FY (enter year) APPLICATION PACKAGE FOR NEW GRANTS

UNDER

THE NATIONAL INSTITUTE ON DISABILITY AND REHABILITATION RESEARCH

ADVANCED REHABILITATION RESEARCH

TRAINING PROJECT
CFDA NUMBER: 84.133P-(ENTER SCHEDULE)
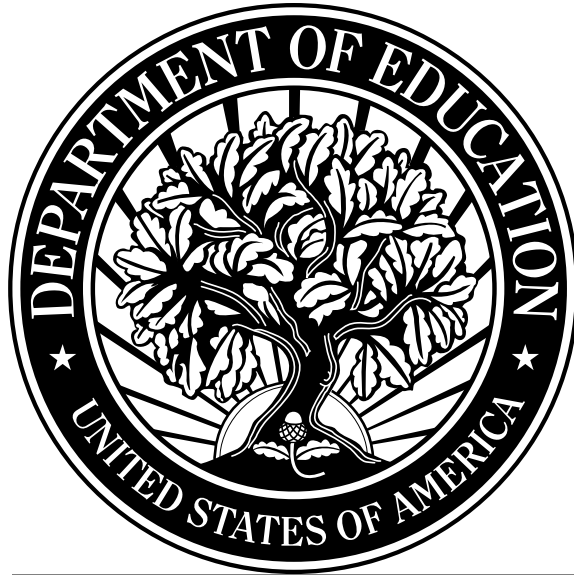
CLOSING DATE: (enter date)

Table of Contents

SECTION A

DEAR APPLICANT LETTER

DEAR APPLICANT:

The Secretary invites applications for new awards for fiscal year (FY) (enter year) for the Advanced Rehabilitation Research Training program (CFDA 84.133P-1), to provide research training and experience at an advanced level to individuals with doctorates or similar advanced degrees, who have clinical or other relevant experience.

Only Institutions of Higher Education are eligible to apply.

Through this funding mechanism, NIDRR is interested in attracting applications that provide advanced research training to enhance the capacity to conduct high-quality, multidisciplinary rehabilitation research across the full breadth of NIDRR's research agenda, involving Employment, Health and Function, Community Living and Participation, Technology for Access and Function, and Disability Statistics.

For FY (enter year), NIDRR has also included an Invitational Priority to encourage applications provide advanced research training to eligible individuals to enhance the capacity to conduct high-quality multidisciplinary disability policy research, aimed at improving the data sources, analytic strategies, and evidence base used to inform policy and program development affecting individuals with disabilities in the major life domains of employment, health and function and community living and participation (See Section B, Notice Inviting Applications).

The ARRT program does not require cost sharing or matching. However, any applicant may voluntarily promise to share in the cost of the ARRT project by supplementing the amount of the stipend paid to trainees with additional funds beyond the maximum awarded under this program. Applications submitted under this program with voluntary cost-sharing to supplement trainee stipends must use funds from non-Federal sources. For details on the required policies governing grantee voluntary cost-sharing or matching, we encourage you to read Section B – Notice Inviting Applications, under "III. Eligibility Information"

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

APPLICATION PROCEDURES

This application kit contains information and the required forms for potential applicants to apply and be considered for a FY (enter year) grant award under this competition published in the Notice Inviting Applications in the Federal Register dated.

Potential applicants are advised to read the materials carefully, particularly the information on the types of organizations that are eligible to apply for these grants, how to prepare an application, the dollar amount for any year, the protection of human subjects, the format and

addresses for submitting, and the selection criteria (Section C) used by the reviewers to evaluate each application.

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. Additionally, 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 utilized, project outcomes, and dissemination.

You **must** submit your application electronically through Grants.gov (www.grants.gov) See Section B**,** Notice Inviting Applications and Section E, Application Transmittal Instructions.

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 which means that multiple resumes and letters of commitment/support must be combined into one document before being uploaded.

Electronic copies must be <u>fully uploaded </u>on the Grants.gov site by 4:30:00 pm, Washington DC time on the closing date, **(enter date)**. 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 E –Grants.gov 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 (enter name) at (enter email address) or by telephone at (enter phone number). Applicants are encouraged to closely review all the requirements and documents related to applying for an

Advanced Rehabilitation Research Training project early in the preparation process, so that any questions can be addressed in sufficient time prior to the due date.

