U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Fund for the Improvement of Postsecondary Education

Washington, DC 20006-8544

Fiscal Year 2010

Application for Grants Under

Pilot Program for Course Material Rental

(CFDA NUMBER:  84.116T)

*Forms Approved: OMB No. 1894-0006*

*Expiration Date: 9/30/2011*

**Closing Date: date**

**4:30:00 p.m. (Washington DC Time)**

# Table of Contents

# Dear Applicant Letter

Dear Applicant:

Thank you for your interest in applying for a grant under the Department of Education's Pilot Program for Course Material Rental.

The aim of this program is to support innovative projects that will expand the services of bookstores to provide the option for students to rent course materials in order to achieve savings for students. The projects supported by this program may include, but are not limited to, activities that: (1) acquire course materials that the entity will make available by rent to students; (2) develop or acquire equipment or software necessary for the conduct of a rental program; (3) hire staff needed for the conduct of a rental program, with priority given to hiring enrolled undergraduate students; (4) build or acquire extra storage space dedicated to course materials for rent; (5) place a priority on higher cost and introductory level classes; and (6) focus on students with the greatest financial need.

Applications for FY 2010 grants must be submitted electronically using the Department's Electronic Grant Application System (e-Application) accessible through the e-Grants portal at: *http://e-grants.ed.gov*. The requirements for electronic submission are described in this Application Package, *and you are urged to acquaint yourself with this system early.*

***Applications must be submitted to the U.S. Department of Education by 4:30:00 PM, Washington DC time, on Insert Date.***

*Applications submitted late will not be accepted; nor will changes or additions to an application be accepted after the deadline date.*

You are reminded that the grant notice published in the *Federal Register* is the official document, and is part of this Application Package. You should not rely upon any information that is inconsistent with the guidance contained within the official document.

/signed/
_____
Sincerely,
Ralph Hines
Acting Director
Fund for the Improvement of Postsecondary Education

# Pilot Program for Course Material Rental

## Program Description

### Background

The objective of the Pilot Program for Course Material Rental (the Program) is to provide grants to institutions of higher education (IHEs) to initiate pilot programs that expand the services of bookstores to provide the option for students to rent course materials in order to achieve savings for students.

The projects supported by this program may include, but are not limited to, activities that: (1) acquire course materials that the entity will make available by rent to students; (2) develop or acquire equipment or software necessary for the conduct of a rental program; (3) hire staff needed for the conduct of a rental program, with priority given to hiring enrolled undergraduate students; (4) build or acquire extra storage space dedicated to course materials for rent; (5) place a priority on higher cost and introductory level classes; and (6) focus on students with the greatest financial need.

FIPSE's participation in this program is governed by Title VIII, section 803 of the Higher Education Opportunity Act, Pub. L. 110-315, 20 U.S.C. 1015b note; and Consolidated Appropriations Act, 2010, Pub.L. 111-117.

This Application Package is for IHEs that wish to seek financial support for projects under this Program.

### Eligibility Requirements

The Pilot Program for Course Material Rental is open to all institutions of higher education.

The following definitions apply to this Program:

> *Institutions of Higher Education (IHEs)* are two and four year private and public institutions that are appropriately accredited and licensed to offer qualifications or diplomas at the higher or postsecondary education level.  It includes institutions that offer training programs that are at least one year long, leading to a certificate, degree or other educational credentials, and prepare students for gainful employment in a recognized occupation.  It does not include for-profit institutions of higher education.

*Student* means any person enrolled full-time or part-time in courses or programs run by an IHE.

## Financial Considerations

The Department has proposed a budget of $9,900,000 to fund up to ten (10) projects. Each project will be funded for a 24-month or two-year period. For each grant, the estimated range of each award is $900K to $1.1M, with an estimated average size of $1.0M for the two year period.

Use of grant funds to pay for college tuition or any form of financial aid to students or anyone else is prohibited.

This Program does not require cost sharing or matching or voluntary contributions. However applicants may make voluntary contributions, if they so wish, and – if pledged in the proposal, such voluntary contributions must be made in full over the project duration and appropriately documented. It is important for the applicant to explain how a part of or the entire project could be sustained beyond the funding period.

## Project Evaluation

Project evaluation is critical to the success of any project and, in particular, to ensure long-term benefits of the work beyond the grant period. Evaluation should be based on subjective and objective evaluation techniques. Further, the evaluation plan must provide evidence that the evaluation data will be utilized during the course of the project to improve outcomes and to ensure that the processes and products developed work just as well in the hands of new users as they do in the hands of the developers. The evaluation plan must include methods to evaluate cost savings for users of the rental program.

