possess the most substantial capability to increase their capacity to train realtime writers; (2) demonstrate they have undertaken the most promising collaboration with educational institutions, businesses, labor organizations, or other community groups having the potential to train or provide job placement assistance to realtime writers; or (3) propose promising and innovative approaches for initiating or expanding training or job placement assistance efforts with respect to realtime writers.

An eligible entity receiving a grant must use the grant funds for purposes relating to the recruitment, training and assistance, and job placement of individuals, including individuals who have completed a court reporting training program, as realtime writers, including: (1) recruitment; (2) the provision of

scholarships (subject to the requirements in section 872(c)(2) of
the HEA); (3) distance learning; (4) further developing and
implementing both English and Spanish curricula to more
effectively train individuals in realtime writing skills, and the
knowledge necessary for the delivery of high quality closed
captioning services; (5) mentoring students to ensure successful
completion of the realtime training and providing assistance in
job placement; (6) encouraging individuals with disabilities to
pursue a career in realtime writing; and (7) the employment and
payment of personnel for the purposes described

Program Authority: 20 U.S.C. 1161s.

Applicable Regulations: The Education Department General
Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77,
79, 80, 82, 84, 85, 86, 97, 98, and 99.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $990,000.

Estimated Range of Awards: $200,000 - $300,000.

Estimated Average Size of Awards: $250,000 for the entire
performance period.

Estimated Number of Awards: 4.

Note: The Department is not bound by any estimates in this
notice.

Project Period: Up to 60 months.

III. Eligibility Information and Program Requirements

    1. <u>Eligible Applicants</u>: An IHE that offers a court
reporting program that: 1) has a curriculum capable of training
realtime writers qualified to provide captioning services; 2) is
accredited by an accrediting agency or association recognized by
the Secretary; and 3) is participating in student aid programs
under Title IV of the HEA.

    2. <u>Cost Sharing or Matching</u>: This program does not require
cost sharing or matching. However, the program does include a
supplement-not-supplant requirement. Under section 872(c)(4) of
the HEA, grant amounts awarded under this program must supplement
and not supplant other Federal or non-Federal funds of the grant
recipient for purposes of promoting the training and placement of
individuals as realtime writers.

IV. Application and Submission Information

    1. <u>Address to Request Application Package</u>: You can obtain
an application package via the Internet or from the Education
Publications Center (ED Pubs). To obtain a copy via the
Internet, use the following address:
http://e-grants.ed.gov/fund/grant/apply/grantapps/index.html. To
obtain a copy from ED Pubs, write, fax, or call the following:
ED Pubs, U.S. Department of Education, P.O. Box 22207,
Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827.

FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD), call toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: www.edpubs.gov/ or at its e-mail address: edpubs@inet.ed.gov.

If you request an application from ED Pubs, be sure to identify this program or competition as follows: CFDA number 84.116K.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person or team listed under For Further Information Contact in Section VII of this notice.

2. <u>Content and Form of Application Submission</u>: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program competition.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative to the equivalent of no more than 15 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, <u>except</u> 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).

• Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; the table of contents; the one page abstract, the resumes, the bibliography, or citation list, letters of partners' or other collaborators' commitment,   or letters from institutional administrators that document the applicant's existing work study program.

We will reject your application if you exceed the page limit.

3. <u>Submission Dates and Times</u>:
Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 30 DAYS

AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Applications for grants under this program competition must

be submitted electronically using the Electronic Grant

Application System (e-Application) accessible through the

Department's e-Grants site. For information (including dates and

times) about how to submit your application electronically, or in

paper format by mail or hand delivery if you qualify for an

exception to the electronic submission requirement, please refer

to Section IV. 7. <u>Other Submission Requirements</u> of this notice.

We do not consider an application that does not comply with

the deadline requirements.

Individuals with disabilities who need an accommodation or

auxiliary aid in connection with the application process should

contact the person listed under <u>For Further Information Contact</u>

in Section VII of this notice. If the Department provides an

accommodation or auxiliary aid to an individual with a disability

in connection with the application process, the individual's

application remains subject to all other requirements and

limitations in this notice.

Deadline for Intergovernmental Review: [INSERT DATE 90 DAYS

AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

4. <u>Intergovernmental Review</u>: This competition is subject

to Executive Order 12372 and the regulations in 34 CFR part 79.

Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program competition.

5. Funding Restrictions: Under section 872(c)(3) of the HEA, a grantee under this program may not use more than five percent of the grant amount to pay administrative costs associated with activities funded by the grant. We reference regulations outlining additional funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, (1) you must have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN); (2) you must register both of those numbers with the Central Contractor Registry (CCR), the Government's primary registrant database; and (3) you must provide those same numbers on your application.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration.