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 Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: http://www.grants.gov/CustomerSupport.

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,

_____

(Enter Name),
Director
National Institute on Disability and
   Rehabilitation Research

SECTION B

NOTICE INVITING APPLICATIONS

INSERT PUBLISHED NOTICE INVITING APPLICATIONS

SECTION C

SELECTION CRITERIA
ADVANCED REHABILITATION RESEARCH
TRAINING PROJECTS

*****

The selection criteria that are listed in this section are taken directly from the Federal regulations for this NIDRR-administered program (<u>C.F.R 350.54</u>). They are a subset of all of the selection criteria that are available for NIDRR's use, and we provide them here as an example. For every grant competition that NIDRR administers under this program, NIDRR will choose the criteria that match the requirements of the specific priority that is being competed.

*****

SELECTION CRITERIA

The selection criteria to be used for the Advanced Rehabilitation Research Training Project will be provided in the application package. The Secretary uses the following criteria to evaluate an application.

(A) IMPORTANCE OF THE PROBLEM **(10 POINTS TOTAL)**

    (1)   The Secretary considers the importance of the problem.

    (2)   In determining the importance of the problem, the Secretary considers the extent to which the applicant proposes to provide training in a rehabilitation discipline or area of study in which there is a shortage of qualified researchers, or to a trainee population in which there is a need for more qualified researchers ....(10 points)

(B) DESIGN OF TRAINING ACTIVITIES **(45 POINTS TOTAL)**

    (1)   The Secretary considers the extent to which the design of training activities is likely to be effective in accomplishing the objectives of the project.

    (2)   In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers the following factors:

        (i)   The extent to which the proposed training methods are of sufficient quality, intensity, and duration ....(6 points)

        (ii)   The extent to which the proposed training materials (and methods are accessible to individuals with disabilities ....(6 points)

        (iii)   The extent to which the applicant's proposed recruitment program is likely to be effective in recruiting highly qualified trainees, including those who are individuals with disabilities ....(9 points)

        (iv)   The extent to which the proposed didactic and classroom training programs emphasize scientific methodology and are likely to develop highly qualified researchers ....(8 points)

        (v)   The extent to which the quality and extent of the academic mentorship, guidance, and supervision to be provided to each individual trainee are of a high level and are likely to develop highly qualified researchers ....(6 points)

        (vi)   The extent to which the type, extent, and quality of the proposed clinical and laboratory research experience, including the opportunity to participate in advanced-level research, are likely to develop highly qualified researchers ....(5 points)

(3)   The extent to which the opportunities for collegial and
collaborative activities, exposure to outstanding scientists
in the field, and opportunities to participate in the
preparation of scholarly or scientific publications and
presentations are extensive and appropriate ....(5 points)

(C)   PLAN OF OPERATION   (10 POINTS TOTAL)

(1)   The Secretary considers the quality of the plan of operation.

(2)   In determining the quality of the plan of operation, the Secretary
considers the following factors:

(i)   The adequacy of the plan of operation to achieve the
objectives of the proposed project on time and within
budget, including clearly defined responsibilities, and
timelines for accomplishing project tasks....................................(5 points)

(ii)   The adequacy of the plan of operation to provide for using
resources, equipment, and personnel to achieve each
objective..(5 points)

(D)   COLLABORATION   (5 POINTS TOTAL)

(1)   The Secretary considers the quality of collaboration.

(2)   In determining the quality of collaboration, the Secretary
considers one or more of the following factors:

(i)   The extent to which the applicant's proposed collaboration
with one or more agencies, organizations, or institutions is
likely to be effective in achieving the relevant proposed
activities of the project..(3 points)

(ii)   The extent to which agencies, organizations, or institutions
demonstrate a commitment to collaborate with the
applicant..(2 points)

(E)   ADEQUACY AND REASONABLENESS OF THE BUDGET   (5 POINTS)

(1)   The Secretary considers the adequacy and the reasonableness
of the proposed budget.

