U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
Washington, DC 20202

Fiscal Year 20XX

APPLICATION FOR GRANTS

HISTORICALLY BLACK COLLEGES AND UNIVERSITIES MASTER'S DEGREE PROGRAM

CFDA No. 84.382G

CLOSING DATE: XX/XX/XXXX

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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 1840-0806. Public reporting burden for this collection of information is estimated to average 17 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 benefit (under Title VIII, Part AA, Section 897 and Title VII, Part A, Subpart 4, of the Higher Education Act of 1965, as amended (HEA)). If you have comments or concerns regarding the status of your individual submission of this application, please contact Institutional Service, Office of Postsecondary Education, U.S. Department of Education, 400 Maryland Ave SW, Washington, D.C. 20202 directly. [Note: Please do not return the completed application to this address.]

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

Dear Applicant:

Thank you for your interest in applying for a new grant under the Master's Degree Programs at Historically Black Colleges and Universities (MD-HBCU) Program. Funding for this program is provided under Title VII, Part A, Subpart 4, Section 723 of the Higher Education Act of 1965, as amended (HEA), for grant awards to eligible institutions making a substantial contribution to graduate education opportunities at the master's degree level in the following areas: mathematics; engineering; the physical or natural sciences; computer science; information technology; nursing; allied health; or other scientific disciplines in which African Americans are underrepresented. The program provides grants for up to six years to establish or strengthen qualified master's degree programs in these fields. Additional information about the legislation or regulations governing the MD-HBCU Program can be accessed from the following website:

- https://www2.ed.gov/programs/hbcumasters/legislation.html.

The fiscal year (FY) 20XX application package is for new awards under MD-HBCU grants. The specifics regarding this year's application procedures are contained within the application package. Applicants are encouraged to review the FY 20XX Application Highlights found in the application package for an overview of important items. Please note there are two deadlines for submitting information:

- Phase I Formula Data must be submitted by **DATE TBD**, and
- Phase II Comprehensive Development Plan (CDP) must be submitted by **DATE TBD**.

If you have any questions or require additional information, please contact Darryl Davis by email (Darryl.Davis@ed.gov) or telephone (202-453-7582).

I appreciate your interest in the MD-HBCU Program and look forward to receiving your application.

Sincerely,

Vicki Robinson, Ed.D.
Director,
Historically Black Colleges and Universities Division

400 Maryland Avenue, S.W., Washington, DC 20202
www.ed.gov
The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

FY 20XX APPLICATION HIGHLIGHTS

The duration of the new grant period is six years and shall begin on October 1, 20XX, and end on <u>September 30, 20XX</u>. Any amount appropriated for these programs during any fiscal year in excess of $9,000,000 shall be made available to each of the eligible institutions pursuant to the MD-HBCU formula comprised of five elements listed in section 723(f)(3) of the HEA. They are:

1. The ability of the institution to match Federal funds with non-Federal funds;
2. The number of students enrolled in the qualified master's degree program at the eligible institution in the previous academic year;
3. The average cost of attendance per student, for all full-time students enrolled in the qualified master's degree program at the institution;
4. The number of students in the previous year who received a degree in the qualified master's degree program at each institution; and
5. The contribution, on a percent basis, of the programs for which the institution is eligible to receive funds under this program to the total number of African Americans receiving master's degrees in the disciplines related to the programs for the previous year.

Section 723 also states, "each eligible institution will receive a grant of no less than $500,000 for any fiscal year, unless the amount appropriated is not sufficient to pay the minimum grant awards to all eligible institutions; in this event, the amount paid to each eligible institution will be ratably reduced."

Under Section 723(2), Assurance of non-federal matching funds, no grant in excess of $1,000,000 may be made under this section unless the institution provides assurances that 50 percent of the cost of the purposes for which the grant is made will be paid from non-Federal sources, except that no institution shall be required to match any portion of the first $1,000,000 of the institution's award from the Secretary.