If you need a new TIN, please allow 2-5 weeks for your TIN to
become active.

The CCR registration process may take five or more business days
to complete. If you are currently registered with the CCR, you
may not need to make any changes. However, please make certain
that the TIN associated with your DUNS number is correct. Also
note that you will need to update your CCR registration on an
annual basis. This may take three or more business days to
complete.

    7. <u>Other Submission Requirements</u>: Applications for grants
under this competition must be submitted electronically unless
you qualify for an exception to this requirement in accordance
with the instructions in this section.

    a. <u>Electronic Submission of Applications</u>.

    Applications for grants under the Training for Realtime
Writers Program--CFDA number 84.116K--must be submitted
electronically using e-Application, accessible through the
Department's e-Grants Web site at: http://e-grants.ed.gov.

    We will reject your application if you submit it in paper
format unless, as described elsewhere in this section, you
qualify for one of the exceptions to the electronic submission
requirement <u>and</u> 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. Further

information regarding calculation of the date that is two weeks

before the application deadline date is provided later in this

section under <u>Exception to Electronic Submission Requirement</u>.

While completing your electronic application, you will be

entering data online that will be saved into a database. You may

not e-mail an electronic copy of a grant application to us.

Please note the following:

• You must complete the electronic submission of your grant

application by 4:30:00 p.m., Washington, DC time, on the

application deadline date. E-Application will not accept an

application for this program competition after 4:30:00 p.m.,

Washington, DC time, on the application deadline date.

Therefore, we strongly recommend that you do not wait until the

application deadline date to begin the application process.

• The hours of operation of the e-Grants Web site are 6:00

a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday

until 8:00 p.m. Sunday, Washington, DC time. Please note that,

because of maintenance, the system is unavailable between 8:00

p.m. on Sundays and 6:00 a.m. on Mondays, and between 7:00 p.m.

on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time.

Any modifications to these hours are posted on the e-Grants Web

site.

• You will not receive additional point value because you

submit your application in electronic format, nor will we

penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

• You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. 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.

• Prior to submitting your electronic application, you may wish to print a copy of it for your records.

• After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).

• Within three working days after submitting your electronic application, fax a signed copy of the SF 424 to the Application Control Center after following these steps:

(1) Print SF 424 from e-Application.

(2) The applicant's Authorizing Representative must sign this form.

(3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

(4) Fax the signed SF 424 to the Application Control Center at (202) 245-6272.

• We may request that you provide us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of e-Application Unavailability: If you are prevented from electronically submitting your application on the application deadline date because e-Application is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

(1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and

(2) (a) E-Application is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) E-Application is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under <u>For Further Information Contact</u> (See VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If e-Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application. Extensions referred to in this section apply only to the unavailability of e-Application.

<u>Exception to Electronic Submission Requirement</u>: You qualify for an exception to the electronic submission requirement and may submit your application in paper format, if you are unable to submit an application through e-Application because––

- You do not have access to the Internet; or

- You do not have the capacity to upload large documents to e-Application;

<p align="center"><u>and</u></p>

- No later than two weeks before the application deadline date (14 calendar days; or, if the fourteenth calendar day

<p align="center">30</p>

before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Erin Marie McDermott, U.S. Department of Education, 1990 K Street, NW., room 6142, Washington, DC 20006-8544. FAX: (202) 502-7877.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. <u>Submission of Paper Applications by Mail</u>.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. 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 84.116K)

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.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission
requirement, you (or a courier service) may deliver your paper
application to the Department by hand. You 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 84.116K
    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 4:30:00 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 grant 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.

V. Application Review Information

    1. <u>Selection Criteria</u>: The selection criteria for this

program are from 34 CFR 75.210. Additional information regarding

these criteria is in the application package for this

competition.

    2. <u>Review and Selection Process</u>: Additional factors we

consider in selecting an application for an award are as follows.

In making grant awards for this program, the Department will

consider information concerning the applicant's performance and

use of funds under a previous award under any Department program,

and will consider any information concerning the applicant's

failure under any Department program to submit a performance

report or its submission of a performance report of unacceptable

quality, in accordance with 34 CFR 75.217(d)(3).

VI. Award Administration Information

    1. <u>Award Notices</u>: If your application is successful, we

notify your U.S. Representative and U.S. Senators and send you a

Grant Award Notification (GAN). We may notify you informally,

also.

    If your application is not evaluated or not selected for

funding, we will notify you.