Projects are therefore required to conduct on-going evaluation and applicants are advised to review the section on *'Application Selection Criteria'*. We also recommend that you name an external evaluator in your application. Each project must appoint an independent external evaluator within 30 days of the project start. The external evaluator is expected to submit a project evaluation plan within 90 days of the project start. We recommend that you set aside at least 3% of your project budget for evaluation purposes.

## Annual Project Directors' Meetings

An important part of FIPSE Programs is the annual Project Directors' meeting held each year. All project leads are required to attend the annual meeting. This meeting provides an important opportunity for sharing individual experiences with the challenges as well as successes in running a project of this nature. It is expected that the independent external evaluator would attend the first annual meeting. Other team members are also invited to attend the Project Directors' Meeting. These are typically held during late November/ early December timeframe in Washington DC.

Applicants should allocate sufficient funds for travel to these annual meetings.

## Annual and Final Performance Reports

The Department monitors carefully the progress of all projects through regular communication with the Project Director. As part of this monitoring process, all Project Directors are required to submit annual reports to the Department. Annual performance reports must provide a status report on project goals, completed activities, expenditures, evaluation report (from the external evaluator), and a plan for upcoming activities. FIPSE reserves the right to increase or decrease funding, or to terminate a project based on annual performance reviews. The Project Directors will be notified when annual reports are due; these are typically due during June to mid-July timeframe.

We also require a final performance report at the completion of the project. Grantees must submit a final evaluation report as part of the final performance report.

The Department has a website for providing and maintaining current project information (such as project team, project descriptions, etc.), and for submitting annual and final performance reports. This website is also used for the Project Directors to submit requests for administrative changes. FIPSE's final reports are due within 90 days after the grant ends.

Guidance for managing the project and instructions for submitting performance reports are provided at the annual Project Directors' meeting.

## Competition Guidelines

Projects funded are expected to **achieve all of the five goals, (i) to (v), stated below.**

(i)    Establish a fully functional course materials rental program by the end of the grant period.

(ii)   Demonstrate that the rental program saves students significant sums of money.  That is, demonstrate and measure the effectiveness of the project in achieving savings for the students served by this pilot program.

(iii)  Demonstrate an enhanced understanding of the course material needs of students on your campus for the duration of their stay in the study program, and that the best rental model has been selected and implemented.

(iv)   Demonstrate sharing of innovative models, methods and tools with other institutions. That is, demonstrate and measure the extent to which the best practices developed by the funded projects are being replicated (i.e., adopted or adapted by others).

(v)    Demonstrate the sustainability of the rental program beyond the grant period when the federal funding is no longer available. That is, demonstrate and measure the extent to which the projects are being institutionalized and continued after funding.

## Project Design Narrative

A proposal must include a design narrative of no more than 20 pages (typed, double spaced, font size 12, one inch margin all around).

Please review carefully the six selection criteria described in the section 'Application Selection Criteria' before writing this narrative. The narrative, along with other required components of the Application Package, will be evaluated against these criteria. The narrative can take the form of one single essay, or be divided into sections to address each selection criterion. This choice is left to the applicant.

In general, it is expected that in order to satisfy all evaluation criteria, a design narrative would include the following.
- The significance of the proposed project in relation to other completed and/or on-going works, and the outcomes it aims to achieve at the end of the grant period
- A project design to address the need for the proposed project and strategies to solve the identified problems
- Strengths and track record of the project team and the institutional resources committed for solving the proposed problems, capacity building, and dissemination
- A detailed plan of action or implementation plan
- A timeline for project activities
- An evaluation plan

- A plan for institutionalization and dissemination of project results.

A project funded under this program must accomplish all of the five goals listed under the section 'Competition Guidelines'. It is therefore vital that the application narrative states how these five goals will be achieved.

Information and data needed to support the design narrative can be attached to the project narrative, as addenda, which is in addition to the 20-page limit for the design narrative. Examples are resumes of team members, project time line (as bar graphs or MS Project tables), equipment details, bibliography, results of past projects, etc.

**Note:** Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments.  Note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 6 MB and the limitation will be indicated on the individual screen when you upload a file.  Please read the instructions about attaching files in the section on *Submission Procedures and Tips for Applicants*.

An evaluation plan must be included in the design narrative. Your proposal should also include strategies for sustainability and for dissemination of project outcomes or products to a wider public, and specifically how others would learn from your project.

The application should include as much information as possible about faculty, staff, and students participating in the project.