In accordance with Section 723 of the HEA**, no MD-HBCU institution that is eligible for and receives a grant under Section 326 (Historically Black Graduate Institutions Program), Section 512 (Promoting Postbaccalaureate Opportunities for Hispanic Americans Program) or Section 724 (Predominantly Black Institutions Graduate Program) for a fiscal year <u>shall be eligible to apply for or receive funds under this program for that same fiscal year.</u>**

<u>Institutions eligible for the MD-HBCU grants are listed in the statute and include</u>: Albany State University; Alcorn State University; Claflin University; Coppin State University; Elizabeth City State University; Fayetteville State University; Fisk University; Fort Valley State University; Grambling State University; Kentucky State University; Mississippi Valley State University; Savannah State University; South Carolina State University; University of Arkansas, Pine Bluff; Virginia State University; West Virginia State University; Wilberforce University; and Winston-Salem State University.

Eligible MD-HBCU institutions must complete the Goals and Objectives Form, the Profile Form and Program Assurances, and the standard ED Forms and narrative portions of the application.

The Application Package is divided into two parts, Phase I and Phase II. Phase I is the individual institution data collection, which is required to calculate awards for the MD-HBCU Program discretionary funding. Phase II, the Project Plan, is a compilation of the Comprehensive Development Plan (CDP), activity abstracts, activity budgets and budget narratives, summary budget, and all applicable forms and certifications.   You will find information regarding what goes into the CDP further in this document. Additionally, the CDP should include a one-page **project abstract**.

Grant funds may be used for the following activities:

1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes;
2) Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications program materials;
3) Purchase of library books, periodicals, technical and other scientific journals, microfilm, microfiche, and other educational materials, including telecommunications program materials;
4) Scholarships, fellowships, and other financial assistance for needy graduate students to permit the enrollment of the students in, and completion of, a master's degree in mathematics, engineering, the physical or natural sciences, computer science, information technology, nursing, allied health, or other scientific disciplines in which African Americans are underrepresented;
5) Establishing or improving a development office to strengthen and increase contributions from alumni and the private sector;
6) Assisting in the establishment or maintenance of an institutional endowment to facilitate financial independence pursuant to Section 331 of the HEA;
7) Funds and administrative management, and the acquisition of equipment, including software, for use in strengthening funds management and management information systems;
8) Acquisition of real property that is adjacent to the campus in connection with the construction, renovation, or improvement of, or an addition to, campus facilities;
9) Education or financial information designed to improve the financial literacy and economic literacy of students or the students' families, especially with regard to student indebtedness and student assistance programs under Title IV of the HEA;
10) Tutoring, counseling, and student service programs designed to improve academic success;
11) Faculty professional development, faculty exchanges, and faculty participation in professional conferences and meetings; and
12) Other activities proposed in the application that contribute to carrying out the purposes of the program, and are approved by the Secretary as part of the review and acceptance of the application.

REQUIREMENTS AND FUNDING RULES

Qualified Master's Degree Program:

A qualified master's degree program means a master's degree program at an eligible institution that provides a program of instruction in mathematics, engineering, the physical or natural sciences, computer science, information technology, nursing, allied health, or other scientific

disciplines in which African Americans are underrepresented and has students enrolled in such a program of instruction at the time of application.

An institution may use no more than 10% of its grant for the development of a new qualified master's degree program.

Institutional Choice:

The president or chancellor of the grantee institution may decide which graduate school or qualified master's degree program will receive funds under the grant in any one fiscal year, if the allocation of funds among the schools or programs is delineated in the application.

Periodic Renewal of Grants:

Grants are awarded for up to six years. To receive continuation funding, grantee institutions must submit an Annual Performance Report, including detailed progress on funded activities and the goals and objectives cited in the original application, as well as updated data relating to formula elements. Program staff will contact grantee institutions with more details on this requirement during the grant period.

Endowment Activities:

(1) In general
    An institution may use not more than 20 percent of the grant funds provided under this part to establish or increase an endowment fund at the institution.
(2) Matching requirement
    In order to be eligible to use grant funds in accordance with paragraph (1), the eligible institution shall provide matching funds from non-Federal sources, in an amount equal to or greater than the Federal funds used in accordance with paragraph (1), for the establishment or increase of the endowment fund.

