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

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

FIELD INITIATED PROGRAM
(RESEARCH OR DEVELOPMENT)

CFDA NUMBER: 84.133G

FORM APPROVED
OMB No. 1820-0027, EXP. DATE 0x/xx/2013
ED FORM 424, 01/31/2009

DATED MATERIAL - OPEN IMMEDIATELY

CLOSING DATE: *AUGUST 26, 2010*

CONTENTS

SECTION A

DEAR APPLICANT LETTER

Dear Applicant:

The Secretary invites applications for new awards for fiscal year (FY) 2011 for the Field-Initiated Program (CFDA 84.133G), authorized under the Rehabilitation Act of 1973, as amended, to carry out either research or development activities. Awards will be made in two distinct categories: (1) research, and (2) development, for a period of up to three years (36 months). For review purposes, the research category is designated as (84.133G-1) and development is designated as (84.133G-2).

The applicant must clearly identify on the cover page of the application form whether the proposal is for a research (84.133G-1) or a development (84.133G-2) project. You also must identify if the application is a resubmittal from a previous competition, within the past two years, by putting the word "resubmittal" along with the descriptive title and the assigned application number (i.e., H133G08, H133G09) in the abstract, the introduction, and in a cover letter.

Include a one page abstract. The abstract is a critical component of the proposal, and it should describe the purpose, target population to be served during the project period, planned goals and objectives, innovative strategies utilized, project outcomes, and dissemination.

<u>**Cost Share or Matching:**</u> You are required to provide third party cost share or matching in the amount of up to 1% of your total budget amount. However, you may include more than 1% but "up to 1%" represents the requirement. Please include this information on the ED Form 524, Section B – Budget Summary, Non-Federal Funds.

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

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, including the published Federal Register notice dated **June 29, 2010**.

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, and the appropriate selection criteria for the specific program (Sections C & D) used by the reviewers to evaluate each application.

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

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

Electronic copies must be _fully uploaded_ on the e-Application site by 4:30:00 pm, Washington DC time on the closing date, **August 26, 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 H -- E-Application Submission Procedures and Tips for Applicants

PROGRAM REGULATIONS

These grants are subject to the requirements of the Education Department General Administrative Regulations (EDGAR), in 34 CFR Parts 74, 75, 77, 80, 81, 82, 84, 85, 86, and 97, 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 Lynn Medley at Lynn.Medley@ed.gov or by telephone at (202) 245-7338. 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,

/s/

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

SECTION B

FEDERAL REGISTER NOTICE INVITING APPLICATIONS FOR NEW AWARDS

SECTION C

SELECTION CRITERIA
FIELD INITIATED - RESEARCH

SELECTION CRITERIA:
FIELD-INITIATED RESEARCH PROJECT

The Secretary uses the following criteria to evaluate a FI (84.133G) Project application that proposes to carry out <u>RESEARCH ACTIVITIES</u>.

(A) IMPORTANCE OF THE PROBLEM   (15 POINTS TOTAL).

The Secretary considers the importance of the problem.

In determining the importance of the problem, the Secretary considers the following factors:

The extent to which the applicant clearly describes the need and target population ....(5 points)

The extent to which the proposed activities further the purposes of the Act ……(4 points)

The extent to which the proposed project will have beneficial impact on the target population ....(6 points)

(B) DESIGN OF RESEARCH ACTIVITIES   (50 POINTS TOTAL).

The Secretary considers the extent to which the design of research activities is likely to be effective in accomplishing the objectives of the project.

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:

The extent to which the methodology of each proposed research activity is meritorious, including consideration of the extent to which-

The proposed design includes a comprehensive and informed review of the current literature, demonstrating knowledge of the state-of-the-art ....(10 points)

Each research hypothesis is theoretically sound and based on current knowledge ....(10 points)

Each sample population is appropriate and of sufficient size ....(10 points)

The data collection and measurement techniques are appropriate and likely to be effective ....(10 points)

The data analysis methods are appropriate ....(10 points)

(C) PLAN OF EVALUATION   (10 POINTS TOTAL).

