

# 2009-NIST-ARRA-MSE-RESEARCH-01 ELECTRONIC APPLICATION INSTRUCTIONS

## Overview

The only acceptable form of electronic application submission is through Grants.gov. Electronic application submissions via facsimile, electronic mail, or through means other than the Grants.gov application process, will not be accepted.

**Applicants are strongly encouraged to start early and not to wait until the approaching due date before logging on and reviewing the instructions for submitting an application through Grants.gov.** The Grants.gov registration process must be completed before a new registrant can apply electronically. If all goes well, the registration process takes from 3 to 5 business days. If problems are encountered, the registration process can take up to 2 weeks or more. Applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and must be registered with the Federal Central Contractor Registry and with a Credential Provider, as explained on the Grants.gov web site. After registering, it may take several days or longer from the initial log-on before a new Grants.gov system user can submit an application. Only authorized individual(s) will be able to submit the application, and the system may need time to process a submitted application. Applicants should save and print the proof of submission they receive from Grants.gov. If problems occur while using Grants.gov, the applicant is advised to (a) print any error message received, and (b) call Grants.gov directly at 800-518-4726 for immediate assistance. Grants.gov hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m. Eastern Daylight Time (EDT) (except for Federal holidays). For assistance with using the Grants.gov, you may also contact [support@grants.gov](mailto:support@grants.gov)

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

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. Any proposals not received by the due date will not be considered.

## Content and Form of Application/Proposal Submission

Complete applications/proposals must include the following forms and documents:

- a. SF-424, Application for Federal Assistance
- b. SF-424A, Budget Information Non-Constructions
- c. SF-424B, Assurances Non-Construction
- d. CD-511, Certification Regarding Lobbying
- e. SF-LLL, Disclosure of Lobbying Activities (IF APPLICABLE)
- f. Technical Proposal
- g. Budget Narrative.

The forms listed in 2.a. through 2.e. above are available as part of the Grants.gov application package for **2009-NIST-ARRA-MSE-RESEARCH-01** and can be completed through the download application process.

The list of certifications and assurances referenced in item number 21 of the SF-424 is contained in the SF-424B.

Proposal submissions must include a Technical Proposal and a Budget Narrative. Proposals that are submitted without a Technical Proposal and/or a Budget Narrative will be rejected.

There is no set format for the Technical Proposal and the Budget Narrative; however, they must be word-processed documents written by the applicant. The Technical Proposal should describe in depth the scope of the proposal, its goals, the methods and equipment to be used, its schedule, the personnel working on the project and their qualifications, and the institutional capabilities of the applicant. The Budget Narrative should detail the funds requested by object class, their purposes, and the timetable for using the funds for each year of expected funding.

The Technical Proposal is limited to 25 pages. There is no page limit for the Budget Narrative.

The applicant is responsible for ensuring that the application is complete and that it conforms to the requirements of this notice.

Proposals submitted must address one of the areas of critical national importance listed in the Federal Funding Opportunity document (known on Grants.gov as the Full Announcement). **Applicants should clearly note on the first page of the Technical Proposal which program area (e.g., energy) the proposal is addressing. Applicants whose proposal addresses a sub-topic listed in the Federal Funding Opportunity document (known on Grants.gov as the Full Announcement) should also clearly note on the first page of the Technical Proposal which sub-topic the proposal addresses.** Proposals that address the sub-topics listed will receive high priority for consideration of funding.

The Technical Proposal and the Budget Narrative should be attached using the Add Attachments option in field 15 of the Application for Federal Assistance (SF-424).

**Applicants should carefully follow specific Grants.gov instructions to ensure the attachments will be accepted by the Grants.gov system.** A receipt from Grants.gov indicating a proposal is received does not provide information about whether the required attachments have been received.

**In order for an application to be considered complete, it must meet all the application documentation requirements stated in the Federal Funding Opportunity notice.**

For further information or questions regarding applying electronically, please contact Christopher Hunton at 301-975-5718, e-mail address [christopher.hunton@nist.gov](mailto:christopher.hunton@nist.gov) or Sue Li at 301-975-8817, e-mail address [sue.li@nist.gov](mailto:sue.li@nist.gov).