## Application Review Process

Below is the application review process.

> The selection of successful applications is a competitive process.
> a. FIPSE will conduct a peer review of all eligible applications received by the due date. Three independent reviewers will review each application using selection criteria given in the next section.
> b. Applications will be rank-ordered by FIPSE based on the results of the peer review.

## Application Selection Criteria

The quality of proposals will be judged by a peer review panel on the basis of the award selection criteria. Reviewers will evaluate and grade each proposal using the following criteria.

    a. Project Need and Significance (10 Points)
    b. Project Design and Management Plan (30 Points)
    c. Project Personnel (10 Points)
    d. Resources (15 Points)
    e. Dissemination Plan (15 Points)
    f. Project Evaluation Plan (20 Points)

Each one of these is described in detail below.

### a. Project Need and Significance (10 Points)

The proposal should identify and justify the need for the project on your college campus. The proposal should also highlight the significance of the rental services that would be provided to the student community on your campus as a result of this project.

The strength of the 'need' described in the application will be assessed using the following EDGAR[1] criteria, Section 75.210 (a).

    (i)    The magnitude or severity of the problem to be addressed by the proposed project.
    (ii)    The extent to which specific gaps or weaknesses in rental services and infrastructure have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

As a general guide, to meet the objectives of this Program, the Secretary expects that the proposals should include a need statement to describe:

- Magnitude or severity of the problem of affordability and accessibility of course materials, especially among financially disadvantaged students.
- The extent to which the project would seek participation of faculty, students and education administrators to address the problems identified.
- The extent to which the project would address the needs of disadvantaged individuals or students.

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[1] EDGAR can be downloaded from http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html

The project significance and the quality of services described in the application will be assessed using the following EDGAR criteria, Section 75.210 (b).

    (i)     The potential contribution of the proposed project to increased knowledge or understanding of renting course materials.

    (ii)    The likelihood that the proposed project will result in system change or improvement.

    (iii)   The extent to which the proposed project is likely to yield findings that may be utilized by other appropriate institutions and organizations.

    (iv)   The extent to which the proposed project involves the development or demonstration of promising new strategies that builds on, or is an alternative to, existing strategies.

    (v)    The potential replicability of the proposed project or strategies, including, as appropriate, the potential for implementation in a variety of settings.

    (vi)   The importance or magnitude of the results or outcomes likely to be attained by the proposed project.

The project significance and the quality of services described in the application will also be assessed using the following EDGAR criteria, Section 75.210 (d). In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

As a general guide, to meet the objectives of this Program, the Secretary expects that the significance and services statement should include the extent to which the project outcomes will:
- Improve the level of knowledge of rental practices.
- Be disseminated and utilized by other institutions.
- Be transferable to or replicated and utilized by other agencies or organizations.

b. *Project Design and Management Plan (30 Points)*

The proposal must include well-defined goals, a detailed plan of activities, expected outcomes and development strategies; and an implementation plan.

This will be judged on its rigor, relevance, and likelihood to yield final deliverables that will achieve the stated goals. The aim is to have a project plan where progress can be measured, evaluated, and monitored.

The quality of project design and management plan described in the application will be assessed using the following EDGAR criteria, Section 75.210 (c).

(i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(ii) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

(iii) The extent to which the design of the proposed project includes a thorough, high-quality review of the relevant literature, a high-quality plan for project implementation, and the use of appropriate methodological tools to ensure successful achievement of project objectives.

(iv) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance.

(v) The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State, and Federal resources.

(vi) The extent to which the proposed project encourages consumer involvement.

(vii) The extent to which performance feedback and continuous improvement are integral to the design of the proposed project.

The quality of project design and management plan described in the application will also be assessed using the following EDGAR criteria, Section 75.210 (g).

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

(ii) The adequacy of procedures for ensuring feedback and continuous improvement in the execution of the proposed project.

(iii) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.

(iv) The extent to which the time commitments of the project director and principal investigator and other key project

personnel are appropriate and adequate to meet the objectives of the proposed project.

(v) Ensuring that a diversity of perspectives are brought to bear in the execution of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

As a general guide, to meet the objectives of this Program, the Secretary expects that the proposed project design and management plan should include:

- Development framework, methods, tools and infrastructure (including IT, media, laboratories, video conferencing, and other facilities).
- An implementation plan with details of project activities including a project schedule.
- Plans for determining and demonstrating savings for students within the grant period.
- Plans for on-going evaluation of progress and performance feedback.
- Project priorities ('must have' or 'must do' requirements).
- A risk and mitigation plan.
- A list of periodic and final documents and/or deliverables. Note that an annual report and a final report are required.
- Collaboration activities with other agencies and organizations if this project is a part of or an extension to an ongoing effort.

