

# **ELECTRONIC APPLICATION INSTRUCTIONS FOR 2011-NIST-NCGP-01**

## **Required NIST-1102, Letter of Intent**

***A completed NIST-1102, Letter of Intent, must be submitted prior to submission of a full proposal. A full proposal may not be submitted unless NIST has received the required NIST-1102, Letter of Intent, by the deadline and the applicant has received an acknowledgement letter from NIST.*** If a full proposal is submitted from an applicant who did not submit the required NIST-1102, Letter of Intent, or submitted a NIST-1102, Letter of Intent, for a different project, the full proposal will be rejected and returned to the applicant without review.

A “letter of intent” may only be submitted using the required form NIST-1102, Letter of Intent. If a “letter of intent” is submitted in other than the required form NIST-1102, Letter of Intent, it will be rejected and returned without review. Additionally, the applicant will not be eligible to submit a corresponding full proposal for that project. Furthermore, failure to provide all required information on the NIST-1102, Letter of Intent, and/or failure to attach any required supporting documentation, *e.g.*, documentation supporting non-profit science research organization status, may result in NIST not permitting the applicant to submit a corresponding full proposal.

NIST-1102, Letter of Intent, must be submitted in paper format in triplicate (an original and two (2) copies) and sent to:

Ms. Anneke Tingle  
National Institute of Standards and Technology  
Grants Management Office  
100 Bureau Drive, Stop 1002  
Gaithersburg, MD 20899-1002

The NIST-1102, Letter of Intent, is available at [www.nist.gov/director/ncgp](http://www.nist.gov/director/ncgp).

## **Corresponding Full Proposals**

Corresponding full proposals should be submitted electronically through:

[www.grants.gov](http://www.grants.gov).

For corresponding full proposals, **the standard application package consisting of the standard forms, i.e., SF-424, SF-424C, SF-424D, SF-LLL, and the CD-511, is available at [www.grants.gov](http://www.grants.gov).**

The full application package consisting of all of the required forms, *i.e.*, the standard forms plus the NIST-1101, NIST-1101A, and the CD-593, is available at [www.nist.gov/director/ncgp](http://www.nist.gov/director/ncgp).

### **Required Corresponding Full Proposal Forms and Documents**

- (1) SF-424, Application for Federal Assistance. The list of certifications and assurances referenced in item 21 of the SF-424 is contained in the SF-424C.
- (2) SF-424C, Budget Information – Construction Programs. Applicants must submit a separate SF-424C for each year of the project, plus one SF-424C for all years (cumulative).
- (3) SF-424D, Assurances - Construction Programs
- (4) SF-LLL, Disclosure of Lobbying Activities (if applicable)
- (5) CD-511, Certification Regarding Lobbying
- (6) NIST-1101, NIST Construction Grant Program Budget Narrative
- (7) NIST-1101A, NIST Construction Grant Program Details on Unallowable Project Costs (if applicable)
- (8) CD-593, U.S. Department of Commerce National Environmental Policy Act (NEPA) Environmental Questionnaire & Checklist. Applicants must provide sufficient detail for NIST to make a determination under NEPA (*see* Section VI.2.d. of this FFO).
- (9) Technical Proposal. The Technical Proposal is a word-processed document written by the applicant and must contain the following sections and section headings in the order listed:
  - (a) **Executive Summary** (maximum length, 1 page). Describe the proposed construction project scope for the building/facility and the type of scientific research planned that is unlikely to be achieved without the new research facility and potential impacts. Describe how the scientific research to be performed in the building/facility will complement one or more programs of DoC's three science

organizations' program priorities (see Section III.3.a., Project Scope, of this FFO).

(b) **Project Narrative** (maximum length, 29 pages). Address each of the three (3) evaluation criteria (see Section V.1. of this FFO) in detail. The Project Narrative must be organized with titled sections and subsections as follows:

- A. Scientific and Technical Merit of the Proposed Use of the Facility and the Need for Federal Funding
  - 1. Research Activities and Potential Impacts
  - 2. Need for Federal Funding
- B. Design Description of the Research Science Building/Facility
- C. Detailed Project Management Plan (PMP) for Construction of the Research Science Building/Facility
- D. Description of Project Scope and Requirements
  - 1. Proposed Project Time Schedule and Linkage to the Budget
  - 2. Capability to Manage the Project
  - 3. Financial Commitments to Implement the PMP

The suggested length for section A. is 9-14 pages; the suggested length for sections B. and C. together is 15-20 pages.

Additionally, in preparing the Technical Proposal, the selection factors should be taken into account.