The Secretary considers the quality of the plan of evaluation.

In determining the quality of the plan of evaluation, the Secretary considers 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.

(D) PROJECT STAFF (15 TOTAL POINTS).

The Secretary considers the quality of the project staff.

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)

In addition, the Secretary considers the extent to which the key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities ....(13 points)

(E) ADEQUACY AND ACCESSIBILITY OF RESOURCES (10 POINTS TOTAL).

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

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

The extent to which the applicant is committed to provide adequate facilities, equipment, other resources, including administrative support, and laboratories, if appropriate ....(5 points)

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 ....(5 points)

SECTION D

SELECTION CRITERIA
FIELD INITIATED – DEVELOPMENT

SELECTION CRITERIA:
FIELD-INITIATED DEVELOPMENT PROJECT

The Secretary uses the following criteria to evaluate a FI (84.133G) Project application that proposes to carry out DEVELOPMENT ACTIVITIES.

(A) IMPORTANCE OF THE PROBLEM (15 POINTS TOTAL).

The Secretary considers the importance of the problem.

In determining the importance of the problem, the Secretary considers the following factors:

The extent to which the applicant clearly describes the need and target population ....(5 points).

The extent to which the proposed activities further the purposes of the Act …..(4 points).

The extent to which the proposed project will have beneficial impact on the target population ....(6 points).

(B) DESIGN OF DEVELOPMENT ACTIVITIES (50 POINTS TOTAL).

The Secretary considers the extent to which the design of development activities is likely to be effective in accomplishing the objectives of the project.

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 plan for development, clinical testing, and evaluation of new devices and technology is likely to yield significant products or techniques, including consideration of the extent to which--

The proposed project will use the most effective and appropriate technology available in developing the new device or technique ....(10 points)

The proposed development is based on a sound conceptual model that demonstrates an awareness of the state-of-the-art in technology ....(10 points)

The new device or technique will be developed and tested in an appropriate environment ....(5 points)

The new device or technique is likely to be cost-effective and useful ....(10 points)

The new device or technique has the potential for commercial or private manufacture, marketing, and distribution of the product ....(5 points)

The proposed development efforts include adequate quality controls and, as appropriate, repeated testing of products ....(10 points)

(C) PLAN OF EVALUATION (10 POINTS TOTAL)

The Secretary considers the quality of the plan of evaluation.

In determining the quality of the plan of evaluation, the Secretary considers 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.

(D) PROJECT STAFF (15 TOTAL POINTS)

The Secretary considers the quality of the project staff.

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).

In addition, the Secretary considers the extent to which the key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities ....(13 points).

(E) ADEQUACY AND ACCESSIBILITY OF RESOURCES (10 POINTS TOTAL)

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

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

The extent to which the applicant is committed to provide adequate facilities, equipment, other resources, including administrative support, and laboratories, if appropriate ....(5 points).

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 ....(5 points).

SECTION E

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 e-Application 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 E-Application 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) 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 F

APPLICATION FORMAT

APPLICATION FORMAT

THIS COMPETITION REQUIRES ELECTRONIC SUBMISSION VIA E-APPLICATION (HTTP://E-GRANTS.ED.GOV).

Applications for an award must be postmarked or hand delivered by the closing date of **August 26, 2010** if you obtained a waiver**.**

It is recommended that your electronic (e-Application) or paper application 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 (Research 84.133G-1 or Development 84.133G-2) 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.

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.

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.

If applying through E-Application attach a document with the title "Abstract".

4. Project/Application Narrative

The application narrative responds to the selection criteria found in Section C for Research Projects and Section D for Development Projects of this application package. The reviewers will use this section to evaluate your application.

If applying through E-Application use the Project Narrative Attachment form to attach your narrative.

Each applicant is encouraged to limit the application narrative to the equivalent of no more than 50 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.

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 application narrative section.

