

Instructions for Applying Electronically for the NIST Announcement 2010-PREP-CSTL-01

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

- ◆ SF-424, Application for Federal Assistance
- ◆ SF-424A, Budget Information – Nonconstruction Programs
- ◆ SF-424B, Assurances – Nonconstruction Programs
- ◆ CD-511, Certification Regarding Lobbying
- ◆ SF-LLL, Disclosure of Lobbying Activities (if applicable)

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

Please attach the word-processed Technical Proposal and Budget Narrative documents to the application in Grants.gov by clicking on the “Add Attachments” oblong found in field 15 of the SF-424 form.

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

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 for the 2010-PREP-CSTL announcement, please contact Christopher Hunton at 301-975-5718, e-mail address Christopher.Hunton@nist.gov.

Please refer to important information in the Submission Dates and Times above to help ensure your proposal is received on time.

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. 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. Users are advised that volume on Grants.gov is currently extremely heavy.