    2. <u>Administrative and National Policy Requirements</u>: We

identify administrative and national policy requirements in the

application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information and, as required under section 872(d) of the HEA and as directed by the Secretary, (1) an assessment of the effectiveness of activities carried out using such funds in increasing the number of realtime writers, using the performance measures submitted in the application for the grant; and (2) a description of the best practices identified for increasing the number of individuals who are trained, employed, and retained in employment as realtime writers. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to: www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measures: Under the Government Performance and Results Act (GPRA), the following measure will be used by the Department in assessing the performance of the Training for

Realtime Writers Program: The extent to which funded projects

have successfully trained students as realtime writers.

        If funded, you will be asked to collect and report data on

these measures in your project's annual performance report (34

CFR 75.590).

VII. Agency Contact

For Further Information Contact: Erin Marie McDermott, Training

for Realtime Writers Program, U.S. Department of Education, 1990

K Street, NW., room 6142, Washington, DC 20006-8544. Telephone:

(202) 502-7607 or by e-mail: erin.mcdermott@ed.gov.

        If you use a TDD, call the FRS, toll free, at 1-800-877-

8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this

document and a copy of the application package in an accessible

format (e.g., braille, large print, audiotape, or computer

diskette) on request to the program contact person listed under

For Further Information Contact in Section VII of this notice.

Electronic Access to This Document: You can view this document,

as well as all other documents of this Department published in

the Federal Register, in text or Adobe Portable Document Format

(.PDF), on the Internet at the following site:

www.ed.gov/news/fedregister. To use .PDF, you must have Adobe

Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document

published in the Federal Register. Free Internet access to the

official edition of the Federal Register and the Code of Federal

Regulations is available on GPO Access at:

www.gpoaccess.gov/nara/index.html.

Delegation of Authority: The Secretary of Education has

delegated the authority to Daniel T. Madzelan, Director,

Forecasting and Policy Analysis for the Office of Postsecondary

Education, to perform the functions and duties of the Assistant

Secretary for Postsecondary Education.

Dated:

_____
Daniel T. Madzelan,
Director,
Forecasting and Policy Analysis.

Authorizing Statute

20 USC 1161s
PART S--TRAINING FOR REALTIME WRITERS

SEC. 872. PROGRAM TO PROMOTE TRAINING AND JOB PLACEMENT OF REALTIME WRITERS.

   (a) Authorization of Grant Program.--
       (1) In general.-- From the amounts appropriated to carry out this section, the Secretary shall award grants, on a competitive basis, to eligible entities under paragraph (2) to promote training and placement of individuals, including individuals who have completed a court reporting training program, as realtime writers in order to meet the requirements for closed captioning of video programming set forth in section 713 of the Communications Act of 1934 (47 U.S.C. 613) and the rules prescribed thereunder.
       (2) Eligible entities.--For purposes of this section, an eligible entity is a court reporting program that--
       (A) has a curriculum capable of training realtime writers qualified to provide captioning services;
       (B) is accredited by an accrediting agency or association recognized by the Secretary; and
       (C) is participating in student aid programs under title IV.
       (3) Priority in grants.--In determining whether to make grants under this section, the Secretary shall give a priority to eligible entities that, as determined by the Secretary--
       (A) possess the most substantial capability to increase their capacity to train realtime writers;
       (B) demonstrate the most promising collaboration with educational institutions, businesses, labor organizations, or other community groups having the potential to train or provide job placement assistance to realtime writers; or
       (C) propose the most promising and innovative approaches for initiating or expanding training or job placement assistance efforts with respect to realtime writers.
       (4) Duration of grant.--A grant under this section shall be for a period of up to five years.
       (5) Maximum amount of grant.--The amount of a grant provided under this subsection to an eligible entity may not exceed $1,500,000 for the period of the grant.

   (b) Application.--
       (1) In general.--To receive a grant under subsection (a), an eligible entity shall submit an application to the Secretary at such time and in such manner as the Secretary may require. The application shall contain the information set forth under paragraph (2).

(2) Information.--Information in the application of an eligible entity for a grant under subsection (a) shall include the following:

(A) A description of the training and assistance to be funded using the grant amount, including how such training and assistance will increase the number of realtime writers.

(B) A description of performance measures to be utilized to evaluate the progress of individuals receiving such training and assistance in matters relating to enrollment, completion of training, and job placement and retention.

(C) A description of the manner in which the eligible entity will ensure that recipients of scholarships, if any, funded by the grant will be employed and retained as realtime writers.

(D) A description of the manner in which the eligible entity intends to continue providing the training and assistance to be funded by the grant after the end of the grant period, including any partnerships or arrangements established for that purpose.

