

2009-NIST-ARRA-CONSTRUCTION-01 ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

The submission of a full application to the program, whether that application is submitted electronically via Grants.gov or by paper, must be preceded by the submission of a Letter of Intent in paper form. Letters of Intent may only be submitted by paper. An original and two copies of a Letter of Intent are required.

The details follow:

Letter of Intent (*required*)

A Letter of Intent, in paper form only, is mandatory and must be received by NIST no later than 3 p.m. Eastern Time, Thursday, June 25, 2009. If a full proposal is submitted to NIST from an applicant who did not submit the required Letter of Intent, the full proposal will be rejected and not reviewed. It is expected that the Letter of Intent, which is to provide an overview of responsible personnel and estimated costs, will be reviewed for eligibility, and whether or not the project complements one or more of the program priorities. NIST will send an acknowledgement of the Letter of Intent to all applicants who timely submit a Letter of Intent. The Letter of Intent must provide the following information:

- a. Title of Proposed Project
- b. Primary Contact Name (someone with fiduciary authority over the project)
- c. Submitting Organization Name
- d. Facility (to be built or renovated) Name
- e. Project Synopsis – (maximum of 2,500 characters): Summarize the need and justify the proposed project. Summarize the contributions, improvements, and impacts the project will have on science and technology and associated infrastructure.
- f. Total anticipated project costs, including total Federal funds requested and any cost share. These estimates can change for the full proposal.
- g. Project Personnel – (maximum of 2,500 characters): Each project must identify (1) key scientific personnel that will use the facility, and (2) construction management project personnel. For each person, order the list as follows: Last name, first name; organization affiliation; organization title (e.g., VP for Research, Professor, Construction Manager, etc.); and project role (e.g., project director, project manager, project coordinator, etc.)

Each applicant organization may only submit one Letter of Intent. Submission of multiple Letters of Intent from one applicant organization is not allowed. If more than one Letter of Intent is received from the same applicant organization, NIST will acknowledge each Letter of Intent received from the same applicant organization and provide notice that if more than one full proposal is received from the same applicant organization at the time of full proposal submission, all full proposals from that same applicant organization will be rejected without review.

Letters of Intent may only be submitted by paper (an original and two copies) to:

National Institute of Standards and Technology
100 Bureau Drive, Stop 4701
Gaithersburg, MD 20899-4701

Full Proposal Requirements and Application Package

For electronic proposal submission, the forms listed in 3.a. through 3.d. below are available as part of the Grants.gov application package and can be completed through the download application process. For paper proposal submission, fillable forms listed in 3.a. through 3.d. below are available on the NIST Recovery Act Web site at www.nist.gov/recovery. For both electronic and paper proposal submissions, the forms listed in 3.f. through 3.h. are available on the NIST Recovery Act Web site www.nist.gov/recovery. Requests for paper copies of the application package can be made to Christopher Hunton at 301-975-5718 or christopher.hunton@nist.gov or to Sue Li at 301-975-8817 or sue.li@nist.gov.

Content and Form of Application/Proposal Submission

Complete proposals must include the following forms and documents:

- a. SF-424, Application for Federal Assistance (required)
- b. SF-424C, Budget Information – Construction Projects (required)
- c. SF-424D, Assurances - Construction Programs (required)
- d. SF-LLL, Disclosure of Lobbying Activities (required)
- e. Technical Proposal responsive to program description (required)
- f. NIST-1101, NIST Construction Grant Program Budget Narrative (required)
- g. NIST-1101A, NIST Construction Grant Program Details on Unallowable Project Costs (if applicable)
- h. NIST-1101B, NIST Construction Grant Program Environmental Compliance Questionnaire (required)
- i. Letters of Commitment for Cost Sharing (required)

If submitting a proposal electronically via Grants.gov, items 3.a through 3.d. are part of the mandatory application package in Grants.gov. Items 3.e. through 3.i. are to be completed and **attached as a single PDF document** to item 15 of the SF-424, Application for Federal Assistance.

If submitting by paper, all of the mandatory proposal documents should be submitted in the order listed above.

