# FY 2011 APPLICATION KIT FOR NEW GRANTS UNDER THE NATIONAL INSTITUTE ON DISABILITY AND REHABILITATION RESEARCH

## ADVANCED REHABILITATION RESEARCH TRAINING PROJECT
## CFDA NUMBER: 84.133P-1

**DATED MATERIAL - OPEN IMMEDIATELY**

# CLOSING DATE:  October 31, 2010

# TABLE OF CONTENTS

Dear Applicant:

The Secretary invites applications for new awards for fiscal year (FY) 2011 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.

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 2011 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 the e-application system. **http://e-grants.ed.gov.**  See Section B**,** Notice Inviting Applications and Section G, Application Transmittal Instructions.  There is a demo on the e-Application website.

**NOTE**:   You will be uploading sections of your application by heading.  There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification.  There is a file-size limitation to each section and you may only upload one document under each heading.

Electronic copies must be <u>fully uploaded</u> on the e-Application site by 4:30:00 pm, Washington DC time on the closing date, **August 31, 2010**.  It may take up to several hours for this process.  Please allow several hours or a full day to submit your application.  If there is a submission error, time will be needed to correct the error and resubmit in paper or electronic format.  **We encourage you to read Section G – e-Application Submission Procedures and Tips for Applicants**

PROGRAM RULES

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

TECHNICAL ASSISTANCE

If you have any questions about the information in this application packet, please contact Marlene Spencer at Marlene.Spencer@ed.gov or by telephone at (202) 245-7532.   Individuals who use a telecommunications device (TDD) may call the Federal Relay Service (FRS) at 1-800-877-8339 between 8:00 a.m. and 4:00 p.m., EST, Monday through Friday.  If you need help with e-applications before the closing date, please contact e-application Customer Support at 1-888-336-8930.  For TTY: 1-866-697-2696 or Local: 1-202-401-8363.  Hours of operation: Monday-Friday, 8am-6pm Washington DC time.

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

Thank you for your interest in these programs.


Sincerely,


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

# SECTION B

# Notice Inviting Applications

DEPARTMENT OF EDUCATION

Office of Special Education and Rehabilitative Services

Overview Information

National Institute on Disability and Rehabilitation Research
(NIDRR)--Disability and Rehabilitation Research Projects and
Centers Program--Advanced Rehabilitation Research Training (ARRT)
Projects

Notice inviting applications for new awards for fiscal year (FY)
2011.

# SECTION C

## Selection Criteria

# ADVANCED REHABILITATION

# RESEARCH TRAINING PROJECTS

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).

(vii)  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).

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).

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

(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 whose research activities are nonexempt must complete the seven-point narrative on protection of human subjects.  Additionally, seven point narratives are required for each participating partner if research is being conducted at other sites.

Copies of the Department of Education regulations for the Protection of Human Subjects are available from the Grants Policy and Oversight Staff (GPOS), Office of the Chief Financial Officer, Washington, D.C., telephone:  (202) 260-3353 and on the Protection of Human Subjects in research Web Site at:

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

# SECTION E

# APPLICATION FORMAT

Applications for an award must be postmarked or hand delivered by the closing date of ***XXXday, XX X, 2010***. *or* This competition is a required electronic submission by the closing date of ***XXXday, XX X, 2010***

It is recommended that your electronic (e-Application) via http://e-grants.ed.gov 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) 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.

1.  **Application for Federal Education Assistance (Form SF 424)**
    - This application cover sheet requires basic identifying information about the applicant and the application.
    - Applicants should clearly indicate the CFDA number of the program **84.133P-1** in block 11.  If this information is not provided, your application may be assigned and reviewed under a different program.  For electronic submissions, you must download the correct application package from e-Application.
    - Applicants must fill in block 12, Funding Opportunity Number/Priority Title.  ED-GRANTS-XXXX/Title or the CFDA number.

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.
    - Use the Table of Content heading to upload your document.

3. **Project 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.
    - Use the Abstract heading to upload your document.