(E) A description of how the eligible entity will work with local boards (as defined in section 101 of the Workforce Investment Act of 1998 (29 U.S.C. 2801)) to ensure that training and assistance to be funded with the grant will further local workforce goals, including the creation of educational opportunities for individuals who are from economically disadvantaged backgrounds or are displaced workers.

(F) Additional information, if any, on the eligibility of the eligible entity for priority in the making of grants under subsection (a)(3).

(G) Such other information as the Secretary may require.

(c) Use of Funds.--

(1) In general.--An eligible entity receiving a grant under subsection (a) shall use the grant amount for purposes relating to the recruitment, training and assistance, and job placement of individuals, including individuals who have completed a court reporting training program, as realtime writers, including--

(A) recruitment;

(B) subject to paragraph (2), the provision of scholarships;

(C) distance learning;

(D) further developing and implementing both English and Spanish curricula to more effectively train individuals in realtime writing skills, and education in the knowledge necessary for the delivery of high quality closed captioning services;

(E) mentoring students to ensure successful completion of the realtime training and providing assistance in job placement;

(F) encouraging individuals with disabilities to pursue a career in realtime writing; and

(G) the employment and payment of personnel for the purposes described in this paragraph.

(2) Scholarships.--

(A) Amount.--The amount of a scholarship under paragraph (1)(B) shall be based on the amount of need of the scholarship recipient for financial assistance, as determined in accordance with part F of title IV.

(B) Agreement.--Each recipient of a scholarship under paragraph (1)(B) shall enter into an agreement with the school in which the recipient is enrolled to provide realtime writing services for the purposes described in subsection (a)(1) for a period of time appropriate (as determined by the Secretary) for the amount of the scholarship received.

(C) Coursework and employment.--The Secretary shall establish requirements for coursework and employment for recipients of scholarships under paragraph (1)(B), including requirements for repayment of scholarship amounts in the event of failure to meet such requirements for coursework and employment. The Secretary may waive, in whole or in part, the requirements for repayment of scholarship amounts on the basis of economic conditions which may affect the ability of scholarship recipients to find work as realtime writers.

(3) Administrative costs.--The recipient of a grant under this section may not use more than five percent of the grant amount to pay administrative costs associated with activities funded by the grant. The Secretary shall use not more than five percent of the amount available for grants under this section in any fiscal year for administrative costs of the program.

(4) Supplement not supplant.--Grant amounts under this section shall supplement and not supplant other Federal or non-Federal funds of the grant recipient for purposes of promoting the training and placement of individuals as realtime writers.

(d) Report.--

(1) In general.--Each eligible entity receiving a grant under subsection (a) shall submit to the Secretary, at the end of the grant period, a report on the activities of such entity with respect to the use of grant amounts during the grant period.

(2) Report information.--Each report of an eligible entity under paragraph (1) shall include--

(A) an assessment by the entity of the effectiveness of activities carried out using such funds in increasing the number of realtime writers, using the performance measures submitted by the eligible entity in the application for the grant under subsection (b)(2); and

(B) a description of the best practices identified by the eligible entity for increasing the number of individuals who are trained, employed, and retained in employment as realtime writers.

(3) Summaries.--The Secretary shall summarize the reports submitted under paragraph (2) and make such summary available on the Department's website.

(e) Authorization of Appropriations.--There are authorized to be appropriated to carry out this section such sums as may be necessary for fiscal year 2009 and each of the five succeeding fiscal years.

INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS: EXECUTIVE ORDER 12372

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

http://www.whitehouse.gov/omb/grants/spoc.PDF

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# 84.116K, U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (eastern time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. ***Do not send applications to the above address.***

GENERAL EDUCATION PROVISIONS ACT (GEPA)
SECTION 427

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: *gender, race, national origin, color, disability, or age.*

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

NOTES:

- **Applicants for new awards must include information in their applications to address this provision in order to receive funding under this program.**

- **Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form that must be downloaded from e-Grants.**

GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to state clearly what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education responded to the GPRA requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the United States. The following Department goals, as listed in the plan, are:

Goal 1: Improve student achievement, with a focus on bringing all students to grade level in reading and mathematics by 2014
Goal 2: Increase the academic achievement of all high school students
Goal 3: Ensure the accessibility, affordability, and accountability of higher education, and better prepare students and adults for employment and future learning.

What are the performance indicators for this competition?

The performance indicators that will measure the success of these projects are:

The number of participants who have completed the program who are employed as realtime writers.

If funded, you will be asked to collect and report data on this measure in your project's annual performance report (34 CFR 75.590). It is important to the success of your application that you address this criterion in your application. The measure of your success, along with the assessment of the strength of your project design, must be part of the project evaluation plan.