AUTHORIZING LEGISLATION AND REGULATIONS

AUTHORIZING LEGISLATION

Higher Education Act of 1965 as amended (HEA), Title VII, Subpart 4, Section 723.

Applicable Regulations:
Education Department Administrative Regulations (EDGAR), Parts 74, 75, 77, 79, 81, 82, 84, 85, 86, 97, 98 and 99.

e - CFR - Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

1. Appendices to Applications

Please limit the appendices to the following:

        a. Curricula vitae of key personnel (project director and activities directors).
        b. Position descriptions for proposed key personnel positions.

2. Interim and Annual Performance Report Requirements (20 USC §1063c)

When you receive a new grant award under Section 723 Master's Degree Programs at Historically Black Colleges and Universities, you are required to submit an interim (first six months of your project) performance report. You are also required to submit annual performance reports for each year during the funding cycle (including any time extensions) using the Institutional Service Annual Performance Report website for Title III and Title V Grantees. This online system collects narratives and data about funded projects to enable Department program officers to determine if a grantee is making substantial progress toward meeting approved project objectives. The annual performance report used for this program can be found at https://hepis.ed.gov/main.

Contact Information:

Vicki Robinson, Ed.D.   Or
Director, HBCU Division
Institutional Service
Office of Postsecondary Education
U.S. Department of Education
Telephone: (202) 453-7907
Email: Vicki.Robinson@ed.gov

Darryl Davis
Program Lead, MD-HBCU Program
Institutional Service
Office of Postsecondary Education
U.S. Department of Education
Telephone: (202) 453-7582
Email: Darryl.Davis@ed.gov

INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS EXECUTIVE ORDER 12372

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state. Further information about the State Single Point of Contact process and a list of names by State can be found at:

https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf.

For State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# 84.382G, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30:00 p.m. (Eastern Standard Time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. Do not send applications to the above address.

GENERAL EDUCATION PROVISIONS ACT (GEPA)
SECTION 427

NOTICE FOR ALL APPLICANTS: EQUITY FOR STUDENTS, EDUCATORS, AND OTHER PROGRAM BENEFICIARIES (OMB Control Number 1894-0005)

Form Overview:

The U.S. Department of Education (Department) has updated its standard form, NOTICE TO ALL APPLICANTS: EQUITY FOR STUDENTS, EDUCATORS, AND OTHER PROGRAM BENEFICIARIES, used by applicants seeking Federal assistance under the Department's grant programs to address the General Education Provisions Act (GEPA) Section 427 (20 U.S.C. 1228a) requirements effective April 3, 2023.

GEPA Section 427 requires that applicants, based on the design of their proposed grant project, the participants, and community the project proposes to serve, and local circumstances, determine the extent to which identified barriers prevent equitable access to or participation in their federal grant projects.

The updated GEPA Section 427 form is electronically integrated into the Grants.gov system, and applicants are generally no longer required to upload a separate PDF document but will electronically complete and submit the form with the application package in Grants.gov.

Form Instructions:

• Applicants may identify any barriers that may impede equitable access and participation in the proposed project or activity, including, but not limited to, barriers based on economic disadvantage, gender, race, ethnicity, color, national origin, disability, age, language, migrant status, rural status, homeless status or housing insecurity, pregnancy, parenting, or caregiving status, and sexual orientation.

• Applicants are not required to have mission statements or policies that align with equity in order to submit an application.

• Applicants may have already included some or all this required information in the narrative sections of their applications or their State Plans. In responding to this requirement, for each question, applicants may provide a cross-reference to the section(s) and page number(s) in their applications or State Plans that includes the information responsive to that question on this form or may restate that information on this form.

• Applicants must respond to each question using the associated text box. Each text box allows approximately 4000 characters; therefore, if copying and pasting into the text box from another document be sure to check that everything copied.

• Applicants should use the "check for errors" button before they save the form. Applicants will receive an error message if any response is missing and will not be able to submit the application due to the missing information.

