

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
WASHINGTON, D.C. 20202-2700

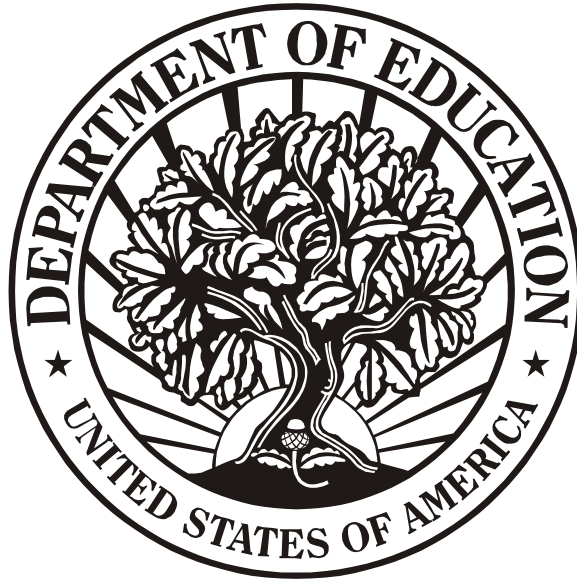
**FY (ENTER YEAR) APPLICATION PACKAGE FOR NEW GRANTS**

**UNDER**

**THE NATIONAL INSTITUTE ON DISABILITY  
AND REHABILITATION RESEARCH**

**RESEARCH FELLOWSHIPS PROGRAM**

**CFDA NUMBER: 84.133F (ENTER #)**



**FORM APPROVED**

**OMB No. 1820-0027, EXP. DATE xx/xx/xxxx**

**SF FORM 424, x/xx/xxxx**

**DATED MATERIAL - OPEN IMMEDIATELY**

**CLOSING DATE: (ENTER DATE)**

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**SECTION A**

**DEAR APPLICANT LETTER**

Dear Applicant:

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

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

NIDRR is interested in attracting applications for Switzer Research Fellowships from qualified individuals, including those with disabilities, that reflect the breadth of NIDRR's research agenda across the domains of Employment, Health and Function, Community Living and Participation, Technology for Access and Function, and Disability Statistics. To this end, NIDRR has included a new Invitational Priority in the Notice Inviting Applications (NIA) for FY (**Enter year**) focused on encouraging applications that result in practical methods of improving participation and community living and employment outcomes for individuals with disabilities.

For the Switzer Research Fellowship program there is a restriction on the number of pages. Applicants must include all of their required material for the project narrative within 24 double-spaced pages. This page limit does not include the forms, abstract, bibliography, eligibility statement, resume/curriculum vitae, and letters of recommendation/support or information on the protection of human subjects.

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

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

## **APPLICATION PROCEDURES**

This application package contains information and the required forms for potential applicants to apply and be considered for a FY (**enter year**) grant award under this competition, including the published Federal Register notice dated (**enter date**).

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

Potential applicants who are non-U.S. residents or who receive certain federal and state benefits are cautioned that acceptance of a Switzer Research Fellowship may adversely affect their immigration or non-immigrant visa status or their eligibility for services such as In-Home Supportive Services under Supplemental Security Income Section 1619. This has occurred in the past because Switzer Research Fellowships are awarded directly to individuals and not to host institutions, and can affect determinations of employment and income status.

You **must** submit your application electronically through the Grants.gov system. [www.grants.gov](http://www.grants.gov). See Section B, Notice Inviting Applications and Section E, **Grants.gov Submission Procedures and Tips for Applicants**.

**NOTE:** You will be uploading sections of your application by heading. There is a heading for:

- (1) table of contents;
- (2) project abstract;
- (3) project narrative;
- (4) eligibility statement;
- (5) other – resume/curriculum vitae;
- (6) other - letters of recommendation/support;
- (7) other.

There is a file-size limitation to each section, and you may only upload one document under each heading, which means that multiple letters of recommendation/support must be combined into one document before being uploaded.

