

APPLICATION INSTRUCTIONS FOR 2012-NIST-NSTIC-02

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-NSTIC-02 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 two (2) 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 of no more than thirty (30) pages responsive to the program description (see Section I. of the FFO document/Full Announcement) and the evaluation criteria (see Section V.1. of the FFO document/Full Announcement). It should contain the following information:
 - (a) **Executive Summary.** An executive summary of the proposed approach, consistent with the evaluation criteria (see Section V.1. of the FFO document/Full Announcement). The executive summary should not exceed one (1) single-sided page.
 - (b) **Project Approach.** A description of the proposed approach, sufficient to permit evaluation of the proposal, in accordance with the evaluation criteria (see Section V.1. of the FFO document/Full Announcement).
 - (c) **Work Plan.** A work plan that discusses the specific tasks proposed to be carried out, including a schedule of administrative and logistical objectives with measurable desired outputs and milestones. This section should be the primary, but not only, means by which the proposal will be evaluated according to the Quality and Relevance of the Work Plan evaluation criterion (see Section V.1. of the FFO document/Full Announcement).
 - (d) **Methodology for Administering the Steering Group.** A description of the proposed plans to identify members of the Steering Group and administer the work of the Steering Group consistent with the Governance Recommendations (see <http://www.nist.gov/nstic/2012-nstic-governance-recs.pdf>). Accordingly, proposers should articulate in great detail how their specific approach to performing these duties is likely to result in the realization of the Governance Recommendations and the NSTIC vision. This section

should be the primary, but not only, means by which the proposal will be evaluated according to the Methodology for Administering the Steering Group evaluation criterion (see Section V.1. of the FFO document/Full Announcement).

(e) **Qualifications of the Proposer.** A description of the qualifications and proposed operational or management activities of key personnel who will be assigned to work on the proposed project, including examples of past experience working with a wide variety of organizations including but not limited to accredited institutions of higher education; non-profit organizations; consortia; commercial organizations; standards development organizations and standards development processes; and Federal, state, local, Indian tribal, and territorial government representatives. This section should be the primary, but not only, means by which the proposal will be evaluated according to the Qualifications of the Proposer evaluation criterion (see Section V.1. of the FFO document/Full Announcement).

(f) **Resource Availability and Future Planning.** A description of the facilities and overall support available to accomplish the project objectives and planning for the long term sustainability of the Steering Group organization. This section should be the primary, but not only, means by which the proposal will be evaluated according to the Resource Availability and Future Planning evaluation criterion (see Section V.1. of the FFO document/Full Announcement).

(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. For awards to commercial organizations, audits must be conducted by an external auditor (CPA or cognizant Federal audit agency) after the first year and at the end of a two (2)-year project. If a recipient has never received Federal funding from any Federal agency, a certification will be required from a CPA to determine whether the recipient has a functioning financial management system that meets the provisions of 15 C.F.R. § 14.21. Therefore, costs for these audits and certification should be included in the budget accordingly.

(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. If the successful proposer includes indirect costs in the budget and has not established an indirect cost rate with a cognizant Federal audit agency, the proposer will be required to obtain such a rate.

If submitting the proposal electronically via Grants.gov, items (1) through (5) above are part of the standard application package in Grants.gov and can be completed through the download application process. **Items (6) through (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.