(2)   In determining the adequacy and the reasonableness of the
proposed budget, the Secretary considers the extent to which
the costs are reasonable in relation to the proposed project
activities..(5 points)

(F) PLAN OF EVALUATION   (10 POINTS)

    (1)   The Secretary considers the quality of the plan of evaluation.

    (2)   In determining the quality of the plan of evaluation, the Secretary considers the following factors:

        (i)   The extent to which the plan of evaluation provides for periodic assessment of progress toward achieving the project's intended outcomes and expected impacts ....(3 points)

        (ii)   The extent to which the plan of evaluation will be used to improve the performance of the project through the feedback generated by its periodic assessments ....(2 points)

        (iii) The extent to which the plan of evaluation provides for periodic assessment of a project's progress that is based on identified performance measures ....(5 points)

(G) PROJECT STAFF   (10 POINTS TOTAL)

    (1)   The Secretary considers the quality of the project staff.

    (2)   In determining the quality of the project staff, the Secretary considers 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 ....(2 points)

    (3)   In addition, the Secretary considers the following:

        (i)   The extent to which the key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities ....(2 points)

        (ii)   The extent to which the commitment of staff time is adequate to accomplish all the proposed activities of the project ....(2 points)

        (iii) The extent to which key personnel have up-to-date knowledge from research or effective practice in the subject area covered in the priority ....(4 points)

(H) ADEQUACY AND ACCESSIBILITY OF RESOURCES   (5 POINTS)

    (1)   The Secretary considers the adequacy and accessibility of the applicant's resources to implement the proposed project.

    (2)   In determining the adequacy and accessibility of resources, the Secretary considers the following factors:

        (i)   The extent to which the applicant is committed to provide adequate facilities, equipment, other resources, including administrative support, and laboratories, if appropriate ....(2 points)

        (ii)   (ii) The quality of an applicant's past performance in carrying out a grant ....(1 point)

        (iii) (iii) The extent to which the facilities, equipment, and other resources are appropriately accessible to individuals with disabilities who may use the facilities, equipment, and other resources of the project ....(2 points)

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 Grants.gov or item 13 on form ED 424 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) 245-6154, and

On the Protection of Human Subjects in research Web site at:

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

SECTION E

APPLICATION FORMAT AND INSTRUCTIONS

APPLICATION FORMAT AND INSTRUCTIONS

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (grants.gov) by the closing date unless you qualify for an exception to this requirement.

It is recommended that your electronic application (or paper application if you have requested and been approved for a waiver), be organized in the following manner and include the following:

NOTE: You will be uploading sections of your application by heading. There is a heading for: (1) Application for Federal Assistance (SF 424); (2) Table of Contents; (3) Abstract; (4) ED Budget Information Non-Construction Programs (ED-524); (5) Budget Narrative; (6) Project Narrative; (7) General Education Provisions Act (GEPA) Requirements – Section 427; (8) GG Lobbying Form (90-0013); (9) Faith Based Survey on EEO; (10) ED Supplemental Form for SF 424; (11) SF LLL Disclosure of Lobbying; and (12) Vitae/Bibliography/Letters of Support . There is a file size limitation to each section and you may only upload one document under each heading. Therefore, in order to make sure that all of your materials are uploaded successfully, you will need to combine multiple original documents for a heading (e.g., letters, resumes) into a single document before uploading.

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

    This from requires basic identifying information about the applicant and the application.

    Applicants should note that if there are multiple RRTCs open to use the **RELEVANT** CFDA and Title from the NFP/NIA as the title.

2. **Table of Contents**

    The Table of Contents shows where and how the important sections of your proposal are organized.

    While the application will be submitted electronically, the reviewers will use printed copies during the review process. The Table of Contents will assist them in more efficiently and effectively evaluating your application.

    Upload the Table of Contents to Optional Forms: Other Attachments.

1. **Abstract**

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

     Upload the Abstract to ED Abstract.

4. **ED Budget Information Non-Construction Programs (ED-524)**

Remember that you must provide complete budget information for each year of the proposed project. Use the Budget Narrative heading to upload.

Please report Federal Funds in Section A – Budget Summary and Non-Federal Funds Section B – Budget Summary.
Specific instructions for completing the budget forms are provided within this application package.