Electronic copies must be fully uploaded on the Grants.gov site by 4:30:00 pm, Washington DC time on the closing date, (**enter date**). It may take up to several hours for this process. Please allow several hours or a full day to submit your application. If there is a submission error, time will be needed to correct the error and resubmit in paper or electronic format.

**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. Applicants are encouraged to review closely all the requirements and documents related to applying for a Switzer Research Fellowship early in their preparation process so that any questions can be addressed in sufficient time prior to the due date.

Individuals who use a telecommunications device (TDD) may call the Federal Relay Service (FRS) at 1-800-877-8339 between 8:00 a.m. and 4:00 p.m., EST, Monday through Friday. If you need help with Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: <http://www.grants.gov/CustomerSupport>.

Thank you for your interest in these programs.

Sincerely,

/s/

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

**SECTION B**

**NOTICE INVITING APPLICATIONS**

**INSERT NOTICE INVITING APPLICATIONS PUBLISHED IN THE  
FEDERAL REGISTER**



**SECTION C**

**SELECTION CRITERIA**

**RESEARCH FELLOWSHIP PROGRAM**

## SELECTION CRITERIA—RESEARCH FELLOWSHIP PROGRAM

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

- (a) Quality and level of formal education (worth 15 points), previous work experience (worth 20 points), and recommendations of present or former supervisors or colleagues that include an indication of the applicant's ability to work creatively in scientific research (worth 15 points); and:
- (b) The quality of a research proposal of no more than 24 double spaced pages containing the following information:
  - (1) The importance of the problem to be investigated to the purpose of the Rehabilitation Act and the mission of the National Institute on Disability and Rehabilitation Research (NIDRR) (worth 10 points).
  - (2) The research hypotheses or related objectives and the methodology and design to be followed (worth 30 points).
  - (3) Assurance of the availability of any necessary data resources, equipment, or institutional support, including technical consultation and support where appropriate, required to carry out the proposed activity (worth 10 points).

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

Any letters of recommendation received separately from the application will not be forwarded to the reviewers. If the applicant proposes to use unique tests or other measurement instruments that are not widely known in the field, it would be helpful to include the instrument in the application.

Many applications contain voluminous appendices that are not helpful and in many cases cannot even be mailed to the reviewers. It is generally not helpful to include such things as brochures, general capability statements of collaborating organizations, maps, copies of publications, or descriptions of other projects completed by the applicant.

## **SECTION D**

### **PROTECTION OF HUMAN SUBJECTS**

## **Protection of Human Subjects**

Research activities involving human subjects supported by awards under these programs are subject to Department of Education Regulations for the Protection of Human Subjects.

If you are applying on Grants.gov there is a separate place to include exempt and non-exempt narratives.

Applicants answering "Yes" to item 3 on form ED Supplemental to the SF 424 on Grants.gov or to item 13 on form ED 424 whose research activities are nonexempt must complete the seven-point narrative on protection of human subjects. Additionally, seven point narratives are required for each participating partner if research is being conducted at other sites.

Copies of the Department of Education regulations for the Protection of Human Subjects are available from the Grants Policy and Oversight Staff (GPOS), Office of the Chief Financial Officer, Washington, D.C., telephone: (202) 245-6154 and on the Protection of Human Subjects in research Web site at:

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

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

## **SECTION E**

# **GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS**

**INSERT CURRENT GRANTS.GOV SUBMISSION PROCEDURES AND  
TIPS**

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

### Submission of Paper Applications by Mail.

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

U.S. Department of Education  
Application Control Center  
Attention: (CFDA number 84.133F-1)  
LBJ Basement Level 1  
400 Maryland Ave., 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 may submit your application in paper format by hand delivery. You (or a courier service) must deliver the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.133F-1)  
550 12th Street, SW  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

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

**Note for Mail or Hand Delivery of Paper Applications**

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

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.