(10) Letters of Commitment for Non-Federal Cost Sharing. Letters of commitment from all sources of the non-Federal cost sharing are required. Letters of commitment do not count toward the page limit. General "letters of support" are not required and will be counted toward the page limit for the Technical Proposal if included in the corresponding full proposal. A summary listing of this support is allowed but will count toward the page limit. It is inappropriate for any Federal employee to provide critique or feedback on project ideas, etc., and it is also inappropriate to ask Federal employees for a letter of support.

In order for a corresponding full proposal to be considered complete, it must meet all the corresponding full proposal documentation requirements stated in the FFO (also known as the Full Announcement). Corresponding full proposals that do not include the required forms and documents may be considered unresponsive and not receive further review.

If submitting a corresponding full proposal via Grants.gov, items 1) through 5) above are available as part of the Grants.gov standard application package and can be completed through the download application process.

Items 6) through 8) are available at [www.nist.gov/director/ncgp](http://www.nist.gov/director/ncgp) and must be completed and attached as a single PDF document by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance.

Be sure to include items 9) and 10) in the single PDF file that contains items 6) through 8).

**NIST strongly recommends that applicants do not wait until the last minute to submit a NIST-1102, Letter of Intent, or corresponding full proposal.** NIST will not make any allowances for late submissions, including but not limited to incomplete Grants.gov registration, delays in mail delivery caused by Federal Government security screening for U.S. Postal Service mail, or for delays by guaranteed express mailing and/or couriers. To avoid any potential processing backlogs due to last minute Grants.gov registrations, applicants are highly encouraged to start their Grants.gov registration process at least four (4) weeks prior to the corresponding full proposal due date. See Section IV.6.d. of this FFO for additional guidance on the [www.grants.gov](http://www.grants.gov) application process.

***Important: All applicants, both electronic and paper submitters, should be aware that adequate time must be factored into applicants' schedules for delivery of their NIST-1102s, Letter of Intent, and corresponding full proposals. Submitters of electronic corresponding full proposals are advised that volume on Grants.gov may be extremely heavy on the deadline date, and if Grants.gov is unable to accept corresponding full proposals electronically in a timely fashion, applicants are encouraged to exercise their option to submit corresponding full proposals in paper format. Submitters of paper corresponding full proposals should allow adequate time to ensure a paper corresponding full proposal will be received on time, taking into account that Federal Government security screening for U.S. Postal Service mail may delay receipt of mail for up to two (2) weeks and that guaranteed express mailings and/or couriers are not always able to fulfill their guarantees.***

Any amendments to this FFO, including changes to the due date for the NIST-1102s, Letter of Intent, and/or for the corresponding full proposals, will be announced through Grants.gov and will also be posted on the NCGP Web site (<http://www.nist.gov/director/ncgp>). Applicants can sign up for Grants.gov FFO amendments, while applicants without access to the Internet can contact NIST and have any changes mailed to them.

## Helpful Details on using Grants.gov

***In order to submit an application through [www.grants.gov](http://www.grants.gov), an applicant first must register for a [www.grants.gov](http://www.grants.gov) user ID and password. This process can take between three (3) to five (5) business days or as long as four (4) weeks if all steps are not completed correctly.*** NIST strongly recommends that applicants register, review the application instructions, and apply as early as possible. Information about the registration process can be found at [http://grants.gov/applicants/organization\\_registration.jsp](http://grants.gov/applicants/organization_registration.jsp).

Applicants must register as organizations, not as individuals, at [www.grants.gov](http://www.grants.gov). As part of the registration process, you will register at least one Authorized Organizational Representative (AOR) for your organization. Note that a given organization may designate multiple individuals as AORs for [www.grants.gov](http://www.grants.gov) purposes. A registered AOR is the only official with the authority to submit an application at [www.grants.gov](http://www.grants.gov), so ensure that your organization's application is submitted by an AOR. If the application is submitted by anyone other than your organization's AOR, it will be rejected by the [www.grants.gov](http://www.grants.gov) system.

Before beginning the application process at [www.grants.gov](http://www.grants.gov), carefully review the application instructions for this funding opportunity at [www.grants.gov](http://www.grants.gov) and in this FFO. Your electronic submission will receive a date and time stamp at [www.grants.gov](http://www.grants.gov) and be processed after it is fully uploaded. Once an applicant is registered correctly, the following list provides step-by-step instructions for accessing, completing, and submitting an application.

- (1) It is essential to verify that the version of Adobe installed on your computer is compatible with Grants.gov. Check this at <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
- (2) Navigate to the URL [www.grants.gov](http://www.grants.gov).
- (3) Select "Apply for Grants" from the left-hand menu.
- (4) Select "Download a Grant Application."
- (5) Enter the Funding Opportunity Number for this FFO and click on "Download Package."
- (6) Click on the "Download" link.
- (7) Click on "Download Application Instructions."