• Applicants that have already undertaken steps to address barriers must still provide an explanation and/or description of the steps already taken in each text box, as appropriate, to satisfy the GEPA Section 427 requirement.

• Applicants that believe no barriers exist must still provide an explanation and/or description to each question to validate that perception, as appropriate, to satisfy the GEPA Section 427 requirement.

Form Training:

Applicants may learn more about GEPA Section 427 and the form updates by participating in a 30-minute computer-based training titled, *Ensuring Equitable Opportunities Under the GEPA Section 427,* at
Grants Training and Management Resources Online Grants Training Courses.

The Department of Education has prepared a strategic plan for 2022-2026. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- **Goal 1: Promote equity in student access to educational resources, opportunities, and inclusive environments.**

- **Goal 2: Support a diverse and talented educator workforce and professional growth to strengthen student learning.**

- **Goal 3: Meet students' social, emotional, and academic needs.**

- **Goal 4: Increase postsecondary value by focusing on equity-conscious strategies to address access to high-quality institutions, affordability, completion, post-enrollment success, and support for inclusive institutions.**

- **Goals 5: Enhance the Department's internal capacity to optimize the delivery of its mission.**

What are the performance indicators for the Master's Degree Programs at Historically Black Colleges and Universities (MD-HBCU) Program?

The performance indicators for the MD-HBCU Program are part of the Department's plan for meeting Goal 4.

Program Goal: The purpose of the MD-HBCU program is to award grants to eligible institutions making a substantial contribution to graduate education opportunities at the master's degree level in the following areas: mathematics; engineering; the physical or natural sciences; computer science; information technology; nursing; allied health; or other scientific disciplines in which African Americans are underrepresented. The program provides grants for up to six years to establish or strengthen qualified master's degree programs in these fields.

The performance indicators for the MD-HBCU Program are:

- **Enrollment:**

The percent change, over the period between the fall of the year the grant was issued and the fall after the end of the grant period, in the number of African American and/or low-income graduate students enrolled in the academic program(s) supported by the project.

- **Degrees Awarded:**

The percent change, over the fall semester before the initiation of the grant, in the number of African American and/or low-income students graduating in the academic program(s) supported by the project.

- **Time to Degree:**

Median time to completion of a master's degree for African Americans and/or low-income graduate students in the academic program(s) supported by the project during the period of the grant award.

- **Efficiency Measure:**

Cost per successful outcome: Federal cost per master's degree earned by African American and/or low-income students in the academic program(s) supported by the project during the period of the grant award.

Other performance measures are:

- **New Courses:**

Number of new courses in the academic program(s) supported by the project added as a result of this grant.

- **New Academic Concentrations:**

Number of academic concentrations in the academic program(s) supported by the project added as a result of this grant.

- **New Research Initiatives:**

Number of new research initiatives in the academic program(s) supported by the project added as a result of this grant.

- **Student Independent Research:**

Percentage of students participating in independent research during the most recent complete academic year.

- **Student Research with Faculty:**

Percentage of students participating in research with faculty during the most recent complete academic year.

- **Student Conference Presentations:**

Number of students presenting at conferences during the most recent complete academic year.

- **Student Publications:**

Number of students writing for publication during the most recent complete academic year.

How does the Department of Education determine whether performance goals have been met?

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.

The most recent version of this program's annual performance report can be viewed at the Institutional Service Annual Performance Report Web Site: https://hepis.ed.gov/.

MD-HBCU FORMULA ELEMENTS DATA

Please provide all information requested on the Formula Elements form and certify that the data is accurate **no later than DATE TBD.** Formula elements can be found in the program statute, Title VII, Subpart 4, Sec.723 (f) (3). The data collected in this part must be submitted by the institution annually. If the space provided is insufficient, please attach an additional sheet.

Institution: _____

OPE ID: _____

Formula Element A: The ability of the institution to match Federal Funds with non-Federal funds.

Has your institution matched Federal grant funds under a Federal program in the past five years?

_____Yes   _____ No

If YES, please provide the name of the Federal program, the amount of the institution's matching contribution, and the fiscal year. If there was more than one Federal program under which your institution provided matching funds, please attach a sheet with that additional information.