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

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

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

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

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

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

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

Construction (line 7): Not applicable.

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

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

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

Training Stipends (line 11): There are three types of projects that might include budget requests for stipends, tuition allowance, or other types of similar charges to support the objectives of the project:
    Fellowship or Scholarship Programs
    Educational Training Projects
    Projects where students receive tuition remission or other forms of compensation, as, or in lieu of wages.

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

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

5. **Budget Narrative**

This part requires an itemized budget breakdown for the project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures.

Address Cost Share in a separate section of the budget narrative labeled "Cost Share".

Please provide an itemized budget breakdown for each project year.

Upload the Budget Narrative to the Budget Narrative Section.

6. **Project Narrative**

The application narrative responds to the General Requirements of RRTC's found in Section E and the Selection Criteria found in Section F of this application package. The reviewers will use this section to evaluate your application.

Upload the Project Narrative to the Project Narrative Section.

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

    A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

Double-space (no more than three lines per vertical inch) all text in the application narrative, including 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.

Include all critical information in the program narrative, minimizing the need for additional appendices. Ensure that you attach *.PDF files only* for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs: http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs

NOTE: The recommended page limit does not apply to the Application for Federal Assistance (SF 424); the budget narrative, the forms; the one page abstract, the resumes; the bibliography; or the letters of support. However, the recommended page limit does apply to all of the project narrative section.

7. General Education Provisions Act (GEPA) Requirements – Section 427

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

8. GG Lobbying Form (90-0013)

Instructions for completing this form are included on the Grants.gov website.

9. Faith Based Survey on EEO

Instructions for completing this form are included on the Grants.gov website.

10. ED Supplemental Form for SF 424

Instructions for completing this form are included on the Grants.gov website.

11. SF LLL Disclosure of Lobbying

Instructions for completing this form are included on the Grants.gov website.

12. Vitae/Bibliography/Letters of Support

Vitae of staff or consultants should include the individual's title and role in the proposed project, and other information that is specifically pertinent to this proposed project.   If collaboration with another organization is involved in the proposed activity, the application should include assurances of participation by the other parties, including written agreements or assurances of cooperation.

Upload the Vitae/Bibliography/Letters of Support to the Other Attachments- Optional Section.

SECTION F

FREQUENTLY ASKED QUESTIONS

AND

DUNS NUMBER INSTRUCTIONS

FREQUENTLY ASKED QUESTIONS

1   CAN I GET AN EXTENSION OF THE DUE DATE?

In the case of most competitions the answer is no. On rare occasions the Department of Education may extend a closing date for all applicants. If that occurs, a notice of the revised due date is published in the <u>Federal Register</u>, 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 TOPICAL AREAS SHOULD APPLICANTS ADDRESS?

NIDRR is interested in attracting applications that provide advanced research training to enhance the capacity to conduct high-quality, multidisciplinary rehabilitation research across the full breadth of NIDRR's research agenda, involving Employment, Health and Function, Community Living and Participation, Technology for Access and Function and Disability Statistics.

3.   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. 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.

4.   IS COST-SHARING OR MATCHING REQUIRED?
The ARRT program does not require cost sharing or matching. However, any applicant may voluntarily promise to share in the cost of the ARRT project by supplementing the amount of the stipend paid to trainees with additional funds beyond the maximum awarded under this program. The required policies governing grantee cost-sharing or matching are detailed in the Notice Inviting Applications, under "III. Eligibility Information."

5. 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.

6. ARE THERE PAGE LIMITS TO MY APPLICATION?

    We 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.

7. MAY I SUBMIT APPLICATIONS TO MORE THAN ONE OPEN NIDRR PROGRAM COMPETITIONS 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, 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 import that each separate application includes the required materials for that particular competition.

8. 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 e-Application, use the ED Abstract form to attach your abstract.

9. WHAT IS THE ALLOWABLE INDIRECT COST RATE?

An applicant for Advanced Rehabilitation Research Training project (133P) is limited to a training grant indirect rate of 8%, less tuition, stipend, and fees. 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.

10. 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.

