



DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
**RESEARCH AND DEVELOPMENT**

OMB No.: 1660-0054  
Expiration Date: February 29 2016

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 21.5 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0054) NOTE: Do not send your completed form to this address.

				FY 2015 Fire Prevention and Safety Grant Session Time out in 30 mins	
				<a href="#">Mail Center</a>   <a href="#">Edit Profile</a>   <a href="#">Change Password</a>	
<a href="#">1. Applicant's Acknowledgements</a> <a href="#">2. Overview</a> <a href="#">3. Contact Information</a> <a href="#">4. Applicant Information</a> <a href="#">5. Request Information</a> <a href="#">6. Request Details</a> <a href="#">7. Budget</a> <a href="#">8. Narrative Statement</a> <a href="#">9. Assurances and Certifications</a> <a href="#">10. Review Application</a> <a href="#">11. Submit Application</a>					
<a href="#">Print Application</a> <a href="#">Return to Status</a> <a href="#">Logout</a>					
<a href="#">Privacy Statement</a> <a href="#">Disclaimers</a>					
<b>Add Project</b>					
Project Information					
*1. Project <input type="text"/>					
*2. Provide an abstract that includes the following headings: Purpose and Objectives (with rationale), Study Design and Methods, Results (projected), and Conclusions (projected).					
<input type="text"/>					
4000 characters left					
*3. PI Name: <input type="text"/>					
*4. PI Phone: <input type="text"/> (i.e. 123-456-7890)					
*5. PI Email: <input type="text"/> (i.e. user@xyz.org)					
<b>Note:</b> additional contact information for CO-PI's can be listed within the narrative.					
<input type="button" value="Go back"/>		<input type="button" value="Save and Continue"/>			
Application period ends in		352 days	6 hrs.	0 mins.	42 sec.
<a href="#">USFA Home</a>   <a href="#">FEMA</a>   <a href="#">Frequently Asked Questions</a>   <a href="#">Glossary</a>   <a href="#">Privacy</a>   <a href="#">Help</a>					



- [1. Applicant's Acknowledgements](#)
- [2. Overview](#)
- [3. Contact Information](#)
- [4. Applicant Information](#)
- [5. Request Information](#)
- [6. Request Details](#)
- [7. Budget](#)
- [8. Narrative Statement](#)
- [9. Assurances and Certifications](#)
- [10. Review Application](#)
- [11. Submit Application](#)

- [Print Application](#)
- [Return to Status](#)
- [Logout](#)

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- Please complete the required attachment by clicking on the button *Attach Narrative*.

## Narrative Statement

Application **72%** complete

The narrative portion of the application should contain supporting information that allows for evaluation of your project(s). If you are applying for a grant in the **Research and Development** Activity, your Narrative Statement must address the evaluation elements outlined in the Notice of Funding Opportunity.

Using the space below, attach your narrative and appendix for each project submitted. A header or footer on each page of the Narrative Statement and the Appendix should contain: PI (family name), Institution Name (abbreviated), Project Short Title and page number.

Please see the Notice of Funding Opportunity for details regarding the R&D Activity formatting requirements and page number maximums for the Narrative and Appendix documents.

The Appendix document for each project may include other items, such as data collection instruments, additional tables and figures, illustrations and specifications for product designs, and letters of commitment from partners. Curriculum Vitae (CV's) for Project Investigators (PI) and lead scientists should also be included in the appendix but are limited to a two (2) page maximum per CV. Applicants are strongly encouraged to follow the biographical sketch same outlined in the Notice of Funding Opportunity in preparing CV's.

Font: Times New Roman or other standard font.

Font Size: Font size must be 11 points (11 pt) or larger.

Page Dimensions: Page dimensions must be 8.5" x 11" (21.6 cm x 27.9 cm) or smaller.

Margins: All margins (top, bottom, left, and right) must be at least 1" (2.54cm).

Page limit requirements for both the Narrative and Appendix are specified in the Notice of Funding Opportunity.

All files should be attached in MS Word, MS Excel or as a PDF. Each project is limited to one narrative and one appendix attachment.