Federal program: _____

Amount of institutional matching contribution: $_____

Fiscal year in which the matching took place: FY _____

Formula Element B: The number of students enrolled in the qualified master's degree program at the eligible institution in the previous academic year.

What is the number of students enrolled in the qualified master's degree program at the eligible institution in the previous academic year? (**20XX-20XX**)

Qualified Master's Degree Program	Number of Students Enrolled
Total # of Students:	

Formula Element C: The average cost of attendance per student, for all full-time students enrolled in the qualified master's degree program at such institution.

What is the average cost of attendance per student, for all full-time students enrolled in the qualified master's degree program at the institution?

Average cost of attendance for qualified master's degree program students:
$_____

Formula Element D: The number of students in the previous year who received a degree in the qualified master's degree program at such institution.

What is the number of students in the previous year who received a degree in the qualified master's degree program at the institution?

Qualified Master's Degree Program	Number of Graduates in Previous Year (20XX-XX)
Total # Graduates:	

Formula Element E: The contribution, on a percent basis, of the programs for which the institution is eligible to receive funds under this section to the total number of African Americans receiving master's degrees in the disciplines related to the programs for the previous year.

What is the total number of African Americans receiving master's degrees in the disciplines related to the programs for the previous year? **(20XX-20XX)**

Column A	Column B	Column C	Column D
		(For ED Use Only: Do not fill in Columns C and D.)	
Qualified Master's Degree Program	**Number of African American Graduates in (20XX-20XX)**	**Number of African American Graduates in this Discipline Nationwide in [insert year]**	**Percent of Total**
Total:			

Please have President of the institution sign below:

I attest to the accuracy of the data provided.

President Name: (Print or Type): _____

President Signature: _____

Date: _____

IMPORTANT DATES TO REMEMBER

MASTER'S DEGREE PROGRAMS HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (MD-HBCU)

FY 20XX Calendar for Phase I and Phase II Data

Dates	Activities
DATE TBD	Phase I Data Submitted
DATE TBD	Award determination letters sent to institutions via email
DATE TBD	Phase II Due
DATE TBD	Funds awarded
DATE TBD	Funds available in G5

Formatting

A "page" is "8.5 x 11," on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double-space all text in the application, including titles and headings. All text in charts, tables, graphs, footnotes, quotations, references, and captions may be single-spaced. Applicants may use one of the following fonts: *Times New Roman, Courier, Courier New, or Arial,* only. Applications submitted in any other font (including Times Roman Narrow and Arial Narrow) will not be accepted. Do not use anything smaller than a 12-point font.

The Secretary evaluates an application based on the applicant's responses to the elements of the Comprehensive Development Plan (CDP) as defined in 34 CFR 608.21. To facilitate the review and approval of the application, the applicant's CDP must clearly describe an institution's strategy for achieving growth and self-sufficiency by strengthening its financial management and academic programs. The CDP must include the following:

(1) An assessment of the strengths and weaknesses of the institution's financial management and academic programs.

(2) A delineation of the institution's goals for its financial management and academic programs, based on the outcomes of the assessment described in paragraph (b)(1) of the §608.21.

(3) A listing of measurable objectives designed to assist the institution to reach each goal with accompanying timeframes for achieving the objectives.

(4) A description of methods, processes, and procedures that will be used by the college or university to institutionalize financial management and academic program practices and improvements developed under the proposed funded activities.

(5) Project administration as one of its proposed activities.

(Authority: 20 U.S.C. 1063a).

When developing the institution's CDP be sure to include the following:

- **PROJECT ABSTRACT –** Provide a brief (one page) description that summarizes the institution's proposed activities that it intends to implement over the five-year grant cycle. Each activity must be titled using the most relevant title from the list of legislatively allowable activities listed under General authorization; uses of funds are on page 6 of this package. Describe the purpose of each activity in detail.