4.  **Budget Form and Information (ED 524)**
    - Remember that you must provide complete budget information for each year of the proposed project.  Use the Budget Narrative/Justification heading to upload.
    - Please report on any Federal and Non-Federal funds that will be used.
    - 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 a 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 a restricted indirect cost rate of 8% for this program.

Training Stipends (line 11):  There are three types of projects that might included 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 or Matching:  If you are providing voluntary cost share or matching  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 voluntary Cost Share or Matching in a separate section of the budget narrative labeled "Cost Share or Matching".
- Please provide an itemized budget breakdown for each project year.
- Descriptions of purchases may be included but is not required.
- Use the Budget Narrative/Justification heading to upload your document.

## 6.  Project Narrative

- The application narrative responds to the Statutory and Regulatory ARRT Requirements found in Section B and Selection Criteria found in Section F of this application package.  The reviewers will use this section to evaluate your application.
- Applying through e-Application use the Project Narrative selection criteria categories to attach your narrative.

Each applicant is <u>encouraged to limit</u> the project narrative to the equivalent of no more than 75 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. Single spacing may be used for 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).
- Begin numbering the first page in Arabic numerals ("1") and number the pages consecutively throughout the document.
- Include all critical information in the program narrative, minimizing the need for additional appendices.
- Include a complete bibliography listing all materials that were referenced in the project narrative.
- Upload in one document under the Project Narrative heading using the correct document format.

**NOTE:** The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or 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. <u>Vitae/Bibliography/Letters of Support</u>

- 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. The budgets for all years should be included.
- Applying through e-Application use the Other-Vitas category to attach your vitas.
- 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.

## 8 <u>Assurances, Certifications, Disclosures</u>

- Assurances - Non-Construction Programs; Certifications Regarding Lobbying form
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction; Disclosure of Lobbying Activities;

## 9 <u>Reporting Requirements</u>

At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary under 34. CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.72 (c). For specific requirements on reporting please go to
http://www.ed.gov/fund/grant/apply/appforms/ed524b_instructions.pdf
NIDRR will provide the reporting information to the successful applicants.

# SECTION
## F

# FREQUENTLY ASKED QUESTIONS

# POINTS TO REMEMBER IN APPLICATION PREPARATION

# DUNS NUMBER INSTRUCTIONS

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 SHOULD BE INCLUDED IN THE APPLICATION?

The application should include a project narrative, vitae of key personnel, and a budget, as well as all other forms identified in this package.  Vitae of staff or consultants should include the individual's title and role in the proposed projects, and other information that is specifically pertinent to this proposed project.  The budgets for all years, including a detailed budget narrative, should be included.  The 133F (Research Fellowship) is the exemption to the required budget.  If collaboration with another organization or individual is involved in any proposed activity, the application should include assurances of participation by the other parties, including written agreements or letters of cooperation.  It is not useful to include general letters of support or endorsement in the application.  If the applicant proposes to use unique tests or other measurement instruments that are not widely known in the field, it would be helpful to include the instrument in the application.  Many applications contain voluminous appendices that are not helpful and in many cases cannot even be mailed to the reviewers.  It is generally not helpful to include such things as brochures, general capability statements of collaborating organizations, maps, copies of publications, or descriptions of other projects completed by the applicant.

3.      WHAT FORMAT SHOULD BE USED FOR THE APPLICATION?

NIDRR generally advises applicants to organize the application to follow the selection criteria that will be used.  The project narrative should address the specific selection criteria for the competition. The specific review criteria vary according to the specific programs and are contained in this application package.  Additionally, applicants should provide clearly stated hypotheses, goals, objectives, expected outcomes, and public benefit of the research or development project.  The application should be organized to provide a thorough description of the methods and target population(s) and supported by evidence of need for the project, as identified in the relevant literature; citations are useful and may strengthen the proposal.  Specific information on the format can be found in the application format section of this application package.

4.      ARE THERE PAGE LIMITS TO MY APPLICATION?

NIDRR has two competitions with mandatory page limitations, Research Fellowships (133F) and Small Business Innovative Research (133S).  All other competitions will suggest page limitations for the narrative sections of the proposal.  The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application.  The Notice Inviting Applications will describe the mandatory or suggested limitations, such as page size, spacing, and font size.  The suggested page limit does not apply to the cover sheet; the human subjects narrative; the budget narrative; the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support.  However, you must include all pertinent information in the application narrative.