How does the Department of Education determine whether performance goals have been met?

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met.

The most recent version of this program's annual performance report can be viewed at http://www.ed.gov/programs/fipsecomp/performance.html.

INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE

These instructions must be used in preparing an application. An application consists of four parts, which correspond to the sequence of your application sections. The parts are as follows. Remember to upload all forms and sections and follow carefully the e-Application instructions.

PART 1: 424 FORMS

Application for Federal Assistance – Standard Form (SF) 424
Department of Education Supplemental Information Form for SF 424

Applicants must <u>complete the SF 424 form first.</u> Some of the information provided in the SF 424 is automatically inserted into other sections of the e-Grants application package.

<u>Do not attach any narratives, supporting files, or application components to the SF 424</u>.

PART 2: **524 FORMS**

Department of Education Budget Summary Form – (ED 524) Sections A, B, and C

NOTE: Section C – Budget Narrative is the detailed budget breakdown included in the Budget Narrative Attachment Form (Part 3 below). The detailed budget maps precisely, line item by line item, to the Budget Summary in SF 524 A and B.

PART 3: ATTACHMENTS

ED Abstract Form
Project Narrative Attachment Form
Budget Narrative Attachment Form (detailed line item budget)
Other Attachments Form

The <u>Department of Education Abstract Form:</u> Attach your one-page project abstract here. The abstract identifies the problem being addressed, presents a concise description of proposed project objectives and activities, and indicates intended outcomes. It should also indicate what makes the project innovative and a potential model for replication by others. NOTE: Do NOT upload a .DOCX file; instead upload a .doc file.

The <u>Project Narrative Attachment Form</u> includes the narrative section addressing the program selection criteria that will be used to evaluate applications submitted for this competition. The narrative must describe the innovative aspects of your project and

your project's potential for replication. This attachment has a strict page limit of 15 double-spaced pages.

NOTE: We strongly recommend that this file be submitted in Word for Windows as a .doc file (not .DOCX file). Although .PDF is allowable, we cannot always verify that .PDF files adhere to stated restrictions on type font, type size, and margins.

The Budget Narrative Attachment Form: Attach a detailed line item budget and any supplemental budget information. The budget should demonstrate and justify that all costs are reasonable and necessary to accomplish the proposed project activities.

The Other Narrative Attachments Form is a location where you upload a single file that contains the following:

- Narrative summaries of the qualifications of key personnel (maximum one page each).
- Project timeline chart—all program grants will begin on January 1, 2011.
- References cited in the proposal narrative, if you choose to use endnotes (optional).
- Other pertinent information.

NOTE: Remember to attach appendices as a single .doc (no .DOCX) or .PDF file. If you attempt to upload more than one file, each uploaded file will delete and replace the previously uploaded one.

WARNING: Applicants should not upload Word 2007.DOCX files when attaching the Narrative to their application. **All attachments must be in .doc, .rtf, or .PDF format. Other types of files will not be accepted.   If you do not follow these instructions, we will not review your application.** Finally, when attaching files, applicants should limit the length of file names. Long file names can cause difficulties with the opening and processing of your application. File names should not exceed 50 characters.

PART 4: ASSURANCES, CERTIFICATIONS, AND SURVEY FORMS

You must upload these forms:

- **General Education Provisions Act (GEPA) Section 427**
- **Assurances – Non-Construction Programs (SF 424B)**
- **Certification Regarding Lobbying (ED Form 80-0013)**
- **Survey on Ensuring Equal Opportunity for Applicants**
- **Disclosure of Lobbying Activities (SF-LLL)**

Applicants will attach the project narrative to the **Project Narrative Attachment Form**.

Please note that the sum total number of pages allowed for your Program Narrative may not exceed **15 pages**. The page limit does not apply to Part I, the Application for Federal Assistance form (SF-424); the Abstract, the Table of Contents, Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications. Nor does it apply to the appendices .PDF. However the page limit does apply to all of the application narrative section [Part III].

Formatting

A "page" is "8.5 x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double-space all text in the application, including titles and headings. All text in charts, tables, graphs, footnotes, quotations, references, and captions may be single-spaced. Applicants may use one of the following fonts: Times New Roman, Courier, Courier New or Arial, underline only. Applications submitted in any other font (including Times Roman and Arial Narrow) will not be accepted. Do not use anything smaller than a 12-point font.

Before preparing the Program Narrative, applicants should review the Dear Applicant Letter, the *Federal Register* notice (Notice), and program statute for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the Notice and this package.