5. Budget Form and Information (ED 524)

Remember that you must provide complete budget information for each year of the proposed project.

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 no restricted indirect cost rate for this program. You should use your federal negotiated indirect cost 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 13a on the application cover sheet (ED Form 424).

Cost Share or Matching: You are required to provide third party cost share or matching in the amount of up to 1% of your total budget amount. However, you may

include more than 1% but "up to 1%" represents the requirement. Please include this information on the ED Form 524, Section B – Budget Summary, Non-Federal Funds.

6. 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 or Matching in a separate 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.

7. 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. The budgets for all years should be included.

If applying through E-Application use the Other Narrative Attachment form 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   Assurances, Certifications, Disclosures

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

9   Reporting Requirements

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

Note: NIDRR will provide information by letter to successful grantees on how and when to submit the report.

SECTION G

FREQUENTLY ASKED QUESTIONS

POINTS TO REMEMBER IN APPLICATION PREPARATION

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 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 31st with six month of activities to report on.

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

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

15.   WILL ALL APPROVED APPLICATIONS BE FUNDED?

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

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

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

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

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

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

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

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

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

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

NOTE: You will be uploading sections of your application by heading. There is a
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There is a file-size limitation to each section and you may only upload one document
under each heading.

POINTS TO REMEMBER IN APPLICATION PREPARATION

RELEVANT TO PROGRAM

1. **CFDA Number:** In the title block on the SF 424 form, please note the appropriate CFDA 84.133G-1, Research or 84.133G-2, Development. For electronic submissions, you must download the correct application package from e-Application.

2. **Indirect Cost:** There is no restricted indirect cost rate for this program. You should use your federal negotiated indirect cost rate. Indirect cost office: http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html

3. **Application Narrative -** Organize your narrative in accordance with the selection criteria in Section C for Research Projects and Section D for Development Projects 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 E-Application use the Project Narrative form to attach your narrative. We recommend that you limit the application narrative to the equivalent of no more than 50 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 numbers ("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.

CLOSING DATE/TRANSMITTAL OF APPLICATION

REMEMBER - MANDATORY ELECTRONIC SUBMISSION
http://e-grants.ed.gov

4. You ***must*** submit your application electronically through the e-Application system (http://e-grants.ed.gov) by **August 26, 2010**. See section B, Notice Inviting Applications and section H, Application Transmittal Instructions. .

5. Electronic copies must be uploaded on E-Application by 4:30:00 pm, Washington DC time on the closing date and then processed by E-Application successfully. For additional information on electronic submission procedures, see the section H. A copy of your application should not be emailed directly to the Department. You must submit it electronically via E-Application

FORMS

Only the primary institution fills out the required forms. 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

Leave these blocks blank or enter N/A: 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.

CFDA Number: In the title block of #11 on the SF 424 form, please note the appropriate CFDA. If applying via E-Application this area will populate automatically.

Legal Name: Block 8a is for the name of institution or entity that will be responsible for this grant if funded. If applying via E-Application this will match with information in the Central Contractor Registry (CCR).

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. If applying via E-Application you must enter the DUNS number for your organization used when it registered with the CCR.

Block 12: Funding Opportunity Number/Priority Title. This is a required field when using both Grants.gov and e-Application. Or use the CFDA Number.

Block 15: Descriptive Title of Applicant's Project. This is the title given by the applicant.

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.

Block #18b: The 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.

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.

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

ED Supplemental (If applying through E-Application

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

16. Novice applicant: Block 2. Please leave Block 6 blank. Does not apply to NIDRR programs.

17. 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.

ED 524

18. 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 justifications goes over the maximum amount for any year (direct and indirect costs). A detailed budget narrative is needed for the total grant period years requested. A performance report that will be required annually will be used in place of the continuation application to determine progress.

ABSTRACT/NARRATIVE/APPENDICES

19. 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. If applying through E-Application use the ED Abstract form to attach your abstract.

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

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. If applying through E-Application use the Other Narrative form to attach your vitaes.