5.      MAY I SUBMIT APPLICATIONS TO MORE THAN ONE OPEN NIDRR PROGRAM COMPETITION AT A TIME OR MORE THAN ONE APPLICATION TO A PARTICULAR PROGRAM COMPETITION?

Yes.  You may submit more than one application in any given competition.  You may submit to as many open competitions, for which an application is responsive to the program requirements.  However, each competition is unique and the selection criteria will vary from one competition to another. It is import that each separate application include the required materials for that particular competition.

6.      DO I NEED AN ABSTRACT AND WHAT SHOULD IT INCLUDE?

Yes.  The abstract is used by both the peer reviewers and the program staff in the review and processing of the application.  The ONE-PAGE abstract should be a comprehensive description of the project (all years), not a description of the competency of the institution or project director.  It is not an executive summary.  It can be single or double-spaced.  If applying through Grants.gov, use the ED Abstract form to attach your abstract or the abstract section in e-Application.

7.      WHAT IS THE ALLOWABLE INDIRECT COST RATE?

The limits on indirect costs vary according to the program.  NIDRR currently has two programs with a restricted indirect cost rate.  An applicant for a Rehabilitation Research and Training Center (133B) program may not collect more than 15% of the total grant award as indirect cost charges.  An applicant for Advanced Rehabilitation Research Training project (133P) is limited to a training grant indirect rate of 8%, less tuition, stipend, and fees.  For all other programs, Disability Rehabilitation Research Projects (133A), Rehabilitation Engineering Research Centers (133E), Field Initiated projects (133G) and Small Business Innovative Research (133S), applicants must have a current indirect cost rate agreement to charge indirect costs.  The maximum amount of the award includes both direct and indirect costs.  The Department's Indirect Cost office has more information on indirect cost rates.

8. CAN PROFIT MAKING BUSINESSES APPLY FOR GRANTS?

Yes; however, for-profit organizations will not be able to collect a fee or profit on the grant. It varies by program.

9. CAN INDIVIDUALS APPLY FOR GRANTS?

Individuals are not eligible to apply for most grant competitions under NIDRR programs (133A, B, E, G, P, or S). The one exception is the Research Fellowship program (84.133F), which is available only to individuals. The Merit Fellowships and Distinguished Fellowships awards are one Full Time Equivalent (FTE) awards. The Fellow must work principally on the fellowship during the term of the fellowship award. We define one FTE as equal to 40 hours per week. No Fellow is allowed to be a direct recipient of Federal government grant funds in addition to those provided by the Switzer Fellowship (during the duration of the Fellowship award performance period). Fellows may, subject to compliance with their institution's policy on additional employment, work on a Federal grant that has been awarded to the Fellow's institution. Fellows may, subject to compliance with their institution's policy on additional employment, work additional hours at their institution. Additional work that is not monitored by the Fellow's institution is subject to NIDRR's limits regarding the number of additional hours permitted. Please contact NIDRR if the latter situation applies.

10. CAN NIDRR STAFF ADVISE ME WHETHER MY PROJECT IS OF INTEREST TO NIDRR OR LIKELY TO BE FUNDED?

No. NIDRR staff can only advise you of the requirements of the program in which you propose to submit your application. However, staff cannot advise you of whether your subject area or proposed approach is likely to receive approval.

11. HOW DO I ENSURE THAT MY APPLICATION WILL BE REVIEWED UNDER THE CORRECT COMPETITION?

Applicants should be sure that their applications are referred to the correct competition by clearly including the competition title and CFDA number, including alphabetical code, on the Standard Form 424, and include a project title that describes the project, based on the competition. If reapplying for the Field Initiated (133G), you should identify if the application is a resubmittal from a previous fiscal year.