SELECTION CRITERIA

The Secretary evaluates an application on the basis of the broad criteria in § 34 CFR Part 75, sections 75.209(a) and 75.210 of the Education Department General Administrative Regulations (EDGAR).   The Department will evaluate proposals using weighted selection criteria published in EDGAR § 34 CFR part 75 sections 75.210 (c)(2) (xiv), 210(f)(i-ii), 210(e)(2)(i-iii), and 210(h)(iii, vi). The maximum score that any proposal may receive is 100 points.

To facilitate the review of the application, provide responses to the following four (4) EDGAR selection criteria in the following order:

1. Project Design   (50 Points)
2. Adequacy of Resources   (15 Points)
3. Quality of Key Personnel   (15 Points)
4. Project Evaluation   (20 Points)

We suggest that you organize your proposal narrative according to the selection criteria. Each selection criterion is presented in bold type and followed by a discussion of how it applies to the Training for Realtime Writers competition. The reviewers of your proposal use these criteria to guide their assignment of ratings, so it is in your interest to address explicitly each one. The overall assessment of a proposal is based on the extent to which it satisfactorily addresses all the selection criteria.

In the following sections, the Department references the EDGAR citations that govern each selection criterion; the Department provides specific evaluation measures that reflect the Training for Realtime Writers Program provisions; and the Department indicates the maximum point values that accrue to each section and subsection. Applicants' responses to each criterion will require documentation that the applicant may place in the Appendix. Applications that omit documentation risk losing points.

Proposals will be considered in light of the following four criteria.

1. Project Design (50 Points)

EDGAR indicates that the project design score will be determined by examining "The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements."

The Project Design section will require simple and direct responses—and short narrative explanations. Applicants should provide a clear, succinct narrative delineated in sections that map to the selection criteria and that adhere to the elements in the Authorizing Legislation.

> The quality of the project design will be determined by the following factors (50 points):
>
> a) the extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs; and
>
> b) the extent to which the project is designed to build capacity and yield results that will extend beyond the period of federal financial assistance.

Your narrative should offer reviewers a clear description of who will do what, when, where, why, and with what anticipated results. The project's goals and objectives must be clearly identified and measurable. Responsibilities, timelines, and milestones for accomplishing project tasks must also be specified.

In the appendix to your proposal, include the qualifications of key personnel, including the project director, project co-director, evaluator, and major consultants or

subcontractors. Please note that standard curriculum vitae are not appropriate for this purpose. What is needed is a brief (one-page maximum) bio of each individual's background, with a special focus on those experiences related to the topic of your application. (Vitae for key personnel will be requested from successful applicants after awards are announced.)

2. Adequacy of Resources (15 Points)

The applicant should provide substantive evidence that indicates that the project resources are adequate for project success and that they meet the standards established in EDGAR 34 CFR § 75.210(f)(i-ii).

The adequacy of resources for the proposed project will be determined by the following factors (15 points):

a) the extent to which costs are reasonable in relation to the objectives, design, and potential significance of the proposed project;

b) the potential for continued support of the project after federal funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support.

A budget summary (SF 524 A and B) and budget narrative (SF 524 C) attached to your proposal should itemize the support you request from the Department and the support you expect to obtain from sources other than the Department, if applicable. It must be clear from the proposal narrative how your budget request relates to the attainment of your goals and objectives.

The Department is especially interested in projects designed to be cost-effective, designed to increase the likelihood that successful efforts will be continued beyond the period of a the grant and designed to be replicated by others. But cost effectiveness must not imply insufficient resources to accomplish the project's goals and objectives. Costs should be allocated, and will be judged, in relation to the scope of the project and the requirements for achieving its objectives.

3. Qualification of Key Personnel (15 Points)

The applicant should provide substantive evidence that indicates that the project's key personnel will ensure project success and that they meet the standards established in EDGAR 34 CFR § 75. 210(e)(2)(i-iii).

The qualifications of:

The Project Director—provide his/her name and title.

Applicants should reference the project director's qualifications and provide the project director's qualifications, relevant training and experience in a short (1-page) resume that appears in the Appendix.

Other Key Personnel, Consultants or Contractors—provide names and titles.

Applicants should reference the other key personnel involved in the project, and provide resumes for employees and contractors who will implement the project. Applicants may attach short (1-page) resumes. If the project has not yet identified key personnel or contractors, applicants may attach job descriptions for proposed hires and statements of work for consultants and contractors.

The Applicant's Hiring Practices

The applicant should provide evidence of the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In order to address this evaluation criterion, the applicant should provide a summary or a copy of its hiring policies. No point value will be given, but this is nevertheless a required portion of the grant application.

