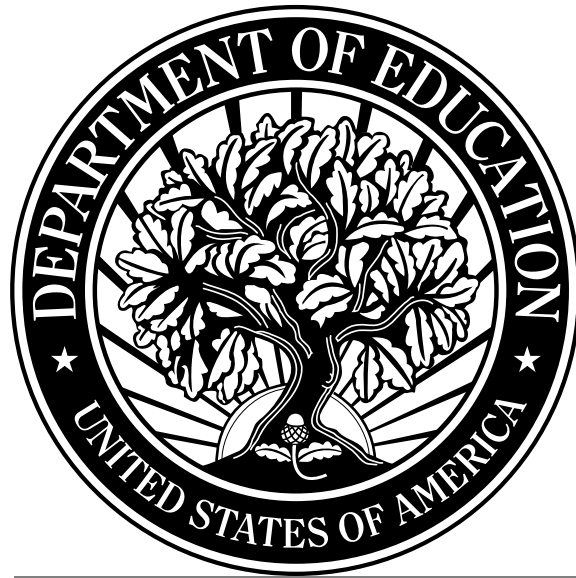


U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
WASHINGTON, D.C. 20202-2575

**FY (enter year) APPLICATION PACKAGE 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/20xx
SF FORM 424,

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**) 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., H133G(**enter year**), H133G(**enter year**)) 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.

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 (**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 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 Grants.gov system (www.grants.gov). See Section B, Notice Inviting Applications and Section H, Application Transmittal Instructions.

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

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.

We encourage you to read Section H -- Grants.gov 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 (**enter name of contact**) at (**enter email**) or by telephone at (**enter telephone**). 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.

Page 3 – Dear Applicant

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

Thank you for your interest in these programs.

Sincerely,

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

SECTION B

**FEDERAL REGISTER NOTICE INVITING
APPLICATIONS FOR NEW AWARDS**

INSERT THE PUBLISHED NOTICE INVITING APPLICATIONS

SECTION C

SELECTION CRITERIA

FIELD INITIATED - RESEARCH

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

Selection Criteria: Field-Initiated Research Project

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

(a) Importance of the problem **(15 points total).**

- (1) The Secretary considers the importance of the problem.
- (2) In determining the importance of the problem, the Secretary considers the following factors:
 - (i) The extent to which the applicant clearly describes the need and target population (5 points).
 - (ii) The extent to which the proposed activities further the purposes of the Act (4 points).
 - (iii) 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).**

- (1) The Secretary considers the extent to which the design of research activities is likely to be effective in accomplishing the objectives of the project.
- (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers the following factors:
 - (i) The extent to which the methodology of each proposed research activity is meritorious, including consideration of the extent to which—
 - (A) The proposed design includes a comprehensive and informed review of the current literature, demonstrating knowledge of the state-of-the-art; (10 points)
 - (B) Each research hypothesis is theoretically sound and based on current knowledge; (10 points)
 - (C) Each sample population is appropriate and of sufficient size;(10 points)

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

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

(c) Plan of evaluation **(10 points total).**

- (1) The Secretary considers the quality of the plan of evaluation.
- (2) In determining the quality of the plan of evaluation, the Secretary considers the 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).**

- (1) The Secretary considers the quality of the project staff.
- (2) In determining the quality of the project staff, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability(2 points).
- (3) In addition, the Secretary considers the 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).**

- (1) The Secretary considers the adequacy and accessibility of the applicant's resources to implement the proposed project.
- (2) In determining the adequacy and accessibility of resources, the Secretary considers the following factors:
 - (i) The extent to which the applicant is committed to provide adequate facilities, equipment, other resources, including administrative support, and laboratories, if appropriate(5 points).

- (ii) 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).**

- (1) The Secretary considers the importance of the problem.
- (2) In determining the importance of the problem, the Secretary considers the following factors:
 - (i) The extent to which the applicant clearly describes the need and target population (5 points).
 - (ii) The extent to which the proposed activities further the purposes of the Act(4 points).
 - (iii) 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).**

- (1) The Secretary considers the extent to which the design of development activities is likely to be effective in accomplishing the objectives of the project.
- (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers the following factors:
 - (i) The extent to which the 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--
 - (A) The proposed project will use the most effective and appropriate technology available in developing the new device or technique(10 points);
 - (B) The proposed development is based on a sound conceptual model that demonstrates an awareness of the state-of-the-art in technology(10 points);

- (C) The new device or technique will be developed and tested in an appropriate environment(5 points);
- (D) The new device or technique is likely to be cost-effective and useful(10 points);
- (E) The new device or technique has the potential for commercial or private manufacture, marketing, and distribution of the product(5 points); and
- (F) The proposed development efforts include adequate quality controls and, as appropriate, repeated testing of products(10 points).