12. HOW SOON AFTER SUBMITTING MY APPLICATION CAN I FIND OUT IF IT WILL BE FUNDED?

The time from closing date to grant award date varies from program to program. Generally speaking, NIDRR endeavors to have awards made within six to seven months of the closing date. Unsuccessful applicants generally will be notified within that time frame as well. When NIDRR is able to release information on the status of grant applications, it will notify applicants by letter. The results of the peer review cannot be released except through this formal notification. This information is **not** posted on the NIDRR homepage or the Grants.gov or e-Application website.

13.     WHAT START DATE SHOULD I USE ON MY APPLICATION?

For the purpose of estimating a project start date, the applicant should estimate approximately six to seven months from the closing date, preferably October 1.  You must have a start date that allows you to complete an Annual Performance Report (APR) by May 31$^{st}$ with six month of activities to report on.

14.  IF MY APPLICATION IS SUCCESSFUL, CAN I ASSUME I WILL GET THE REQUESTED BUDGET AMOUNT IN SUBSEQUENT YEARS?

No.  Funding in subsequent years is subject to availability of funds and project performance.

15.     WILL ALL APPROVED APPLICATIONS BE FUNDED?

No.  Peer review panels can result in more applications being determined to be worthy of consideration for funding than available resources allow..  Unsuccessful applicants are encouraged to consider resubmitting applications in future competitions. Funded applications will be notified in the manner described in #12.

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

Successful applicants with multi-year grants must submit an Annual Performance Report (APR) demonstrating and documenting their progress in meeting approved project objectives and their success in addressing the performance measures outlined in the Notice Inviting Applications.  Grantees must also provide the most current financial and performance measure data for each year of the project.  Grantees will also be required to submit a final performance report, 90 days after the end of the project period.  For NIDRR, the APR is submitted electronically via a web-based system.  This system is maintained by a contractor and grantees are notified after receiving an award with the appropriate URL and personal password to access the system. The contractor will also send a letter to the grantee informing them when and how to submit their APR. The Department will use the applicant's performance data for program management and administration, in such areas as determining new and continuation funding and planning technical assistance.  Grantees will participate fully in any evaluation of the NIDRR program carried out by the Department of Education.

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

NIDRR has cost share/matching requirements on two of its programs, the Disability Rehabilitation Research Projects (133A) and the Field Initiated program (133G). This information should be reflected on the ED 524 form in the Section B – Budget Summary Non-Federal Funds and in the budget narrative for each year.  An amount of up to 1% of the total yearly budget amount is requested; however, you may include more than 1%.  If the cost share amount is changed for a competition, it will be announced in the Notice Inviting Applications.  For more information, see EDGAR 74.23 and 84.24.

## 18. WHAT DO I NEED TO DO ABOUT HUMAN SUBJECTS PROTECTION IN MY RESEARCH?

If you are planning research involving human subjects at any time during the project period, you check "Yes" in the Human Subjects section of the ED supplement to the SF 424 form. If you checked "Yes," you need to indicate whether the research is exempt or not exempt from the protection of human subjects requirements of EDGAR part 97 and if you have an IRB number. You will need to fill out the human subjects narrative for each site where the research is being conducted. The program and the Department's human subjects staff review the applicant's response against the application itself to determine its accuracy. They contact you for additional information or clarification, if needed. More information can be found in the instructions for the SF 424 form and in this application package in the Human Subjects section.

## 19. SHOULD I SUBMIT MY APPLICATION VIA e-Application?

The Federal Government is moving towards mandatory electronic submission for its grant applications. The Notice Inviting Applications (NIA) provides information on how to submit via e-Application and the application package includes helpful tips. The NIA will also identify if paper submission is allowed. If you do submit by paper, include a disk copy of your application. **We strongly suggest**: (1) Read the e-Application instructions carefully; (2) Check with your organization or institution if they are already registered in e-Application; if not, **do not wait** to set up your account because it can take five or more days to register; (3) Review the heading sections before sending the application to ensure that all information has been uploaded correctly and completely; and (4) Submit early; electronic applications must be uploaded on e-Application by 4:30:00 pm, Washington, D.C. time on the closing date. Please allow several hours or a full day for this process; if there is a submission error, time will be needed to correct the error and resubmit to meet the deadline. Applications received/logged in after 4:30:00 pm (Washington, DC time) will not be reviewed.