- **DESCRIBE AND DEFINE OBJECTIVES AND PERFORMANCE INDICATORS FOR EACH PROPOSED ACTIVITY –** For each proposed activity, applicants must state their annual objectives which, when combined with their performance indicators, are <u>specific, measurable, ambitious yet attainable, and realistic</u> with accompanying timeframes, and designed to assist the institution in achieving the goals developed in the plan.

- **DESCRIBE THE IMPLEMENTATION STRATEGY AND TIMETABLE FOR EACH PROPOSED ACTIVITY –** For each proposed activity, describe, in a comprehensive manner, who will do what, how, and when it will be done to meet the objectives of each activity.

- **PROVIDE AN INDIVIDUAL ACTIVITY BUDGET & NARRATIVE –** For each proposed activity, applicants must prepare a separate, detailed itemized budget (in dollars) and a budget narrative for each year grant funds are being requested. Demonstrate and justify that all costs are reasonable in today's market and necessary to accomplish your activity objectives.

- **COMPLETE A BUDGET SUMMARY (ED 524) FORM –** Provide an itemized budget for each of the five years of the project. Applicants need only to provide a detailed budget narrative and justification for the Part F award's first (initial) year of their proposed five-year project.

G5 E-APPLICATION SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

IMPORTANT – PLEASE READ FIRST
U.S. Department of Education

http://www.G5.gov

Register as an Applicant

To facilitate your use of G5 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 G5 e-Application system will need to register first to access an application package. Forms in an application package are completed online and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you encounter difficulties, you may also contact the G5 helpdesk on 1-888- 336-8930. The following are steps you should follow to successfully complete an application using G5 e- Application. Please note that there is a training module available on the G5 home page (*www.G5.gov*) that details the registration and G5 application processes in detail for users new to G5. You can access this module under the Main Menu of the homepage and link to Online Training. Look for the training topic G5 for Applicants.

   Step 1 − **Register in G5** to access the electronic application package. If you are a new user, you will need to register to use G5 e-Application.

- From the G5 Portal Page http://www.G5.gov/, click on the Sign Up button for non-ED employees. The User Registration Screen displays.
- Click the button to the right of the ED Employee/ED Contractor field to display the employee/contractor options. Select the "no" list option. Enter all required information as noted by red asterisks (*).
- Click the continue button to proceed to the user registration agreement. Select the agree button to accept the terms of the user agreement, and then the Submit button. **Note:** If you do not agree, then you may not complete the registration process. The system displays a message indicating that the system will send a notification to your email address.
- The system sends a message with a link to activate your account. Clicking the link takes you to the Account Activation screen. Click the **Agree** option to accept the activation terms.
- Click on the Submit button to initiate your activation. Read the EDCAPS Security memorandum with the subject "G5 User ID and Password" and click the **Continue >** button. The next Account Activation screen will require you to complete the password, security question and security answer. Fill out the required fields and press the Continue button to move to the summary information. Click the **Activate** button to activate your account and save your password and security information. The system displays a

message indicating that the account has been activated.   You will now need to log into G5 where you will be taken to the My Profile page where you should select your role for access. In the Availability Types field, select "Applicant" from the list and Continue. Proceed through the next screen and Submit. You will then receive an email with the G5 link. Your applicant role may take a few minutes to activate.

If you already have a username and password for G5 use them to login. If you have access to more than one G5 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 G5 modules. In order to update your registration for additional G5 modules, click the appropriate tab on the top of the screen and provide the requested information.

The site is viewed best using Internet Explorer 11 or higher.

Step 2 – **Add Application Package to your Start Page**. From your Home Page, go to Grant Setup and click on "Package Submission." Select the package for which you wish to apply and click on the "Initiate New Application" button. In the future, the package will now appear when you click on "Package Submission" or after using the "Click Here to view my Applications" link under "Quick View" on your Home Page.

Step 3 – **Begin the Application**. After going to the Application Package, click on the "Modify Application" button. This brings you to a page where you will see all of the application's forms and narratives listed.