**SECTION F**

**FREQUENTLY ASKED QUESTIONS**

**AND**

**POINTS TO REMEMBER IN APPLICATION  
PREPARATION**

## FREQUENTLY ASKED QUESTIONS

### 1. CAN I GET AN EXTENSION OF THE DUE DATE?

In the case of most competitions the answer is no. On rare occasions the Department of Education may extend a closing date for all applicants. If that occurs, a notice of the revised due date is published in the Federal Register, this extension applies to all applications for a given competition. There are no extensions or exceptions to the due date made for individual applicants. Additionally, there are provisions for extension for Grants.gov, per the guidance included in the application package.

### 2. WHAT TOPICAL AREAS SHOULD APPLICATIONS FOCUS ON AND WHAT SHOULD BE INCLUDED IN THE APPLICATION?

NIDRR is interested in attracting applications for Switzer Research Fellowships from qualified individuals, including those who are individuals with disabilities, that reflect the breadth of NIDRR's research agenda across the domains of Employment, Health and Function, Community Living and Participation.

Insert any Invitational Priority in the Notice Inviting Applications (NIA).

The application should contain all required forms included in this package: a table of contents, project abstract, a project narrative, an eligibility statement, a resume/curriculum vitae, letters of recommendation/support, and information on the protection of human subjects (if applicable). The abstract should highlight the purpose, target population to be served during the project period, planned goals and objectives, research methods to be utilized, project outcomes, and dissemination. The eligibility statement should identify whether the applicant is applying for the Merit or Distinguished Fellowship and describe the applicant's qualifications for either the Merit or Distinguished Fellowship. It is helpful to highlight evidence of the applicant's training and experience regarding any specialized research methods or data analytic techniques relevant to the proposed study. The curriculum vitae should include, but need not be limited to, information that is specifically pertinent to this proposed project and research experience. 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 goals, hypotheses or research questions, 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. IS A D-U-N-S NUMBER, TIN OR CCR REQUIRED TO REGISTER FOR GRANTS.GOV OR SUBMIT YOUR APPLICATION?

For this grant program, all you need to register with Grants.gov is the Funding Opportunity Number (FON) of the Grant opportunity you are applying for. This number is available on the Research Fellowship Program Notice Inviting Applications for new awards for fiscal year (FY) (enter year). To submit your application on Grants.gov, all you need to provide is your Social Security Number. A Data Universal Numbering System (D-U-N-S) number, Tax Identification Number (TIN) (TIN) number and Central Contracting Registry (CCR) are no longer required to register with Grants.gov or submit applications for this grant program.

5. ARE THERE PAGE LIMITS TO MY APPLICATION?

For the Switzer Research Fellowship program there is a restriction on the number of pages. Applicants must include all of their material for the project narrative within 24 double-spaced pages. This page limit does not include the forms, abstract, bibliography, eligibility statement, resume/curriculum vitae, and letters of recommendation/support or information on the protection of human subjects.

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. The abstract should highlight the purpose, target population to be served during the project period, planned goals and objectives, research methods to be utilized, project outcomes, and dissemination. It can be single or double-spaced. If applying through Grants.gov, upload this document under Abstract attachment.

7. CAN INDIVIDUALS APPLY FOR GRANTS?

**The Switzer Research Fellowship program (84.133F) is the only NIDRR funding program that is available only to individuals.** Note that for Research Fellowships, the applicant is the legal name, the project director and the authorized representative on all forms. No IHE or institutions should sign these forms. The individual must sign all of

the forms. The individual will be disqualified if an institution applies or signs the forms for the application.

Potential applicants who are non-U.S. residents or who receive certain federal and state benefits are cautioned that acceptance of a Switzer Research Fellowship may adversely affect their immigration or non-immigrant visa status or their eligibility for services such as In-Home Supportive Services under Supplemental Security Income Section 1619. This has occurred in the past because Switzer Research Fellowships are awarded directly to individuals and not to host institutions, which can affect determinations of employment and income status.

8. 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.

9. 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.

10. 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, no later than the following October 1.

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

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

12. 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 #11.