You **must** submit your application electronically through the e-Application system. **http://e-grants.ed.gov** See Section B, Notice Inviting Applications and Section J, Application Transmittal Instructions. There is a demo on the e-Application website.

**NOTE**: You will be uploading sections of your application by heading. There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification. There is a file-size limitation to each section and you may only upload one document under each heading.

# POINTS TO REMEMBER IN APPLICATION PREPARATION

## RELEVANT TO PROGRAM

1. <u>CFDA Number</u>:  In the title block on the 424 form, please note the appropriate CFDA 84.133P.  For electronic submissions, you must download the correct application package from e-Application system.  http://e-grants.ed.gov**.**

2.. ED-GRANTS- XXXX (Priority Title).  Required field on the SF 424 form for both Grants.gov and e-Application. Or use the CFDA Number

3. <u>Indirect Cost</u>:  The 133P program has a restricted indirect cost rate of 8% on all direct charges less Tuition, Stipend and Fees.    Indirect cost office:  http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html.

4. <u>Application Narrative</u> - Organize your narrative in accordance with the selection criteria in Section F of this package. Address all criteria.  Include a table of contents in your application in order to highlight where the application narrative can be found in the application.  If applying through Grants.gov use the Project Narrative form to attach your narrative. We recommend that you limit the application narrative to the equivalent of no more than 75 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.  Single space may be used for 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).

5. Give a careful rational on the choice of focus of academic programs and how it contributes to developing rehabilitation research capacity.

6.  Be clear in explaining the balance between didactic and mentoring methods.

7.  Clearly identify indicators for documenting the post-doc fellows' productivity.

8.  Please be clear in your recruitment strategies for underserved populations including students with disabilities.

## Closing Date/Transmittal of Application

9.  Applications must be <u>postmarked</u> by the closing date of ***XXXday, XXX X, 2010*, if submitting in paper**.  Follow the transmittal instructions for submitting in paper or electronically found in Section B and G.  Please include an electronic copy (disk) with your application.

10.     Electronic copies must be uploaded on Grants.gov or e-Application by 4:30 pm, Washington DC time on the closing date (and then 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.)  For additional information on electronic submission procedures, see the section G.  A copy of your application should not be emailed directly to the Department.  Must submit it electronically via Grants.gov or e-Application.

### Forms

11. <u>Only the primary institution fills out the required forms.</u>  Any partner or collaborating groups will be a subcontractor to the primary.  The only paperwork the subcontractor should complete is that required by the primary institution.  You should include a letter of intent in the application from any collaborating group saying that if awarded what goals/duties they will be responsible for and the dollar amount associated with their involvement.

### Application for Federal Assistance SF 424

12. <u>Leave these blocks blank or enter N/A</u>:  **Block 4**-Applicant Identifier, **block 5**-Applicant Identifier, **block 5a**-Federal Entity, **block 5b**- Federal Award Identifier, **block 6**-Date Received by State, and **block 7**,-State Application Number.

13.  Legal Name:  **Block 8a** is for the name of institution or entity that will be responsible for this grant if funded. Applying electronically this will match with information in the registration.

14.  DUNS number:  It is important to verify with your fiscal office the DUNS number, which goes in **block 8c** on the ED 424 form. If you do not have one, call 1-800-333-0505 to set one up.  This number is required. Applying via electronically you must enter the DUNS number for your organization used when registering.

15.  CFDA Number:  In **block 11**, please note the appropriate CFDA and title you are applying for.

16.  Funding Opportunity Number/Priority Title.  In **block 12** this is a required field when using both Grants.gov and e-Application.  Or use the CFDA Number.

17.  Descriptive Title of Applicant's Project.  In **block 15**, this is the title given by the applicant.  If applying to a specific priority topic – the title should be as close as possible.

18.  Block #18a:  The total amount of Federal funds requested includes both direct and indirect costs for the first year only. The totals on the ED 524 form must include direct and indirect costs and no year can be over the maximum amount.  (Note:  84.133F applicants do not submit the ED 524 form)

19.  Block #18b:  The voluntary amount of cost share/matching that the applicant is providing. This amount should be on the "B" side of the ED 524 form and described in the budget narrative.