4. Quality of Project Evaluation (20 Points)

Applicants must demonstrate how they will meet the standards established in EDGAR 34 CFR § 75. 210(h)(iii, vi).

The quality of the project evaluation will be determined by the following factors (20 points):

a) the extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project;

b) the extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible; and

c) the extent to which the evaluation will provide guidance about effective strategies suitable for replication or testing in other settings relevant to the training of realtime writers.

Evaluation should be an important part of your project planning. Include in your proposal a description of how you intend to document the activities and results of your project. Formative evaluation can help you manage your project more effectively, and a strong summative evaluation, especially if it documents the project's effects on the

learner, can turn a successful project into a national model for improvement in postsecondary education.

Before a project can become a model, its proponents must be able to prove that it has achieved its aims in its original setting. That is why a solid evaluation plan, one that focuses as much as possible on precisely how the project has improved educational outcomes, is an essential component of FIPSE projects. **Include in the appendix to your application a two-column chart, the first column listing for each year of the project the major goals and objectives, and the second column listing what evaluation measures will be used to show attainment of that goal or objective.** A third column may be added to show responsibilities, timelines, and milestones.

Directly or indirectly, learners should be the principal beneficiaries of your project. Our focus on the learner means that FIPSE is especially interested in evaluation plans that assess projects in terms of their consequences for student learning. FIPSE does not support basic research; rather, its focus is on implementation of projects that demonstrate, test, and take to larger scale effective approaches to postsecondary education.

In addition to project-specific objectives, the evaluation plan must include as objectives the two FIPSE performance indicators discussed above in the section on the Government Performance and Results Act (GPRA). The plans must also include *measures* of the two indicators: 1) replication (the extent to which a project is being adopted in full or in part by others, or its materials are being used by other institutions) and 2) sustainability (the likelihood that a project will be continued and institutionalized beyond federal funding).

GUIDE TO PROPOSAL DEVELOPMENT

This discussion is intended to help you conceive and write a strong proposal by alerting you to the ways in which it will be read and judged and by providing you instructions on how to submit an application.

This competition is a single-stage competition. All applicants must submit a proposal consisting of a 15-page narrative (pages numbered and double-spaced), *plus* a one-page abstract, a budget summary, a detailed budget narrative, a single file containing all appendices, as well as other standard forms. Applications must be submitted electronically via the e-Grants application system.

UNDERSTANDING FUNDING PRACTICES AND REVIEW PROCESSES
Before You Prepare an Application

Model programs addressing many common issues of postsecondary reform already exist. Some have been developed with the support of FIPSE or other funding agencies; many others have been implemented without outside grant support. Applicants should conduct a literature review that summarizes current research and practice supporting the significance of the project. Please tell us if your project takes a new direction or builds on previously effective national efforts.

FIPSE's Web site at http://www.ed.gov/FIPSE contains information on resources that would be useful to a prospective applicant in developing a proposal. The Web site also directs you to descriptions of projects FIPSE has funded since 1994 (see www.fipse.aed.org), evaluation information and suggestions, material on other competitions, and funding advice from FIPSE program officers.

Prospective applicants should note that, although FIPSE staff cannot review draft proposals, program officers are happy to discuss project ideas by telephone or in person. To set up an appointment call the FIPSE office at 202-502-7500.

Indirect Cost Rates

Applicants requesting reimbursement of indirect costs must complete the "Indirect Cost Information" section of the required Budget Summary Form (ED 524). For additional information on reimbursement of indirect costs, see instructions at the end of this application package. A project funded under the Training for Realtime Writers Program is considered an educational training project. As such, grantees will be subject to the indirect cost rate limitations and regulations described in EDGAR 34 CFR part 75 section 562.

Conflicts of Interest

All applicants are reminded to review the requirements of Sections 74.42 (Codes of Conduct) and 75.525 (Conflict of Interest) of the Department of Education General Administrative Regulations (EDGAR). Applicants must disclose any personal and financial interests that may be involved among the participants in the proposed project. Not long ago FIPSE received an application in which both the proposed project director and the project evaluator were members of an advisory board to the profit-making organization whose product was to be tested under the non-profit organization's project. In such an instance, neither FIPSE nor the American public can have confidence in the reported results of a project, regardless of whether the applicant has a real financial interest in the product. Such entanglements should be avoided. Failure to disclose such entanglements will preclude further consideration of an application.

Recommended Proposal Outline

We recommend that you organize your proposal in sections that map to each of the review criteria:

- o Project Design
- o Adequacy of Resources
- o Qualification of Key Personnel
- o Quality of Project Evaluation

Review Requirements and Process

Applicants will submit at the Department of Education's e-Grants Web site an application consisting of the following requirements for the proposal narrative:

1. Limit the length of the project narrative to 15 numbered pages, double-spaced (no more than three lines per vertical inch), *plus* a one-page abstract, budget summary, budget narrative (detailed line-item budget), and appendices.