## c. Project Personnel (10 Points)

The relevant qualifications, skills and experience of the personnel supporting the project are key factors in this evaluation criterion. Applications should include a detailed description of qualifications of personnel who would support this project.

The adequacy of personnel described in the application will be assessed using the following EDGAR criteria, Section 75.210 (e).

(i) The qualifications, including relevant training and experience, of the project director or principal investigator, of key project personnel, and of project consultants or subcontractors.

(ii) Evidence of personnel selection process that encourages applications from persons who are members of groups that traditionally have been under-represented based on race, color, national origin, gender, age, or disability (this is a mandatory requirement).

### d. Resources (15 Points)

The success of a well-designed project depends on the adequacy of resources available for its implementation. Applications should include a detailed description of resources that will be committed to this project. Indicate which resources will be provided by the applicant organization, and which would be acquired at a cost from the project budget.

The adequacy of the resource commitments described in the application will be assessed using the following EDGAR criteria, Section 75.210 (f).

(i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization.

(ii) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.

(iii) The extent to which the budget is adequate to support the proposed project.

(iv) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

(v) The potential for continued support of the project after the Federal funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support.

(vi) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding.

As a general guide, to meet the objectives of this program, the Secretary expects that the project should have:
- Adequate support infrastructure including equipment, facilities and supplies provided by the organizations and institutions supporting the proposal and the project.
- Planned for an adequate budget based on reasonable costs to support all project tasks, including travel and external evaluator.
- Adequate continued support from applicant organization should the federal funding end before project completion.

### e. Dissemination Plan (15 Points)

An important aspect of FIPSE projects is for the grantee organizations to innovate and then act as a leader. Your application should therefore include a plan for dissemination and transfer of knowledge of the new models,

methods, and tools of course material rental developed in this program. At a minimum, this would include a select group of IHEs identified for dissemination in the project design.

The dissemination plan will be judged on its usefulness to others who may want to adapt and implement the new models, methods, and tools on their own campuses.

As a general guide, to meet the objectives of this Program, the Secretary expects that the proposed project design and management plan should include "a plan for 'transfer' of knowledge and/or information on how the outcomes can be 'replicated' by others".

   f.  *Project Evaluation Plan (20 Points)*

Formative and summative evaluation conducted by an independent external evaluator is a critical aspect. Applications should therefore include plans for engaging an evaluator, who would be expected to provide an evaluation of the project design, project performance at milestones, and the final outcomes. It is important, therefore, that relevant measurement criteria needed for evaluation are considered during the project design.

The quality of the evaluation plan described in the application will be assessed using the following EDGAR criteria, Section 75.210 (h).
   
|       |                                                                                                                                                                                         |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i)   | The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.                                    |
| (ii)  | The extent to which the methods of evaluation are appropriate to the context within which the project operates.                                                                         |
| (iii) | The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.                                                             |
| (iv)  | The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible. |
| (v)   | The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.                           |
| (vi)  | The extent to which the evaluation will provide guidance about effective strategies suitable for replication or testing in other settings.                                              |

As a general guide, to meet the objectives of this program, the Secretary expects that the evaluation plan and methods should:
- Be comprehensive and relevant to the project context and goals.
- Be able to assess the effectiveness of project plan and implementation strategies.
- Identify objective performance measures that would provide qualitative and quantitative data on project outcomes.
- Be capable of providing timely guidance and performance feedback based on periodic assessment of project plan and outcomes, both for evaluating progress as well as for quality assurance.
- Provide an assessment if the project strategies and design can be replicated or transferred to a different setting.

## Submission of Applications

Selection of funded projects will be determined on the merits of each proposal.

All applicants must submit applications through the department's e-Application system, an Internet-based electronic system, accessible at the website:

<p align="center">http://e-Grants.ed.gov</p>

If you wish to request an exemption from an electronic submission, note the conditions listed in the section 'Submission Procedures and Tips for Applicants.'

Please acquaint yourself with e-Application; a detailed description is included in this Application Package.  Also, register with this system immediately if you are not already registered.  It can take 5 or more business days to complete registration. Also allow sufficient time to complete and submit your application before the closing date.  If you encounter difficulties, you may contact the Helpdesk on 1-888-336-8930 or by email at edcaps.user@ed.gov.