Research and Development Activity		
Attachments for Battle Rap		
* Narrative Name	Narrative Description	Narrative Action
<input type="button" value="Attach Narrative"/>		
Appendix Name	Appendix Description	Appendix Action
<input type="button" value="Attach Appendix"/>		



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- [4. Applicant Information](#)
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- [6. Request Details](#)
- [7. Budget](#)
- [8. Narrative Statement](#)
- [9. Assurances and Certifications](#)
- [10. Review Application](#)
- [11. Submit Application](#)

- [Print Application](#)
- [Return to Status](#)
- [Logout](#)
- [Privacy Statement](#)
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## Add Budget Item

Please provide the following information and click the *Save and Continue* button below.

- Be sure to include all costs necessary to deliver your requested project. Whether your project is one or two years in length, please enter the budget costs accordingly. i.e. If your narrative describes a one-year project, please only enter costs in the "First 12-months" section and "Description". If your narrative describes a two-year project, please enter costs for both years as necessary.
- The application system will automatically calculate your cost share at 5% of your Federal Share (cash OR in-kind) on the budget page of this application.

**Note:** Fields marked with an \* are required.

<b>* Item</b>	<input type="text"/>
<b>* Select Object Class</b>	Select Object Class <span style="float: right;"><a href="#">Help</a></span>
If you selected other above, please specify	<input type="text"/>
<b>First Twelve Months:</b>	
Number of units, first twelve months	<input type="text"/> (Whole number only)
Cost per unit, first twelve months	\$ <input type="text"/> (Whole dollar amounts only)
Total for First Twelve Months:	\$ <input type="text"/> 0
<b>Second Twelve Months:</b>	
Number of units second twelve months	<input type="text"/> (Whole number only)
Cost per unit second twelve months	\$ <input type="text"/> (Whole dollar amounts only)
Total for Second Twelve Months:	\$ <input type="text"/> 0
<b>* Description</b>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
The space to the right should be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff, or meeting costs: number of meetings/days/attendees). When describing personnel costs please include an hourly rate per person and percentage of effort. When describing travel costs, please include cost per person/per trip and detail out airfare costs, lodging costs, per diem costs and other costs as well as number of days of travel. Budget justification for travel should also be included in the project narrative.	800 characters left



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- [Print Application](#)
- [Return to Status](#)
- [Logout](#)
- [Privacy Statement](#)
- [Disclaimers](#)

## Total Budget

Application 60% complete

Review and confirm the budget information below. When you are finished, click the *Save and Continue* button below.

**Note:** Fields marked with an \* are required.

Budget Object Class	Budget Amount	First 12-Month Period	Second 12-Month Period	Total
<a href="#">Personnel</a>		9,000	9,000	18,000
<a href="#">Benefits</a>		0	0	0
<a href="#">Travel</a>		0	0	0
<a href="#">Equipment</a>		1,200	400	1,600
<a href="#">Supplies</a>		0	0	0
<a href="#">Contractual</a>		0	0	0
<a href="#">Construction</a>		0	0	0
<a href="#">Other</a>		0	0	0
<a href="#">Indirect Charges</a>		0	0	0
<b>Total</b>		10,200	9,400	19,600

Indirect Cost Details (complete this section only if you have a Federally approved Indirect Cost Rate agreement). Please note you must add the Indirect Costs as a line item within the Request Details section as they are not automatically calculated.

Agency Indirect Cost Agreement with	<input type="text"/>
Indirect Cost Rate	<input type="text"/> % (Whole numbers only; do not enter special characters (i.e., decimals, commas, dollar signs, etc.))
Agreement Summary	<input type="text"/> 4000 characters left

<b>Total Federal and Applicant Share</b>	
Federal Share	\$ 18,667
Applicant Share (Cash OR In-Kind)	\$ 933
Applicant Share of Award (%)	5

\* [Non-Federal Resources](#) (The combined Non-Federal Resources must equal the Applicant Share of \$ 933)

a. Applicant	(Whole dollar amounts only) \$	933
b. State	(Whole dollar amounts only) \$	
c. Local	(Whole dollar amounts only) \$	
d. Other Sources	(Whole dollar amounts only) \$	

If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.

<input type="text"/> 4000 characters left	
<b>Total Budget</b>	<b>\$ 19,600</b>

[Go Back](#) [Save and Continue](#)