2. Only the following fonts may be used:
- o Times New Roman
- o Courier
- o Courier New
- o Arial

Applications submitted in any other font (take care NOT to use Times Roman or Arial Narrow) will not be accepted.

3. Use minimum 1-inch margins on all four sides of the page, and avoid font sizes smaller than 12 point. Make sure your line spacing is set for **double-spacing** and not 1.5 lines or other spacing. In addition to the 15-page proposal narrative, abstract,

budget summary, and budget narrative (detailed line-item budget), include in the application package an appendix containing the following items. Note: Include these and other appendix items in a single appendix file:

o Project evaluation chart (required), indicating for project objectives and activities the evaluation methods that will be used.

o Short position descriptions (maximum one page each) for all key personnel – project director, co-director (if applicable), evaluator (required), and others.

o Project timeline chart.

o References cited in the proposal narrative (if applicable).

o Other information documenting your proposed project.

Your application package should give external reviewers and the FIPSE staff a concrete understanding of the problem you are addressing and the solutions you propose, including a description of how you will evaluate the results. Use clear, direct language and avoid jargon, clichés, and acronyms whenever possible. As noted above, explain how your project strategy differs from and improves upon current practice at your institution and elsewhere in the nation.

Proposals will be evaluated by three outside reviewers, identified each year from among faculty, administrators, and professionals across the country that have specialized knowledge on your topic. Additional experts may review proposals when technical questions arise. The FIPSE staff will read proposals and reviewers' evaluations of them. Project directors may be telephoned to clarify information about their projects. Staff may also contact others who know the applicant's work and plans or those who will be affected by the project.

ALIGNING YOUR PROPOSAL TO THE REVIEW SELECTION CRITERIA

The Government Performance and Results Act (GPRA) and Your Application

The Government Performance and Results Act (GPRA) of 1993 is a statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency states what it intends to accomplish, identifies the resources required, and regularly reports its progress to the Congress. In doing so, GPRA is improving accountability for the expenditures of public funds, improving Congressional decision-making with more thorough and objective information on the effectiveness of federal programs, and promoting a new government focus on results, cost-effectiveness, service delivery, and customer satisfaction.

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met. The forms for these reports can be viewed at http://www.ed.gov/programs/fipsecomp/performance.html.

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0006. The time required to complete this information collection is estimated to average 20 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: Training for Realtime Writers Program, U.S. Department of Education, 1990 K Street, N.W., Room 6142, Washington D.C. 20006-8544.

- Application for Federal Assistance (SF 424)

- Department of Education Supplemental Form for the SF 424

- Department of Education Budget Summary Form (ED 524)

- Disclosure of Lobbying Activities (SF-LLL)

- Survey Instructions on Ensuring Equal Opportunity for Applicants

Before you submit the application package, please review the following list to ensure that you have attached all required materials/files in the prescribed format.

Part 1:   Application for Federal Assistance – SF 424
**   Department of Education Supplemental Information Form for**
**   SF 424**

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form 424. Although this form accepts attachments, the Department of Education will review only materials/files attached to the attachment forms listed above.

Part 2:   Department of Education Budget Summary Form – ED 524
**   Sections A & B**

Part 3:   Department of Education Abstract Form

Upload a one-page Abstract as a .doc (not .DOCX), .rtf or .PDF file.

Project Narrative Attachment Form

Please note that the Project Narrative must not exceed 15 double-spaced pages. However, this does not include the Abstract, the Table of Contents, the Budget Narrative, or Other Attachments.

Budget Narrative Attachment Form

The Budget Narrative is not included in the 15-page Project Narrative limit.

Other Attachments

Other Attachments include documents like:

- Project evaluation chart
- Key personnel one-page resumes
- Short position descriptions
- Project timeline chart
- References cited in the Project Narrative (if applicable)

Other Attachments must be submitted in one of the following file types:

.doc, .rtf, or .PDF format. Applicants should not upload Word 2007 .DOCX files. All "Other Attachments" must be uploaded as a single merged file.

Part 4:   **Assurances, Certifications, and Survey Forms**

- **GEPA Section 427**
- **Assurances – Non-Construction Programs (SF 424B)**
- **Certification Regarding Lobbying (ED 80-0013)**
- **Survey of Ensuring Equal Opportunity for Applicants**
- **Disclosure of Lobbying Activities (SF-LLL)**