(c) Plan of evaluation **(10 points total).**

- (1) The Secretary considers the quality of the plan of evaluation.
- (2) In determining the quality of the plan of evaluation, the Secretary considers the 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).**

- (1) The Secretary considers the quality of the project staff.
 - (i) 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).
 - (ii) 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).**

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

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

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

(ii) 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 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) 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 AND INSTRUCTIONS

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

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

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

1. Application for Federal 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 Grants.gov.

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. Please upload your table of contents to “Other Attachments Optional.”

3. 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 Grants.gov, 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 Grants.gov, 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. ED Budget Information Non-Construction Programs (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 is 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 Grants.gov 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 Grants.gov 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

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 Federal Register, this extension applies to all applicants for a given competition. There are no extensions or exceptions to the due date 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 the Application Cover Sheet (SF-424), Table of Contents, Project Abstract, Budget Form and Information, Budget Narrative, Application Narrative, Vitae/Bibliography/Letters of Support, and Assurances/ Certifications/ Disclosures. Please follow the instructions provided in Section F of this application package to organize your application package. 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?

Please follow the recommended Application Format outlined in Section F of this application package. Organize your Application Narrative to ensure it responds to the selection criteria found in Section C for Research Projects and Section D for Development Projects. 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 research or development project, as identified in the research literature; citations are useful and may strengthen the proposal.

4. DOES THIS PROGRAM REQUIRE COST SHARE OR MATCHING?

Yes. 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 SF Form 524, Section B – Budget Summary, Non-Federal Funds.]

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

Yes, you may submit applications to any program for which they are responsive to the program requirements. You may submit the same application to as many competitions as you believe appropriate. You may also submit more than one application in any given competition.

6. WHAT IS THE ALLOWABLE INDIRECT COST RATE?

Field Initiated Projects should limit indirect charges to the organization's approved rate. If the organization does not have an approved rate, the application should include an estimated actual rate. The maximum amount includes both the direct and indirect costs.

7. CAN PROFITMAKING BUSINESSES APPLY FOR GRANTS?

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

8. CAN INDIVIDUALS APPLY FOR GRANTS?

No. Only organizations are eligible to apply for this grant.

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

No. NIDRR staff can 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.

10. (a) HOW DO I ASSURE THAT MY APPLICATION WILL BE REFERRED TO THE MOST APPROPRIATE PANEL FOR REVIEW?

Applicants can assure 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.

(b) HOW DO I ASSURE THAT MY APPLICATION WILL BE REVIEWED IN THE CORRECT CATEGORY (RESEARCH OR DEVELOPMENT)?

Applicants can assure that their applications are reviewed in the correct category by clearly indicating on the cover page of the application form SF 424, block 11, whether the proposal is for a research (84.133G-1) or a development project (84.133G-2). For electronic submissions, you must download the correct application package from Grants.gov. The NIDRR program staff will contact you if they have any questions regarding what category your application should be read.

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

NIDRR endeavors to make awards within six to seven months of the closing date. Unsuccessful applicants generally will be notified within that time frame as well. For the purpose of estimating a project start date, the applicant should estimate approximately six to seven months from the closing date, but no later than the following October 1.

12. CAN I CALL NIDRR TO FIND OUT IF MY APPLICATION IS BEING FUNDED?

No. 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.

13. 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.

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/index.html

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

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

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

SECTION H

GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

APPLICATION TRANSMITTAL INSTRUCTIONS

INSERT CURRENT GRANTS.GOV PROCEDURES AND TIPS FOR APPLICANTS

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 84.133G-(enter schedule number))
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 submit your application in paper format if a waiver has been obtained by hand delivery, you (or a courier service) must deliver the original and two copies of your application, 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 84.133G-(enter schedule number))
550 12th Street, SW
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

Note for Mail or Hand Delivery of Paper Applications

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

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

APPLICATION FORMS

AND

FORM INSTRUCTIONS

APPLICATION FORMS

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

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

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

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

SECTION J

APPLICATION CHECKLIST

APPLICATION CHECKLIST

- Did you complete the registration process for Grants.gov for the mandatory electronic submission on www.grants.gov ?

Does your application include each of the following?

- Cover page (SF 424) marked appropriately with 84.133G-(enter number) for Research and 84-133G-(enter number) 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
- 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 (ENTER DATE)?
- 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 Grants.gov was the application, fully upload and completed before the 4:30:00 pm, and validated successfully?
- Used correct mailing address from Section H?

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 74-77, 80-86, and 97). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0027. Note: Please do not return the completed application to this address.