Instructions for submitting standard forms and other documents required in this Application Package are given in section '*Instructions for Completing the Application Package.*'

**The closing date for receiving applications is Insert Date, 4:30:00 PM Washington DC time.** Applications not received through e-Grants.ed.gov by the closing date will not be eligible for funding.

## Contact Information

Applicants seeking further information should contact the Program Coordinator:

*Krish Mathur, Ph.D.*
*Program Manager, Pilot Program for Course Material Rental*
*U.S. Department of Education, FIPSE*
*1990 K Street, NW, Room 6155*
*Washington, D.C. 20006-8544*
*Tel: 202-502-7512*
*Fax: 202-502-7877*
*Email: [Krish.Mathur@ed.gov](mailto:Krish.Mathur@ed.gov)*

U.S. Department of Education

# Submission Procedures and Tips for Applicants

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 helpdesk 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 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 are a registered user and 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 certifying official 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.

1) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 on the deadline date, the e-Application system will not accept it.

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

   If electronic submission is <u>required</u>, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement <u>and</u> submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

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

**Attaching Files – Additional Tips**

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

1. Ensure that you only attach the Department of Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to a lower version of Word before uploading. Also, do not upload any password protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
3. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-

Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file.  For reference, however, the average discretionary grant application package totals 1 to 2 MB.  Therefore, you may want to check the size of your attachments before uploading them into e-Application.

ATTENTION ELECTRONIC APPLICANTS:  Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

**This program requires the electronic submission of applications; specific requirements and waiver instructions can be found in the Federal Register notice.**
According to the instructions found in the Federal Register notice, those requesting and qualifying for an exception to the electronic submission requirement may submit an application by mail, commercial carrier or by hand delivery.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

**Applications Submitted Electronically**

**You must submit your grant application through the Internet using the software provided on the e-Grants Web site (http://www.e-grants.ed.gov) by 4:30:00 p.m. (Washington, D.C. time) on or before the deadline date.**

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgement when we receive your application.

For more information on using e-Application, please refer to the "Notice Inviting Applications" that was published in the Federal Register or visit http://www.e-grants.ed.gov.

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

U.S. Department of Education
Application Control Center
Attention:  (CFDA Number 84.116T)
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 84.116T)
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 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.

**Late Applications**

*If your application is late, we will notify you that we will not consider the application.*

# Instructions for Completing the Application Package

The application package consists of standard forms, assurances, and attachments. These forms and attachments are listed in three parts below.

All of the standard forms are found on http://e-Grants.ed.gov.

Part I: **Standard Forms**
1. Application for Federal Assistance – SF 424
2. Department of Education Supplemental Information Form for SF 424
3. Department of Education Standard Budget Sheet – ED 524

Part II: **Assurances, Certifications, and Survey Forms**
1. General Education Provisions Act GEPA Section 427 Requirement
2. Certification Regarding Lobbying Form (ED Form 80-0013)
3. Disclosure of Lobbying Activities (SF-LLL)
4. Assurances – Non-Construction Programs (SF 424B) – if applicable
5. Assurances – Construction Programs (SF 424D) – if applicable

Part III: **Attachments**
1. Project Narrative. You can attach the following:
   a. Project abstract (1-page limit)
   b. The "Design Narrative" (20-page limit)
   c. Project Team and Resumes
   d. Project Schedule
   e. Up to three (3) other attachments for other information such as letters of support, institutional support infrastructure, track record, and other supporting documents.
   **NOTE:** There is a combined 60-page limit for items (c) to (e). This is in addition to the one page for Project Abstract (item a.) and 20 pages for the Design Narrative (item b.)
2. Budget Narrative (10-page limit)
**NOTE:** Please pay attention to the file size limits that are displayed as you upload the file attachments.

**Electronic submission requires that narratives and other files be attached in e-Application as per the instruction in this document.**

**NOTE:** *Please do not attach any narratives, supporting files, or application components to the Standard Form SF 424. These should be attached separately.*

Use this checklist while preparing your Application Package:  All items listed on this checklist are required.

**The Application Package must include all of the above items.**

# Notice Published in the Federal Register Inviting Applications

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Pilot Program for Course Material Rental

Notice inviting applications for new awards for fiscal year (FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.116T.

Dates:

Applications Available:  [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications:  [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

*Full Text of Announcement*

I.  Funding Opportunity Description

Purpose of Program:  The objective of this program is to provide grants to institutions of higher education (IHEs) for pilot programs that expand the services of bookstores to provide the option for

students to rent course materials in order to achieve savings for students.

Priority:  In accordance with 34 CFR 75.105(b)(2)(iv), this priority is from section 803 of the Higher Education Opportunity Act (HEOA), Pub. L. 110-315 - (20 U.S.C. 1015b Note).

