

INSTRUCTIONS FOR ELECTRONIC APPLICATIONS TO NIST's 2010-MSE-01 PROGRAM

The following instructions **apply to ALL programs** listed in this funding opportunity notice.

Applicants should download and complete the package that is provided with this Federal Funding Opportunity notice.

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

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information Non-Constructions
- SF-424B, Assurances Non-Construction
- CD-511, Certification Regarding Lobbying
- SF-LLL, Disclosure of Lobbying Activities (IF APPLICABLE)
- Technical Proposal responsive to program description(s)
- Budget Narrative

The following forms are available as part of the Grants.gov application kit and can be completed through the download application process.

SF-424, Applications for Federal Assistance
SF-424A, Budget Information Non-Construction Programs
SF-424B, Assurances Non-Construction Programs
SF-LLL, Disclosure of Lobbying Activities
CD-511, Certification Regarding Lobbying

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

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, other than that they are 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, their purposes, and the timetable for using the funds.

The applicant is responsible for ensuring that the application, whether submitted via Grants.gov or otherwise, is complete and that it conforms to the requirements of this notice.

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

IN AN EFFORT TO ROUTE THE APPLICATION TO THE APPROPRIATE PROGRAM OFFICIALS, APPLICANTS SHOULD INCLUDE ON THE COVER PAGE OF THE TECHNICAL PROPOSAL THE NAME OF THE GRANT AND/OR COOPERATIVE AGREEMENT PROGRAM AGAINST WHICH THEY ARE APPLYING. THE CHOICES ARE:

- (1) Electronics and Electrical Engineering Laboratory (EEEL);
- (2) Manufacturing Engineering Laboratory (MEL);
- (3) Chemical Science and Technology Laboratory (CSTL);
- (4) Physics Laboratory (PL);
- (5) Materials Science and Engineering Laboratory (MSEL);
- (6) Building Research Program;
- (7) Fire Research Program;

- (8) Information Technology Laboratory Program (ITL);
- (9) NIST Center for Neutron Research (NCNR);
- (10) Center for Nanoscale Science and Technology (CNST); and
- (11) Technology Services (TS).

Applicants may choose to scan or create the necessary documents and then attach them to the application in Grants.gov. 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 attachments have been received.

If you choose to apply via Grants.gov all requirements of the application must be included.

For further information or questions regarding applying electronically for the 2010-MSE-01 announcement please contact Christopher Hunton at 301-975-5718 or christopher.hunton@nist.gov.

Applicants are strongly encouraged to start early and not to wait to 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. Assistance from the Grants.gov Help Desk will be available around the clock every day, with the exception of Federal holidays. Help Desk service will resume at 7:00 a.m. Eastern Time the day after Federal holidays. For assistance with using the Grants.gov, you may also contact support@grants.gov.