20.  Block #18f:  The amount of program income that is estimated to be generated by this application if funded. It should be described in the budget narrative and does not go on the ED 524 form.

21.  EO 12372:  Mark Block #19, the EO 12372 as no and not covered.  This program is not covered.

### ED Supplemental Form

22.  Project Director:  **Block #1**, Project director information.  The Project Director is the primary person responsible for meeting the goals and objectives of the grant.

23.  Novice applicant:  **Block #2**.  Please mark N/A.  This does not apply to NIDRR programs.

24.  Human Subjects: **Block #3**. You must include a separate 7-point narrative for each site where the research is being conducted. If you check "no", please include a paragraph of why it is not required.  IRB approval is not required at the time of award, but must be in place before research begins.  The area to upload this information is available through this form.

### ED 524

25.  **Budget Information**: **BE SURE TO CHECK THE MATH** - the application will not be reviewed if the request for funds on block 18a of the SF 424 form, the ED 524 form or the budget justification goes over the maximum amount for any year (total of direct and indirect costs).  A detailed budget narrative is needed for each year of grant years requested.  Include in the narrative/justification contract information and all mandatory and voluntary cost share from side B of the ED 524.  (Note:  84.133F applicants do not submit a ED 524 form)

26.  Costs associated with students, ie. Post Docs that are excluded from the direct cost lines are not subject to the indirect costs if placed on Tuition/Stipend/Fee line.  If the student costs (salary, fringe, tuition and fees, supplies, training and conference fees, etc.) are included in the direct cost amount they are subject to the appropriate indirect rate.

## e-Application at http://e-grants.ed.gov Information

27.  **We strongly suggest**:  (1) Read the instructions carefully; (2) Don't wait until close to the due date to set up your account - It can take several days to register; (3) Review the application before sending final version to ensure that all information has been uploaded correctly and completely; and (4) Submit early.

28.  Electronic applications must be uploaded on e-Application by 4:30:00 pm, Washington, D.C. time on the closing date.  Please allow several hours or a full day for this process, if there is a submission error time will be needed to correct the error and resubmit to meet the deadline.  For additional information on electronic submission procedures, see the transmittal section of the Notice Inviting Applications.  The e-Application website has a demo.

29.  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.

30.  **Document Format**:  You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format, if you upload a file type other than these three file types, such as Excel, or submit a password protected file, we will not review that material.

31.  UNSUBMIT:  Please note that e-Applicaton **does** allow you to unsubmit your application if you find an error before the due date and time.  You will have to select unsubmit then make your changes and select the Ready to Submit button again in order to complete the process.

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**Abstract/Narrative/Appendices**

</div>

32.  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.  Applying through e-Application use the Abstract heading to upload your abstract.

33.  Number all pages to make it easier for the reader to refer to a page number if comments are given (including the appendices).

34.  Vitae:  Remember to include pertinent information in your narrative of the qualifications of the key personnel.  A more extensive 2-4 page vitae can be included in the appendices.  Applying through e-Application use the Other – Resume heading to attach your vitas or in the other document section of Grants.gov..  Remember only one document can be uploaded per heading.

35.  Advisory Board:  We suggest that you limit your list of advisory board members in the application.  You can give a description of the type/qualification of the person.  Remember that an extensive listing of proposed names effects our peer reviewer selection.  Applying through e-Application use the Other – Letters of Commitment/Support heading to up load your letters of commitment or in the other document section of Grants.gov..  Remember only one document can be uploaded per heading.

36.  Letters of Commitment/Support:  If you have identified a partner, sub-contractor or consultant you should include a letter of commitment from them stating what they'll be doing on your project.  We suggest that you only include key letters of support.  Remember that letters of support diminish our peer reviewer pool.  Applying through e-Application use the Other – Letters of Commitment/Support heading to up load your letters of commitment or in the other document section of Grants.gov..  Remember only one document can be uploaded per heading.

