

## **Instructions for Applying Electronically for the NIST Announcement 2010-SI-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)

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

In addition to these forms, a word-processed document listing the names of the nominated teachers for the application should be included. Applicants may choose to scan or create the necessary documents and then attach them to the application in [www.grants.gov](http://www.grants.gov).

Please attach the word-processed document to the application in Grants.gov by clicking on the “Add Attachments” oblong found in field 15 of the SF-424 form.

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

If you choose to apply via Grants.gov, all requirements of the application described above must be also be included. 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. For further information or questions regarding applying electronically for the 2010-SI-01 announcement, please contact Christopher Hunton at 301-975-5718, e-mail address [Christopher.Hunton@nist.gov](mailto:Christopher.Hunton@nist.gov)

**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 using the Grants.gov, you may also contact [support@grants.gov](mailto:support@grants.gov).

Please refer to important information in the “Submission Dates and Times” in the Full Announcement/Federal Funding Opportunity document to help ensure your application is received on time.