Absolute Priority:  For FY 2010 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority.

This priority is:

Applications to support pilot programs that expand the services of bookstores to provide the option for students to rent course materials in order to achieve savings for students.

The projects supported by this program may include, but are not limited to, activities that: (1) acquire course materials that the entity will make available by rent to students; (2) develop or acquire equipment or software necessary for the conduct of a rental program; (3) hire staff needed for the conduct of a rental program, with priority given to hiring enrolled undergraduate students; (4) build or acquire extra storage space dedicated to course materials for rent; (5) place a priority on higher cost and introductory level classes; and (6) focus on students with the greatest financial need.

Program Authority:  Section 803 of the Higher Education Opportunity

Act, Pub. L. 110-315, 20 U.S.C. 1015b note; Consolidated

Appropriations Act, 2010, Pub.L. 111-117.

Applicable Regulations:  The Education Department General

Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80,

81, 82, 84, 85, 86, 97, 98, and 99.

Note:  The regulations in 34 CFR part 79 apply to all applicants

except federally recognized Indian tribes.

II.  Award Information

Type of Award:  Discretionary grants.

Estimated Available Funds:  $9,900,000.

Estimated Range of Awards:  $900,000-$1,100,000 for the 24-month grant

period.

Estimated Average Size of Awards:  $1,000,000 for the 24-month grant

period.

Estimated Number of Awards:  9-10.

Note:  The Department is not bound by any estimates in this notice.

Project Period:  Up to 24 months.

III.  Eligibility Information

    1.  Eligible Applicants:  IHEs.

2. <u>Cost Sharing or Matching</u>:  This program does not require cost sharing or matching.

IV.  Application and Submission Information

1.  <u>Address to Request Application Package</u>:  ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free:  1-877-433-7827.  FAX:  (703) 605-6794.  If you use a telecommunications device for the deaf (TDD), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: www.EDPubs.gov or at its e-mail address:  edpubs@inet.ed.gov.

If you request an application package from ED Pubs, be sure to identify this program or competition as follows:  CFDA number 84.116T.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person or team listed under <u>For Further Information Contact</u> in Section VII of this notice.

2.  <u>Content and Form of Application Submission</u>: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Page Limit:  The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that

reviewers use to evaluate your application.  You must limit the application narrative to 20 typed pages, using the following standards:

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

- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

- Use a font that is either 12 point or larger, or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts:  Times New Roman, Courier, Courier New, or Arial.  An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limit does not apply to the cover sheet; the budget section, including the budget narrative; the assurances and certifications; the one-page abstract; the resumes; the bibliography; or the letters of support.

We will reject your application if you exceed the page limit.

3.  <u>Submission Dates and Times</u>:

Applications Available:  [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications:  [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants site.  For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to Section IV.  7.  <u>Other Submission Requirements</u> of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under <u>For Further Information Contact</u> in Section VII of this notice.  If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review:  [INSERT DATE 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

4.   Intergovernmental Review:  This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5.   Funding Restrictions:  We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6.   Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry:  To do business with the Department of Education, (1) you must have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN); (2) you must register both of those numbers with the Central Contractor Registry (CCR), the Government's primary registrant database; and (3) you must provide those same numbers on your application.

You can obtain a DUNS number from Dun and Bradstreet.  A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration.  If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete.  If you are currently registered with the CCR, you may not need to make any changes.  However, please make certain that the TIN associated with your DUNS number is correct.  Also note that you will need to update your CCR registration on an annual basis.  This may take three or more business days to complete.

7.  Other Submission Requirements:

Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a.  Electronic Submission of Applications.

Applications for grants under the Pilot Program for Course Material Rental, CFDA Number 84.116T, must be submitted electronically using e-Application, accessible through the Department's e-Grants Web site at: http://e-grants.ed.gov.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and 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.  Further information regarding calculation of the date that is two weeks before the application deadline date is provided

later in this section under <u>Exception to Electronic Submission Requirement</u>.

While completing your electronic application, you will be entering data online that will be saved into a database.  You may not e-mail an electronic copy of a grant application to us.

Please note the following:

• You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date.  E-Application will not accept an application for this competition after 4:30:00 p.m., Washington, DC time, on the application deadline date.  Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

• The hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday, Washington, DC time.  Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays and 6:00 a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time.  Any modifications to these hours are posted on the e-Grants Web site.

• You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as

described elsewhere in this section, and submit your application in paper format.