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. If applying through E-Application use the Other Narrative form to attach your letters of commitment and vitaes.

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 your peer reviewer pool. If applying through E-Application use the Other Narrative form to attach your letters.

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.

E-APPLICATION

Web site: http://e-grants.ed.gov

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 five or more 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.

Electronic applications must be uploaded on E-Application by 4:30:00 pm, Washington, D.C. time on the closing date and processed by E-Application 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 transmittal section of the Notice Inviting Applications.

(5) 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.

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

MISCELLANEOUS INFORMATION AND REMINDERS

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

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.

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).

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.

Successful Applications and Estimated/Projected Budget Amounts in Subsequent Years.

There is a maximum award amount specified for the competition 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. 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.

To see what NIDRR has funded or are currently funding under the Field Initiated 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 Field Initiated Program. 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 Research or Development.

DUNS NUMBER INSTRUCTIONS

NOTE: *Check with your fiscal office to see if your institution has an assigned DUNS before contacting Dun & Bradstreet*

D-U-N-S No.:Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

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

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

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide. Live help Monday-Friday 8am-6pm (EST) Dial 1-888-814-1435.

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

SECTION H

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

- **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.

- If electronic submission is *optional* and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

- If electronic submission is *required*, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement <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.)

- **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:

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.

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.

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

SUBMISSION OF PAPER APPLICATIONS BY MAIL.

- If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

    U.S. Department of Education
    Application Control Center
    Attention: (CFDA Number *[Applicants must identify either CFDA Number 84.133G-1 (Research) or 84.133G-2 (Development) depending on the designation of their proposed project.]*)
    LBJ Basement Level 1
    400 Maryland Avenue, SW
    Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

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

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

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

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

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

(1) A private metered postmark.

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

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

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

SUBMISSION OF PAPER APPLICATIONS BY HAND DELIVERY.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

> U.S. Department of Education
> Application Control Center
> Attention: (CFDA Number *[Applicants must identify either CFDA Number 84.133G-1 (Research) or 84.133G-2 (Development) depending on the designation of their proposed project.]*)
> 550 12th Street, SW
> Room 7041, Potomac Center Plaza
> Washington, DC 20202-4260

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

NOTE FOR MAIL OR HAND DELIVERY OF PAPER APPLICATIONS:

If you mail or hand deliver your application to the Department--

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

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

SECTION I

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.

This application is MANDATORY electronic submission through e-Application and the application format is set in the headings

- Part I Federal Assistance Application Face Page (SF 424)
        ED Supplemental

- Part II Table of Contents
        Abstract

- Project/Application Narrative

- Other – Resumes/Vitae

- Other – Letters of Commitment/Support

- Other

- Budget Information

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

Paperwork Burden Statement

According to the *Paperwork Reduction Act of 1995*, no persons are required to respond to a 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 40 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Under terms of the *Paperwork Reduction Act of 1980*, as amended, and the regulations implementing that Act, the Department of Education invites comment on the public reporting burden in this collection of information. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1820-0027, Washington, DC 20503.

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 J

APPLICATION CHECKLIST

APPLICATION CHECKLIST

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

Does your application include each of the following?

[ ] Cover page (SF 424) marked appropriately with 84.133G-1 for Research and 84-133G-2 for Development, if applying by paper? Or did you download the correct package for Research or Development if applying electronically?

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

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

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

[ ] Budget narrative for each year (MATH CHECKED)

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

[ ] Assurances and Certifications [list]

Did You --

[ ] Mail or submit application on or before **August 26, 2010**?

[ ] If submitting by paper, provide one (1) original plus 2 copies of the application (One original and 10 copies are requested)?

[ ] If submitting by paper, include all required forms with original signatures and dates?

[ ] Include narrative on the Protection of Human Subjects?

[ ] If submitting on e-Application was the application fully upload and completed before the 4:30:00 pm, and validated successfully?

[ ] Used correct mailing address from Section C?

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   www.ed.gov