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

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

### 14. SHOULD I SUBMIT MY APPLICATION VIA Grants.gov?

The Federal Government is moving towards mandatory electronic submission for its grant applications. The Notice Inviting Applications (NIA) provides information on how to submit via Grants.gov and the application package includes helpful tips. The NIA will also identify if paper submission is allowed. If you do submit by paper, include a disk copy of your application. **We strongly suggest the following:**

- (1) Read the Grants.gov instructions carefully;
- (2) **Do not wait** to set up your account because it can take five or more days to register;
- (3) Review the form sections before sending the application to ensure that all information has been uploaded correctly and completely; and
- (4) Submit early; electronic applications must be uploaded on Grants.gov by 4:30:00 pm, Washington, D.C. time on the closing date and processed by Grants.gov successfully.
- (5) You must upload any narrative sections and all other attachments to your application as files in a PDF (Portable Document) read-only, non-modifiable format. Do not upload an interactive or fillable PDF file. If you upload a file type other than a read-only, non-modifiable PDF or submit a password-protected file, we will not review that material.

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, D.C. time) will not be reviewed.

15. MAY I ENGAGE IN ADDITIONAL WORK DURING MY GRANT PERFORMANCE PERIOD IF I AM AWARDED A RESEARCH FELLOWSHIP?

Fellows have been allowed to dedicate additional hours (beyond their 1 FTE commitments to the Fellowship) to other work during their Fellowship grant performance period if this is in keeping with the guidelines offered by their home institutions. In other words, NIDRR defers to the guidelines of the Fellows' home institutions regarding the admissibility of work in excess of the 1 FTE dedicated to the Fellowship. NIDRR strongly suggests that any additional hours be limited to .25FTE (or 10 hours per week), but requires that additional hours be limited to .5FTE (or 20 hours per week). The Fellow cannot receive support through any other Federal Government grants during the term of the fellowship award.

## POINTS TO REMEMBER IN APPLICATION PREPARATION

### **RELEVANT TO PROGRAM**

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

### **CLOSING DATE/TRANSMITTAL OF APPLICATION**

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

## **FORMS**

### **SF 424 (USE SAME FORM FOR PAPER OR ELECTRONIC APPLICATIONS)**

12. **Legal Name:**  
Provide your own legal name in Block #8. **Please note** the CFDA. 84.133, will automatically populate on Block #11 of the SF 424. Do not include any institutional information in any of the blocks.
13. **SSN/D-U-N-S and TIN:**  
Provide your SSN in lieu of a D-U-N-S- number and TIN.
14. **Project Director:**  
Project director information is on the ED supplemental form in Block #1. Provide your name as the person to contact, as the project director and as the authorized representative.
15. **Novice applicant.**  
Leave Block #2 on the ED Supplemental blank. This item does not apply to NIDRR programs.
16. **Block #18:**  
Enter the total amount requested as follows: \$65,000 for Merit Fellowships or \$75,000 for Distinguished Fellowships.
17. **EO 12372:**  
Mark Block #19, the EO 12372 as b. no and not covered.
18. **Human Subjects:**  
Block #3 on the ED Supplemental. You must include a separate narrative for each site where the research is being conducted. If you check “no”, please include a paragraph addressing why it is not required. Provide in a letter from an institution if IRB is being provided.

### **ABSTRACT/NARRATIVE/APPENDICES**

19. **Abstract:**  
The ONE-PAGE abstract should be a comprehensive description of the project, not an executive summary. It should highlight the purpose, target population to be served during



the project period, planned goals and objectives, research methods to be utilized, project outcomes, and dissemination. It can be single or double-spaced. If applying through Grants.gov 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).
21. **Eligibility Statement:**  
Applicants are asked to submit a brief eligibility statement identifying whether you are applying for the Merit or Distinguished Fellowship and describing your qualifications for either the Merit or Distinguished Fellowship. It is helpful to highlight evidence of the applicant's training and experience regarding any specialized research methods or data analytic techniques relevant to the proposed study. This statement can be included in the appendices, preceding the curriculum vitae. This statement is not included in the 24 page limit. If applying through Grants.gov attach this statement under the Other Narrative Attachments form. You will be disqualified if an institution other than yourself applies or signs the forms for the application.
22. **Curriculum Vitae or Resume:**  
A curriculum vitae must be included. If applying through Grants.gov attach the vitae under the Other-Resume/Curriculum Vitae Attachments form.