Technical Proposal Preparation Instructions:

The Technical Proposal (item e. above) is a word-processed document written by the applicant. The Technical Proposal should describe in depth the planned research use or scientific/technical goals for the research space, the key research personnel that will use the building/facility, the research capabilities of the organization, the research activities that become possible with the building/facility that are not feasible with the organization's current research infrastructure, the scope of the construction project, the project monitoring methods to be used, the detailed schedule, the key construction personnel working on the project and their qualifications, and the construction management capabilities of the organization. Additionally, in preparing the Technical Proposal, the selection factors should be taken into account.

- a. **Project Summary** (maximum length, 1 page). Describe the proposed construction project scope for the research science building/facility and the type of research planned for the facility that is unlikely to be achieved without the new research facility. Describe which Program Priorities will be addressed. Proposals that do not address the three Evaluation Criteria within the one-page Project Summary will be returned without review. **Project Description** (maximum length 29 pages). The project description must include subsections (1) – (4) below. The suggested length for subsections (1) and (2) together is 9-14 pages. The suggested length for subsections (3) and (4) together is 15-20 pages. Research bibliographies, experience summaries (CVs) for key research and construction personnel, and design drawings and other figures are all included in the page count and limited to letter-size paper:

- (1) **Research Activities and Potential Impacts**
- (2) **Need for Federal Funding**
- (3) **Design Description of the Research Facility**
- (4) **Project Management Plan**
 - i. **Description of Project Scope and Requirements**
 - ii. **Project Time Schedule and Linkage to the Budget**
 - iii. **Capability to Manage the Project**
 - iv. **Financial Commitments to Implement the Plan**

NIST-1101, NIST Construction Grant Program Budget Narrative; NIST-1101A, NIST Construction Grant Program Details on Unallowable Project Costs; and NIST-1101B, NIST Construction Grant Program Environmental Compliance Questionnaire:

There is no page limit on the NIST-1101, NIST-1101A, and NIST-1101B. These forms are available on the NIST Recovery Act Web site www.nist.gov/recovery.

Letters of Commitment for Cost Sharing. Cost sharing included in the proposed project budget requires letters of commitment from individuals or organizations that are providing the cost sharing. Letters of commitment for cost sharing do not count towards the page limit. General “letters of support” are not required and will be counted against the page limit for the Project Description if included in the proposal. A summary listing of this support is allowed. It is inappropriate for any Federal staff to provide critique or

feedback on project ideas, etc., and it is also inappropriate to ask Federal employees for a letter of support.

Paper submissions require an original and two (2) copies.

NIST is not accepting pre-proposals under this program.

NOTE: Proposals that deviate substantially from the guidelines in this FFO or omit required information and forms may be found unresponsive and may not be considered for funding.

Submission Dates and Times Letter of Intent Due Date (required): A Letter of Intent is required in advance before submission of a full proposal. A Letter of Intent must be submitted by the organization's sponsoring project office by the deadline in order for an organization's full proposal to be eligible for review. The Letter of Intent must be received by NIST no later than 3 p.m. Eastern Time, Thursday, June 25, 2009. The Letter of Intent may only be submitted by paper.

Full Proposal: Full proposals must be received by NIST no later than 3 p.m. Eastern Time, Monday, August 10, 2009. This deadline applies to any mode of proposal submission, including express mailing, courier services, and electronic. Do not wait until the last minute to submit a proposal. NIST will not make any allowances for late submissions, including incomplete Grants.gov registration or delays by guaranteed overnight couriers. To avoid any potential processing backlogs due to last minute registrations, applicants are highly encouraged to start their Grants.gov registration process at least four weeks prior to the proposal submission due date.

Any proposals not received by the due date will not be considered and will be returned to the proposer without review. NIST determines whether a proposal has been submitted before the deadline by date/time receipt of proposals as they are physically received in the program office or in the case of electronic submission, as the time stamped on the automatically generated notification indicating successful submission.

Important: All applicants, both electronic and paper, should be aware that adequate time must be factored into applicants' schedules for delivery of the proposal. Electronic applicants are advised that volume on Grants.gov is currently extremely heavy, and if Grants.gov is unable to accept proposals electronically in a timely fashion, applicants are encouraged to exercise their option to submit proposals in paper format. Paper applicants should allow adequate time to ensure a paper proposal will be received on time, taking into account that guaranteed overnight carriers are not always able to fulfill their guarantees.