37.  Use Of Person Loading Charts.  It is important for applicants to include proposed time commitments for all project personnel.  Also, program officials and applicants often find person loading charts useful formats for showing project personnel and their time commitments to individual activities.  A personal loading chart is a tabular representation of major evaluation activities by number of days spent by each key person involved in each activity.

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## Miscellaneous Information and Reminders

</div>

38. Rehabilitation Act:  To find information on the Rehab Act of 1973, as amended, as well as other NIDRR policy & legislation, go to:  http://www.ed.gov/about/offices/list/osers/nidrr/policy.html and http://www.ed.gov/policy/speced/reg/narrative.html?exp=0

39.  Help in Preparing Applications.  We are happy to provide general program information.  Clearly it would not be appropriate for staff to participate in the actual writing of an application, but we can respond to specific questions about our application requirements and evaluation criteria, or about the announced priorities.  Applicants should understand that such previous contact is not required, nor does it guarantee the success of an application.

40.  Possibility Of Learning The Outcome Of Review Panels Prior To Official Notification.  Every year we are called by a number of applicants who have legitimate reasons for needing to know the outcome of the review prior to official notification.  Some applicants need to make job decisions, some need to notify a partner, etc.  Regardless of the reason, we cannot share information about the review with anyone until the Assistant Secretary has approved a slate of projects recommended for funding.  You will be notified as quickly as possible either by telephone  (if your application is recommended for funding), or through a letter (if your application is not successful).

41.  Return of Non-Funded Applications.  We do not return original copies of applications.  Thus, applicants should retain at least one copy of the application.  Copies of reviewer comments will be mailed to all applicants.

42.  Successful Applications And Estimated/Projected Budget Amounts In Subsequent Years.  There is a maximum award amount specified for the priority/competitions included in this package.  The Department rejects and does not consider an application that proposes a budget exceeding the maximum amount for any single budget period of 12 months for the priorities included in this package.  Since the yearly budgets for multi-year projects will be negotiated at the time of the initial award, applicants must include detailed budgets for each year of their proposed project.  Generally, out-year funding levels most likely will not exceed 1st year budgets.  However, budget modifications during the negotiation process, the findings from the previous year, or needed changes in the study design can affect your budget requirements in subsequent years, but in no case will out-year budgets exceed the maximum award amount.

43.  To see what NIDRR has funded or are currently funding on **your subject or the ARRT program**, we have an on-line program directory at www.naric.com

Once there - click on NIDRR.  Under grantee resources click on search for other research projects.  This will connect you to the program directory.  Click on search all fields then type in **your subject**.  By clicking on a grant number you can see information on who has the grant, how to contact them and a brief description of their project.  Instead of search all field you can select searching by project type – i.e., Advanced Rehabilitation Research Training program.

**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 **1-800-234-3867** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

http://www.dnb.com/US/duns_update/index.html

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A  built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.  **Live help Monday-Friday 8am-6pm (EST) Dial 1.800.234.3867**

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

# SECTION

# G

# e-APPLICATION SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

# APPLICATION TRANSMITTAL INSTRUCTIONS

# IMPORTANT – PLEASE READ FIRST

## U.S. Department of Education
## *e-Application Submission Procedures and Tips for Applicants*
http://e-grants.ed.gov

**To facilitate your use of e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.**

ATTENTION
**Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.**

**Step 1 –** Determine **if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: http://www.ed.gov/news/fedregister/announce/index.html. Additional information on the Department'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 Authorizing Representative or sponsored research office before submission.  Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information.  Click the "Submit" button.  You will receive an e-mail to confirm that your application was received, and it will include a unique application number.  Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 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., Washington, DC time on the deadline date, the e-Application system will not accept it.

2) If electronic submission is <u>optional</u> 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 <u>required</u>, 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 <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. (See the Federal Register notice for detailed instructions.)

3) **Dial-Up Internet Connections -** When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1.  While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection.  If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.  (See the Federal Register notice for detailed instructions.)

**Attaching Files – Additional Tips**

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf).  If using Word 2007, save your file to an earlier version of Word before uploading.  Also, do not upload any password protected files to your application.