## **GRANTS.GOV**

23. **We strongly suggest that applicants:**
  - (1) read the instructions carefully;
  - (2) don't wait until close to the due date to set up your account as it can take five or more days to register;
  - (3) review the application before sending the final version to ensure that all information has been uploaded correctly and completely; and
  - (4) submit early.
24. **Electronic applications must be uploaded** on Grants.gov and validated by Grants.gov by 4:30:00 pm, Washington, D.C. time on the closing date. For additional information on electronic submission procedures, see the transmittal section of the Notice Inviting Applications.
25. **The application information will be uploaded in three areas:**
  - (1) ED Abstract Form;
  - (2) Program Narrative Attachment Form; and
  - (3) Other Narrative Attachment Form.

The ED Abstract Form is to be used for the abstract. The Program Narrative Attachment Form is to be used for the application narrative, which addresses the selection criteria. This section must be limited to 24-pages, doubled spaced. (Pages dedicated to the bibliography are

not included in the page limit.) The Other Narrative Attachment is to be used for the eligibility statement, curriculum vitae, letters of recommendation, and any other appendices.

## **MISCELLANEOUS INFORMATION AND REMINDERS**

### **26. Rehabilitation Act:**

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

### **27. Help in Preparing Applications.**

NIDRR staff may not participate in the actual writing of an application. NIDRR staff may provide general program information to applicants and may respond to specific questions about application requirements, evaluation criteria, and announced priorities. Applicants should understand that such previous contact is not required, nor does it guarantee the success of an application.

### **28. Possibility Of Learning The Outcome Of Review Panels Prior To Official Notification.**

Every year NIDRR is contacted by a number of applicants who have legitimate reasons for needing to know the outcome of the review prior to official notification. Some applicants need to make job decisions; some need to notify a partner, etc. Regardless of the reason, NIDRR cannot share information about the review with anyone until the Assistant Secretary has approved a slate of projects recommended for funding. You will be notified as quickly as possible either by telephone followed by a letter (if your application is recommended for funding), or through a letter (if your application is not successful).

### **29. 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.

### **30. Eligible Applicants.**

**Distinguished Fellowships** are awarded to individuals with a doctorate, other terminal degree, or comparable academic qualifications who have seven or more years of research experience in subject areas, methods or techniques directly relevant to rehabilitation research. **Merit Fellowships** are awarded to individuals with advanced professional training or research experience in independent study in appropriate areas which are directly pertinent to disability and rehabilitation, but who are in earlier stages of their research career, with less than the required seven years' experience, or who do not have a doctorate.

### **31. Information on Current or Past Funding Under this Program**

If you are looking to see what we have funded or are currently funding, we have an on-line program directory at [www.naric.com](http://www.naric.com). Once there - click on "NIDRR". Under "grantee resources" click on "search for other research projects". This will connect you to the program directory. Click on "search all fields" and then type in your topic. By clicking on a grant number you will find information on who has the grant, how to contact them, and a brief description of their project. The Fellowship projects will start with H133F. Instead of "search all fields" you can select "search by project type", i.e., Research Fellowship.

### 32. **Reporting Requirements.**

Successful fellowship applicants are required to submit both an annual performance report and a final performance report. The annual performance report (APR) must be submitted by July 1 of the project period, and the final report is submitted 90 days after the end of the project period. Both the APR and Final Report are submitted electronically via a web-based system. This system is maintained by a contractor and grantees are notified after receiving an award with the appropriate URL and personal password to access the system. The contractor will also send a letter to the successful grantees informing them when and how to submit their annual and final performance reports. The annual and final reports require fellows to demonstrate and document progress in meeting approved project objectives and success in addressing the performance measures outlined in the Notice Inviting Applications. The final report differs from the APR in the inclusion of additional sections on Award Summary and Future Implications. Grantees must also provide the most current performance measure data for the project.