11. CAN INDIVIDUALS APPLY FOR THISGRANT?

No.

12. 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.

13. 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 Advanced Rehabilitation Research and Training (133P) you should identify if the application is a resubmittal from a previous fiscal year.

14. 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 website.

15. 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.

16. 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.

17. 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.

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

Successful applicants with multi-year grants must submit an Annual Performance Report (APR) demonstrating and documenting their substantial 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.

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

There is no cost sharing requirement for the Advanced Rehabilitation Research Training Program.

20. 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 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.

21. SHOULD I SUBMIT MY APPLICATION VIA Grants.gov?

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 grants.gov 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 Grants.gov instructions carefully;

(2)   Check with your organization or institution if they are already registered in Grants.gov; if not, **do not wait** to set up your account because it can take five or more days to register;

(3)   Review the form 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 Grants.gov by 4:30:00 pm, Washington, D.C. time on the closing date and processed by Grants.gov successfully.

Please allow several hours or a full day for this process; if there is a submission error, time will be needed to correct the error and resubmit to meet the deadline. Applications received/logged in after 4:30:00 pm (Washington, DC time) will not be reviewed.

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://fedgov.dnb.com/webform

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 Grants.gov must use DUNS number your organization used when it registered in the Central Contractor Registry.

SECTION G

GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

INSERT CURRENT GRANTS.GOV SUBMISSION PROCEDURES AND TIPS

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

Submission of Paper Applications by Mail.

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

By mail through the U.S. Postal Service:
      U.S. Department of Education
      Application Control Center
      Attention: (CFDA number 84.133P-(enter number))
      LBJ Basement Level 1
      400 Maryland Avenue, SW
      Washington, DC 20202-4260

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

  (1) A legibly dated U.S. Postal Service postmark.

  (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

  (3) A dated shipping label, invoice, or receipt from a commercial carrier.

  (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

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

  (1) A private metered postmark.

  (2) A mail receipt that is not dated by the U.S. Postal Service.

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

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

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 84.133P-(Enter Number))
      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

SECTION H

APPLICATION FORMS AND FORM INSTRUCTIONS

REQUIRED FORMS:

All electronic and paper (if a waiver has been submitted and approved) applications submitted to NIDRR must include the following forms/parts:

- Application for Federal Assistance (SF 424)
- Table of Contents
- Abstract
- ED Budget Information Non-Construction Programs (ED-524)
- Budget Narrative
- Project Narrative
- General Education Provisions Act (GEPA) Requirements – Section 427
- GG Lobbying Form (90-0013)
- Faith Based Survey on EEO
- ED Supplemental Form for SF 424
- SF LLL Disclosure of Lobbying
- Vitae/Bibliography/Letters of Support

A separate application must be submitted for each grant sought.   No grant may be awarded unless the completed application forms have been received. All above forms are mandatory and must be submitted with the application. If an item does not appear to be relevant, write "NA" for not applicable.

Instructions for each form are provided on the Grants.gov website.

INSERT CURRENT FORM INSTRUCTIONS

SECTION I

APPLICATION CHECKLIST

AND

PAPERWORK BURDENT STATEMENT

APPLICATION CHECKLIST

Does your application include each of the following?

[ ] Cover page or SF 424 marked **84.133P-ENTER NUMBER**

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

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

[ ] Budget narrative for each year with arithmetic checked for accuracy

[ ] Program narrative, including abstract and responses to the selection criteria

[ ] Assurances and Certifications (from the forms list in section H)

[ ] Correctly uploaded files if submitting electronically

[ ] All required forms with original signatures and dates if submitting by mail, hand-delivery or carrier service.

[ ] Narrative on the Protection of Human Subjects?

Did You do each of the following?

[ ] Mail or submit application electronically on or before **(ENTER DATE)**

[ ] Provide 1 original and 2 copies of the application if submitting by mail, 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 from grants.gov 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 mail, hand-delivery or carrier service?

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. Public reporting burden for this collection of information is estimated to average 200 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefits (the Rehabilitation Act of 1973, as amended, and the program regulations under 34 CFR Parts 77, 82, 84 and 85). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0027. Note: Please do not return the completed application to this address.