

APPLICATION INSTRUCTIONS FOR 2012-NIST-NCNR-01

The standard application package, consisting of the standard forms, i.e., SF-424, SF-424A, SF-424B, SF-LLL, and the CD-511, is available at www.grants.gov .

Required Forms and Documents

- (1) SF-424, Application for Federal Assistance. The SF-424 must be signed by an authorized representative of the proposer organization. The FFO number 2012-NIST-NCNR-01 must be identified in item 12 of the SF-424. The list of certifications and assurances referenced in item 21 of the SF-424 is contained in the SF-424B.
- (2) SF-424A, Budget Information - Non-Construction Programs (The budget should reflect anticipated expenses for each year of the project of no more than five (5) years, considering all potential cost increases, including cost of living adjustments.)
- (3) SF-424B, Assurances - Non-Construction Programs
- (4) CD-511, Certification Regarding Lobbying
- (5) SF-LLL, Disclosure of Lobbying Activities (if applicable)
- (6) Technical Proposal. The Technical Proposal is a word-processed document responsive to the program description (see Section I. of this FFO) and the evaluation criteria (see Section V.I. of this FFO). It should include an in-depth description of the project scope, its goals, the methods to be used, its schedule, the personnel working on the project and their qualifications, and the institutional capabilities of the proposer.
- (7) Budget Narrative. There is no set format for the Budget Narrative; however, it should provide a detailed breakdown of each of the object class categories as reflected on the SF-424A.
- (8) Indirect Cost Rate Agreement. If indirect costs are included in the proposed budget, provide a copy of the approved negotiated agreement if this rate was negotiated with a cognizant Federal audit agency. If the rate was not

established by a cognizant Federal audit agency, provide a statement to this effect. Successful proposers will be required to obtain such a rate.

If submitting the proposal electronically via Grants.gov, items IV.2.a.(1) through IV.2.a.(5) above are part of the standard application package in Grants.gov and can be completed through the download application process.

Items IV.2.a.(6) through IV.2.a.(8) must be completed and attached by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance. This will create a zip file that allows for transmittal of the documents electronically via Grants.gov. Proposers should carefully follow specific Grants.gov instructions at www.grants.gov 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.

Page Limit

Twenty-five (25) pages.

Page limit includes: Table of contents (if included), Technical Proposal, including Executive Summary, management information and qualifications, resumes, figures, graphs, tables, images, and pictures.

Page limit excludes: SF-424, Application 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; Budget Narrative; and Indirect Cost Rate Agreement.

Submission Dates and Times

All proposals must be received by NIST no later than 3:00 p.m. Eastern Time, on Thursday, March 15, 2012. This deadline applies to all modes of proposal submission, including courier services, express mailing, and electronic.

Proposals not received by the specified due date and time will not be considered and will be returned without review. NIST determines whether the proposals submitted by paper have been timely received by the deadline by the date and time receipt they are physically received by NIST at its Gaithersburg, Maryland campus. For electronic submissions, NIST will consider the date and time stamped on the validation generated by www.grants.gov as the official submission time.

NIST strongly recommends that proposers do not wait until the last minute to submit a 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, proposers are highly encouraged to start their Grants.gov registration process at least four (4) weeks prior to the proposal due date.

Important: All proposers, both electronic and paper submitters, should be aware that adequate time must be factored into proposers' schedules for delivery of their proposal. Submitters of electronic proposals are advised that volume on Grants.gov may be extremely heavy on the deadline date, and if Grants.gov is unable to accept proposals electronically in a timely fashion, proposers are encouraged to exercise their option to submit proposals in paper format. Submitters of paper proposals should allow adequate time to ensure a paper 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.

In the event of a natural disaster that interferes with timely proposal submissions, NIST may issue an amendment to this FFO to change the proposal submission due date.