• You must submit all documents electronically, including all information you typically provide on the following forms:  the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.  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 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.

• Prior to submitting your electronic application, you may wish to print a copy of it for your records.

• After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).

• Within three working days after submitting your electronic application, fax a signed copy of the SF 424 to the Application Control Center after following these steps:

(1)  Print SF 424 from e-Application.

(2)   The applicant's Authorizing Representative must sign this form.

(3)   Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

(4)   Fax the signed SF 424 to the Application Control Center at (202) 245-6272.

•   We may request that you provide us original signatures on other forms at a later date.

<u>Application Deadline Date Extension in Case of e-Application Unavailability</u>:  If you are prevented from electronically submitting your application on the application deadline date because e-Application is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery.  We will grant this extension if--

(1)   You are a registered user of e-Application and you have initiated an electronic application for this competition; and

(2)   (a)   E-Application is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b)  E-Application is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension.  To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (See VII.  Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930.  If e-Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application.  Extensions referred to in this section apply only to the unavailability of e-Application.

Exception to Electronic Submission Requirement:  You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through e-Application because––

• You do not have access to the Internet; or

• You do not have the capacity to upload large documents to e-Application;

and

• No later than two weeks before the application deadline date (14 calendar days; or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application.  If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date.  If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to:  Krish Mathur, U.S. Department of Education, 1990 K Street, NW., room 6155, Washington, DC 20006-8544.  FAX:  (202) 502-7877.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b.  <u>Submission of Paper Applications by Mail</u>.

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

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Application Control Center
Attention:  (CFDA Number 84.116T)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC  20202-4260
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You must show proof of mailing consisting of one of the following:

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

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

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

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

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

(1)  A private metered postmark.

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

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

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

c.  Submission of Paper Applications by Hand Delivery.

If you 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 84.116T)
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.

V.  Application Review Information

<u>Selection Criteria</u>:  The selection criteria for this program are from 34 CFR 75.210 and are listed in the application package.

VI.  Award Administration Information

1.  <u>Award Notices</u>:  If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN).  We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2.  <u>Administrative and National Policy Requirements</u>:  We identify administrative and national policy requirements in the application package and reference these and other requirements in the <u>Applicable Regulations</u> section of this notice.

We reference the regulations outlining the terms and conditions of an award in the <u>Applicable Regulations</u> section of this notice and include these and other specific conditions in the GAN.  The GAN also incorporates your approved application as part of your binding commitments under the grant.

3.  <u>Reporting</u>:  At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary.  Section 803(d) of HEOA requires the

Secretary to report to the Congress on the effectiveness of this program. Therefore, a final performance report  must include an estimate of the savings achieved by the students served by this program, as well as new models and best practices for course material rental developed by the grantee.  If you receive a multi-year award, you must also submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118.  The Secretary may also require more frequent performance reports under 34 CFR 75.720(c).  For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

    4.  <u>Performance Measures</u>:  Under the Government Performance and Results Act of 1993 (GPRA), the following three performance measures will be used by the Department in assessing the success of this Pilot Program for Course Material Rental:

    (1)  The extent to which the best practices developed by the funded projects are being replicated (i.e., adopted or adapted by others).

    (2)  The extent to which the projects are being institutionalized and continued after funding.

    (3)  The effectiveness of the projects in achieving savings for the students served by this pilot program.

If funded, you will be asked to collect and report data from your project on steps taken toward achieving the outcomes evaluated by these performance measures (i.e., institutionalization, replication, and effectiveness).  Consequently, applicants are advised to include these outcomes in conceptualizing the design, implementation, and evaluation of their proposed projects.  Institutionalization and replication are important outcomes that ensure the ultimate success of this program.

VII.  Agency Contact

For Further Information Contact:  Krish Mathur, Fund for the Improvement of Postsecondary Education, U.S. Department of Education, 1990 K Street, NW., room 6155, Washington, DC 20006-8544.  Telephone: (202) 502-7512.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII.  Other Information

Accessible Format:  Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in Section VII of this notice.

Electronic Access to This Document:  You can view this document, as well as all other documents of this Department published in the

<u>Federal Register</u>, in text or Adobe Portable Document Format (PDF), on the Internet at the following site:  www.ed.gov/news/fedregister.

   To use PDF, you must have Adobe Acrobat Reader, which is available free at this site.

<u>Note</u>:  The official version of this document is the document published in the <u>Federal Register</u>.  Free Internet access to the official edition of the <u>Federal Register</u> and the Code of Federal Regulations is available on GPO Access at:  <u>www.gpoaccess.gov/nara/index.html</u>.