Step 4 – **Fill out Forms**. Select the form you would like to complete and click on the "Edit Form" button 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 5 – **Upload File(s) for Narrative Responses**. When prompted to attach narrative documents to application forms, enter the title of the document, and then Select the "Upload" button. Next, 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) and/or completing the form. Please note for file uploads, **we accept .pdf files only.**

Step 6 – **Verify Information/Submit your Application**. Verify your information is correct and complete before submitting. Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. After all forms are completed, click on the "Continue" button at the bottom of your application. Enter and verify the Authorizing Representative information and click the "Submit" button. At the top of the page, you will see a confirmation message stating that your application was successfully submitted and providing you with your application number. You will also receive an e-mail to confirm that your application was received, and it will include your application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 11:59:00 p.m. (Eastern Time) on the deadline date for applications. G5 e-Application will not accept your application if you try to submit it after 11:59:00 p.m. (Eastern Time) on the deadline date.]

Step 7 – **Printing Your Completed Application.** You have the option to print each form at any time by clicking on the "View Form" button after selecting the appropriate form to

print.   After submission of your application, you have the option to print a complete e-Application package in PDF. From the Application Packages tab, you will notice that your application status has changed from Draft to Submitted. To locate the PDF of your application, select the package radio button and click the "Modify Application" button. Then select the "Click Here to view the PDF Package" in the upper right-hand corner of the page under the Package Information section.

Step 8 – **SF 424 Cover Page (or Program Specific Cover Page) must be signed and uploaded in G5**. 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 upload it as an attachment to the Application in G5.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. The Online Training can be found under the main menu at http://www.G5.gov.

Attaching Files – Additional Tips

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

1. Ensure that you only attach the Education approved file type detailed in the Federal Register application notice (read-only, non-modifiable .PDF files only). 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.

3. **PLEASE DO NOT USE SPECIAL/NON-ENGLISH CHARACTERS IN ANY FORM OR DOCUMENT (for example, %, *, /, etc.). Foreign characters or symbols includes words spelled with a non- English alphabet, such as "Boğaziçi" or "Nizām al-Dīn Gīlānī" or any word with an accent mark.** 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.

4. 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.

   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 11:59:00 p.m. (Eastern Standard Time) on the deadline date, the G5 e-Application system will not accept it.

APPLICATION TRANSMITTAL INSTRUCTIONS

Application Submission Instructions: Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs (Common Instructions), published in the *Federal Register* on December 7, 2022 (87 FR 75045). The Common Instructions contain requirements and information on how to submit an application. These instructions may be found at:

www.federalregister.gov/d/2022-26554.

It is important to note that the Department of Education requires the electronic submission of applications and only allows paper submission by mail if electronic submission is not possible (e.g., you do not have access to the internet). Applicants requesting and qualifying for an exception to the electronic submission requirement must follow the guidance provided in the Common Instructions.

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

Electronic Submission of Applications:
You must submit your grant application through the Internet using the software provided on the Department of Education's G5 System using the G5 Website (www.g5.gov) by 11:59:00 p.m., Eastern Time, on or before the deadline date.

If you submit your application through the Internet via the G5.gov website, you will receive an automatic acknowledgement and PR Award Number when you submit your application successfully.

Submission of Paper Applications by Mail:
If you qualify for an exemption to the electronic submission requirement and 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**
> **OFO/G5 Functional Application Team**
> **Mail Stop 5C231**
> **Attention: Assistance Listing Number 84.382G**
> **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 <u>not</u> 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

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Special Note: Due to potential disruption to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U.S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department.

<u>Note for Mailing of Paper Applications:</u>

If you mail 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 ALN, including suffix letter, if any, of the competition under which you are submitting your application; and

2. The G5 Functional Application Team will notify you of the Department's receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should contact the program contact listed in this application package.

<u>Late Applications</u>
If your application is late, we will notify you that we will not consider the application.

INSTRUCTIONS FOR STANDARD FORMS

- Application for Federal Assistance (SF 424)

- Department of Education Supplemental Form for the SF 424

- Department of Education Budget Summary Form (ED 524)

- Disclosure of Lobbying Activities (SF-LLL)

- GEPA Statement

To obtain instructions for standard forms included in this application package, please visit https://www2.ed.gov/fund/grant/apply/appforms/appforms.html.