### 33. **Current Long-Range Plan**

NIDRR's currently approved **Long-Range Plan** was published in the Federal Register on February 15, 2006 (71 FR 8165), can be accessed on the Internet at the following site: <http://www.ed.gov/about/offices/list/osers/nidrr/policy.html>

**SECTION G**  
**APPLICATION FORMAT**

## **Application Format**

Applications submitted electronically MUST be fully uploaded and transmitted by Grants.gov to the Department of Education by 4:30:00 p.m. Washington, D.C. time on **(enter date)**.

Applications that are mailed either by regular or delivery service MUST be postmarked or logged in to a delivery company by COB **(enter date)**.

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

### **Application for Federal Education Assistance (Form SF 424)**

- This application cover sheet requires basic identifying information about the applicant and the application.
- Applicants should clearly indicate, in block #4 of either form, the CFDA number of the program (CFDA 84.133F). If this information is not provided, your application may be assigned and reviewed under a different program.

### **TABLE OF CONTENTS**

- The Table of Contents shows where and how the important sections of your proposal are organized.
- While the application will be submitted electronically, the reviewers will use printed copies during the review process. The Table of Contents will assist them in more efficiently and effectively evaluating your application.
- Please attach the Table of Contents, if using Grants.gov, to the Project Narrative Attachment Form.

### **PROJECT ABSTRACT**

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

### **PROJECT NARRATIVE**

- The project narrative responds to the selection criteria found in this application package. For submissions on Grants.gov attach the project narrative under the Project Narrative Attachment.
- Each applicant must limit the application narrative to the equivalent of no more than 24 pages and adhere to the following guidelines:
  - A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom and both sides.
  - Double-space (no more than three lines per vertical inch) all text in the program narrative.

- Use a font that is either 12-point or larger or no smaller than 10-pitch (characters per inch).
- Begin numbering at the right bottom of the first page in Arabic numerals ("1") and number the pages consecutively throughout the document.
- Include all critical information in the program narrative, minimizing the need for additional appendices.
- Include a complete bibliography listing all materials that were referenced in the project narrative.

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

#### **ELIGIBILITY STATEMENT**

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

#### **RESUME/CURRICULUM VITAE**

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

#### **LETTERS OF RECOMMENDATION/SUPPORT**

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

## **ASSURANCES AND CERTIFICATES**

- Be certain to include all assurances and certifications, and sign each form in the appropriate place.
- The assurances and certifications included in the application package are:
  - Assurances – Non-Construction Programs (SF 424B Form)
  - Certifications For paper - Lobbying (form ED 80-0013) or the Grants.gov Lobbying Form

**SECTION H**  
**APPLICATION FORMS**



## REQUIRED FORMS:

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

### Submitting by paper

- Federal Assistance Face Page (SF 424)
- SF 424 ED Supplemental
- Assurances - Non-Construction Programs (SF 424b)
- Certifications Regarding Lobbying (ED 80-0013)
- 

### Submitting by Grants.gov

- Federal Assistance Face Page (SF 424)
- SF 424 ED Supplemental
- Assurances - Non-Construction Programs (SF 424b)
- Grants.gov Lobbying Form
- 

### Paperwork Reduction Act

**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

**SECTION I**  
**APPLICATION CHECKLIST**

## APPLICATION CHECKLIST

### DOES YOUR APPLICATION INCLUDE EACH OF THE FOLLOWING?

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

### DID YOU DO EACH OF THE FOLLOWING?

- Mail or submit application on or before **(enter date)?**
- Provide 1 original and 2 copies of the application if submitting by post, hand-delivery or carrier service (Although not required, 1 original and 8 copies are requested)?
- Fully complete the upload of your application and receive successful validation of the submission before 4:30:00 pm, Washington, D.C. time on the closing date if submitting electronically?
- Use the correct mailing address from Section E if submitting by post, hand-delivery or carrier service?

**INSERT CURRENT FORM INSTRUCTIONS**

## **PAPERWORK BURDEN STATEMENT**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 200 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefits (the Rehabilitation Act of 1973, as amended, and the program regulations under 34 CFR Parts 77, 82, 84, and 85). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1820-0027. Note: Please do not return the completed application to this address.