<u>Delegation of Authority</u>:  The Secretary of Education has delegated authority to Daniel T. Madzelan, Director, Forecasting and Policy Analysis for the Office of Postsecondary Education, to perform the functions and duties of the Assistant Secretary for Postsecondary Education.

Dated:


_____

Daniel T. Madzelan,
<u>Director,</u>
<u>Forecasting and Policy Analysis</u>.

# Authorizing Legislation

SEC. 803. ESTABLISHMENT OF PILOT PROGRAM FOR COURSE MATERIAL RENTAL.

(a) Pilot Grant Program.--From the amounts appropriated pursuant to subsection (e), the Secretary of Education (referred to in this section as the "Secretary") shall make grants on a competitive basis to not more than ten institutions of higher education to support pilot programs that expand the services of bookstores to provide the option for students to rent course materials in order to achieve savings for students.

(b) Application.--An institution of higher education that desires to obtain a grant under this section shall submit an application to the Secretary at such time, in such form, and containing or accompanied by such information, agreements, and assurances as the Secretary may reasonably require.

(c) Use of Funds.--The funds made available by a grant under this section may be used for--
   (1) purchase of course materials that the entity will make available by rent to students;
   (2) any equipment or software necessary for the conduct of a rental program;
   (3) hiring staff needed for the conduct of a rental program, with priority given to hiring enrolled undergraduate students; and
   (4) building or acquiring extra storage space dedicated to course materials for rent.

(d) Evaluation and Report.--
   (1) Evaluations by recipients.--After a period of time to be determined by the Secretary, each institution of higher education that receives a grant under this section shall submit a report to the Secretary on the effectiveness of their rental programs in reducing textbook costs for students.
   (2) Report to congress.--Not later than September 30, 2010, the Secretary shall submit a report to Congress on the effectiveness of the textbook rental pilot programs under this section, and identify the best practices developed in such pilot programs. Such report shall contain an estimate by the Secretary of the savings achieved by students who participate in such pilot programs.

(e) Authorization of Appropriations.--There are authorized to be appropriated to carry out this section such sums as may be necessary for fiscal years 2009 and 2010.

# Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act (GPRA) of 1993 is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency clearly states what it intends to accomplish, identifies the resources required, and regularly reports its progress to the Congress. In doing so, GPRA is improving accountability for the expenditures of public funds, improving Congressional decision-making with more thorough and objective information on the effectiveness of Federal programs, and promoting a new government focus on results, cost-effectiveness, service delivery, and customer satisfaction.

FIPSE performance is focused on
1) the extent to which funded projects are being replicated—i.e., adopted or adapted—by others; and
2) the manner in which projects are being institutionalized and continued after grant funding.

These two results constitute FIPSE's indicators of the success of our program. Consequently, applicants for FIPSE grants are advised to give careful consideration to these two outcomes in conceptualizing the design, implementation, and evaluation the proposed project. Consideration of these outcomes is an important part of many of the review criteria discussed below. Thus, it is important to the success of your application that you include these objectives and their measure. If funded, you will be asked to collect and report data from your project on these indicators.

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met. Currently, the forms for these reports can be viewed at
http://www2.ed.gov/programs/ppcmr/performance.html

## General Education Provisions Act (GEPA) Section 427

ALL APPLICANTS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.

Section 427 requires each applicant to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age.

Applicants are required to address this provision by attaching a statement. A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

# Application Checklist

The application must have all of the following documents:

1. Application for Federal Assistance – SF 424
2. Department of Education Standard Budget Information – ED 524
3. Department of Education Supplemental Information Form for SF 424
4. Standard Assurances for Non-Construction Programs – SF 424B, and/or Standard Assurances for Construction Programs – SF 424D (as applicable)
5. Disclosure of Lobbying Activities – SF LLL
6. U.S. Department of Education Section 427 of  General Education Provisions Act (GEPA)
7. Certification Regarding Lobbying (ED Form 80-0013)
8. Abstract (1-page limit)
9. Design Narrative (20-page limit)
10. Budget Narrative (10-page limit)
11. Other attachments: Information about team members (resumes), project timeline, track record, and, if applicable, letters of financial support, and other supporting documents. (See section *Instructions for Completing the PPCMR Application Package*)

# 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.  The valid OMB control number for this information collection is 1894-0006. The time required to complete this information collection is estimated to average 25 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:**  Pilot Program for Course Material Rental/FIPSE, Office of Postsecondary Education, U.S. Department of Education, 1990 K St, Washington D.C. 20202-8544.