2. When attaching files, applicants should limit the size of their file names.  Lengthy file names could result in difficulties with opening and processing your application.  We recommend you keep your file names to less than 50 characters.  In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.)  Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

3. Applicants should limit the size of their file attachments.  Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files.  Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file.  For reference, however, the average discretionary grant application package totals 1 to 2 MB.  Therefore, you may want to check the size of your attachments before uploading them into e-Application.

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

Submission of Paper Applications by Mail.

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

By mail through the U.S. Postal Service:

> U.S. Department of Education
> Application Control Center
> Attention:  (CFDA number 84.133P-1)
> 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.

c. **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-1)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC  20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

**Note for Mail or Hand Delivery of Paper Applications**:  If you mail or hand deliver your application to the Department--

(1)  You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2)  The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

# SECTION
# H


# REQUIRED FORMS
# and
# FORM INSTRUCTIONS

# APPLICATION FORMS

The enclosed forms shall be used by all applicants for Federal Assistance under all NIDRR programs.   A separate application must be submitted for each grant sought.   No grant may be awarded unless the completed application forms have been received.  If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

For paper submission (IF A WAIVER HAS BEEN REQUESTED AND APPROVED) this application consists of four parts.  These parts are organized in the same manner that the submitted application should be organized.  These parts are as follows:

        Part I    -  Federal Assistance Application Face Page (SF 424) and the ED Supplemental
        Part II   -  Budget Information
        Part III  -  Application Narrative
        Part IV -  Assurances, Certifications and Disclosures

Each submitted application should include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

For MANDATORY electronic submission through e-Application the application format is set in the Headings.

        Part I    Federal Assistance Application Face Page (SF 424)
               ED Supplemental
        Part II   Abstract
               Table of Contents
                Project Narrative
               Other  - Resumes
               Other – Letters of Commitment/Support
               Other
               Budget Narrative

# Required Forms:

- Application for Federal Assistance Face Page (SF 424)
- ED Supplemental to the SF-424
- Instruction for the SF-424
- Budget Information (ED 524)
- Assurances - Non-Construction Programs (SF 424b)
- Certifications Regarding Lobbying
- Disclosure of Lobbying Activities (SF LLL)

**Paper Submission:**  If you received a waiver – go to the following website to access the required forms:

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

**e-Application:**  The forms and instructions are set up in the system for you to complete.

# SECTION
# I

# APPLICATION CHECKLIST

# APPLICATION CHECKLIST

[ ]     Did you complete the registration process for e-Application for the mandatory electronic submission on **http://e-grants.ed.gov**?

Does your application include each of the following?

[ ]     Cover page (SF 424) marked appropriately with **84.133P-1.  D**ownload of correct package for **84.133P-1** applying electronically

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

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

[ ]     Voluntary Cost Share or matching included both on the "B" side of the ED 524 and explained in the budget narrative for each year?

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

[ ]     Used the restricted 8% indirect cost rate?

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

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

[ ]     Correctly uploaded files on e-Application?

 [ ]     Narrative on the Protection of Human Subjects?

Did You do each of the following?

[ ]     Submit application on or before **XXXday, June XX, 2010**?

[ ]     Provide 1 original and 2 copies of the application if submitting by post, hand-delivery or carrier service (Although not required, 1 original and 9 copies are requested and a disk copy) – if you obtained a waiver?

[ ]     Fully complete the upload of your application and receive successful validation of the submission before 4:30:00 pm, Washington, D.C. time on the closing date?

# PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to collection of information unless it displays a valid OMB control number.  The valid OMB control number for this information collection is 1820-0027. The time required to complete this information collection is estimated to average 200 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

**If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to**:  U.S. Department of Education, Washington, D.C. 20202-4537.  **If you have comments or concerns regarding the status of your individual submission of this form, write directly to**: 84.133 Grant Program, Office of the Assistant Secretary for Special Education and Rehabilitation Services, National Institute on Disability and Rehabilitation Research, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-2700.

## GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

**If you fail to receive the notification of application within fifteen (15) days from the closing date, call:**

**U.S. Department of Education
Application Control Center
(202) 245-6288**

## GRANT AND CONTRACT FUNDING INFORMATION

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

**ED Internet Home Page**       http://www.ed.gov/