The time it takes to completely upload an application will vary depending on a number of factors, including the size of the application and the speed of your Internet connection, and the time it takes [www.grants.gov](http://www.grants.gov) to process the application. Once an application is submitted, it undergoes a validation process through [www.grants.gov](http://www.grants.gov) in which the application may be accepted or rejected by the system. This process may take 24 to 48 hours to complete. Additionally, once an application is submitted, [www.grants.gov](http://www.grants.gov)

may notify the applicant that the application contains an error. In this case, the applicant must correct the error before the system will accept and validate the application and before it can be received by NIST. NIST will consider the date and time stamp on the validation generated by [www.grants.gov](http://www.grants.gov) as the official submission time.

Applicants should save and print written proof of an electronic submission made at [www.grants.gov](http://www.grants.gov). Applicants can expect to receive multiple e-mails regarding the status of their submission. Since e-mail communication can be unreliable, applicants must proactively check on the status of their application if they do not receive e-mail notifications within a day of submission. The first e-mail should confirm receipt of the application, and the second should indicate that the application has either been successfully validated by the system before transmission to NIST or has been rejected due to error(s). ***Please note that it can take up to two (2) business days after [www.grants.gov](http://www.grants.gov) receives an application for applicants to receive e-mail notification of an error.*** An applicant will receive a third e-mail once NIST has retrieved the application.

Applicants should refrain from submitting multiple copies of the same application package. NIST advises applicants to save and print both the confirmation screen provided at [www.grants.gov](http://www.grants.gov) after submission of an application, and the confirmation e-mail sent by [www.grants.gov](http://www.grants.gov) after the application has been successfully received and validated in the system. If an applicant receives an e-mail from [www.grants.gov](http://www.grants.gov) indicating that the application was received and subsequently validated, but does not receive an e-mail from [www.grants.gov](http://www.grants.gov) (within 72 hours of the first e-mail) indicating that NIST has retrieved the application package, the applicant may contact the Agency Contact for Electronic corresponding full proposal submission found on the list in Section VII., Agency Contact(s), of this FFO to inquire if NIST is in receipt of the submission.

It is the applicant's responsibility to verify that its submission was received and validated successfully at [www.grants.gov](http://www.grants.gov). To see the date and time your application was received, log on to [www.grants.gov](http://www.grants.gov) and click on the "Track My Application" link from the left-hand menu. For a successful submission, the application must be received and validated by [www.grants.gov](http://www.grants.gov), and an agency tracking number assigned. If your application has a status of "Received," it is awaiting validation by [www.grants.gov](http://www.grants.gov). Once validation is complete, the status will change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons [www.grants.gov](http://www.grants.gov) may reject an application can be found at [http://www.grants.gov/applicants/submit\\_application\\_faqs.jsp](http://www.grants.gov/applicants/submit_application_faqs.jsp). For more detailed information on why an application may be rejected, please access <http://www.grants.gov/section910/ApplicationErrorTips.pdf>.

If you experience a [www.grants.gov](http://www.grants.gov) “systems issue” (technical problems or glitches with the [www.grants.gov](http://www.grants.gov) website) that you believe threatens your ability to complete a submission, please (a) print any error message received; and (b) call the [www.grants.gov](http://www.grants.gov) Contact Center at 1-800-518-4726 for immediate assistance. Ensure that you obtain a case number regarding your communications with [www.grants.gov](http://www.grants.gov). *Please note:* problems with an applicant organization’s computer system or equipment is not considered a “systems issue.” Similarly, an applicant’s failure to (a) complete the registration; (b) ensure that an AOR submits the application; or (c) notice receipt of an e-mail from [www.grants.gov](http://www.grants.gov), is not considered a systems issue. A “systems issue” is an issue occurring in connection with the operations of [www.grants.gov](http://www.grants.gov) itself, such as the temporary loss of service at [www.grants.gov](http://www.grants.gov) due to unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely.

Applicants should access the following link for assistance in navigating [www.grants.gov](http://www.grants.gov) and for a list of useful resources:

<http://www.grants.gov/help/help.jsp>.

The following link lists frequently asked questions (“FAQs”):

<http://www.grants.gov/applicants/resources.jsp#faqs>.

If you do not find an answer to your question under the “Applicant FAQs,” try consulting the “Applicant User Guide” or contacting [www.grants.gov](http://www.grants.gov) via e-mail at [support@grants.gov](mailto:support@grants.gov) or telephone at 1-800-518-4726. The [www.grants.gov](http://www.grants.gov) Contact Center is open 24 hours a day, seven days a week with the exception of Federal holidays. Help Desk service will resume at 7:00 a.m. Eastern Time the day after Federal holidays.