
DETAILED INSTRUCTIONS FOR COMPLETING APPLICATION PACKAGE

SSA Disability Research Consortium (DRC)

GENERAL INSTRUCTIONS

ONLINE ADDRESS FOR REQUESTING APPLICATION PACKAGE

The application package is available at www.grants.gov for use by applicant organizations requesting Federal assistance support under all research and demonstration grant programs administered by SSA.

APPLICATION PACKAGE

The application package is comprised of several forms and documents:

On-line Forms

- Standard Form 424 V2: Application for Federal Assistance (SF424 V2)
- Standard Form 424A: Budget Information (SF-424A)
- Standard Form 424B: Assurances – Non-Construction Programs (SF-424B)
- SSA Additional Assurances and Certifications re: Drug Free Work-Place Requirements, Lobbying, Debarment, Suspension, and Other Responsibility Matters

Forms to be Uploaded

- Budget Narrative
- Program Narrative
- Personnel Worksheet (if not included in Budget Narrative)
- Other Supporting Documentation

Further details on each part of the application are provided below. Please read and follow the instructions carefully to avoid delays and misunderstandings. An application is considered incomplete and is subject to being returned if it fails to present the requisite information or if the material presented is insufficient to permit an adequate review.

ONLINE FORMS

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APPLICATION FOR FEDERAL ASSISTANCE (SF-424 V2)

The Application for Federal Assistance (SF-424 V2) is a multipurpose standard form. Completion instructions are available online.

Note: In completing these sections, the "Federal Funds" budget entries will relate to the requested SSA discretionary funds only.

BUDGET INFORMATION – Non-Construction Programs (SF-424A)

Section A - Budget Summary

Use Line 1 and Line 5, filling in the columns as outlined below:

- (a) Grant Program Function of Activity Columns - "**SSA**"
- (b) Catalog of Federal Domestic Assistance Number - "**96.007**".
- (c) Federal Column – **Leave Blank**
- (d) Non-Federal – **Leave Blank**
- (e) Federal - Enter the amount of Federal funds needed to support the project for the period covered by this application (usually 12 months).
- (f) Non-Federal - Enter the amount of the cost of the project to be borne by Non-Federal funds.
- (g) Total - The amount shown in column (g) should be the sum of columns (e) and (f), exclusive of Program Income.

Section B - Budget Categories

Section B contains entries for Federal (SSA) funds only (Do not include a match or cost share).

Line 6-Object Class Categories

Use Column 1 for all SSA expenses to be charged to SSA funds.
Use Column 2 for all expenses to be charged to non-Federal share.

Line items 6a-6k-- Show the estimated Federal costs for each object class category (Personnel, Fringe Benefits, etc.) in Column 1, and enter the estimated non-Federal costs for each class category in Column 2.

Leave Columns 3-4 blank.

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Column 5, Line items 6a-6k should reflect amounts entered in Columns 1 and 2 Line items 6a-6k .

Line 7-Program Income—

Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the budget total.

A Budget Narrative must be attached and include the calculations used to derive the amounts entered under each Object Class Category (See Budget Narrative Instructions below).

Section C--Non-Federal Resources

This section is to record the amounts of "non-Federal" resources that will be used to support the project. "Non-Federal" resources mean other than SSA funds for which the applicant is applying.

Use line 8 only. Leave lines 9 through 12 blank.

Column a -- Enter "SSA".

Column b -- Enter the amount of funds and in-kind contributions to be provided by the applicant.

Column c -- Enter the State contribution. If the applicant is a State agency, enter the non-Federal funds to be contributed by the State other than the applicant.

Column d -- Enter the amount of cash and in-kind contributions to be made from all other sources.

Column e -- Enter the total of columns b, c, and d.

The amount in Column e should be equal to the amount in Section A, Line 1, Column f.

Section D--Forecasted Cash Needs

Line 13 -- Enter the amount of Federal (SSA) cash needed for the initial budget period of this grant by quarter. (Note: When the initial budget period will be more than 12 months, submit a separate sheet to show each additional 3 months or portion thereof.)

Line 14 -- Enter the amount of cash from all other sources needed by quarter during the budget period.

Section E--Budget Estimates of Federal Funds Needed For Balance of the Project

Complete this section only when the proposed project duration will be greater than 12 months.

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Use line 16 only. Leave lines 17 through 19 blank.

Column a -- Enter "SSA".

Columns b through e -- Enter the amount(s) of Federal funds which will be needed to complete the project over the succeeding funding periods (in years). For example, if the total funding period for the project is three years, then columns b and c would be completed to show the Federal funding requirements for the second and third year of the project (columns d and e would not be completed). **Note:** No project shall be funded beyond the maximum number of years allowed per the grant program announcement.

Section F--Other Budget Information/Budget Narrative

Line 21--Use this space and continuation sheets as necessary to fully explain and justify the major items included in the budget categories shown in Section B, column 1. The information provided should include sufficient detail to facilitate a determination as to allowability, relevance to the project, and cost/benefit.

Line 22--Enter the type of Federal agency approved indirect cost rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied and the total indirect expense. Also, enter the date the rate was approved, where applicable. Attach a copy of the rate agreement if it was negotiated with a Federal agency other than SSA.

Line 23—Budget Narrative- This information must be prepared as described below (see Budget Narrative Instructions) and uploaded to GrantSolutions.

ASSURANCES FOR NON-CONSTRUCTION PROGRAMS (SF-424B)

In this section, the applicant will review and have the opportunity to agree with the terms of the Signing Agreement or Assurances.

NARRATIVE INSTRUCTIONS

BUDGET NARRATIVE

A separate narrative should be uploaded. Provide a narrative budget justification that describes how the categorical costs are derived. **You must provide detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.**

Personnel (Reference SF-242A-Section B, Budget Categories, Line 6a)—
Enter the total costs of salaries and wages of applicant/grantee staff only. A breakdown of the amounts and percentage of time that comprises the salary must be provided. In computing estimated salary charges, an individual's base salary represents the total authorized annual compensation that an applicant organization would be prepared to

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pay for a specified work period. The base salary excludes income that an individual may be permitted to earn outside of full-time duties to the applicant organization. Do not include costs of consultants or personnel costs of delegate/subgrantee organizations (consultant costs should be included in Line 6h-Other). **For recommended format, please refer to the Excel spreadsheet available on our webpage at http://www.ssa.gov/oag/grants/ssagrant_current.htm** (See Announcement page 18, for link to sample worksheet).

GRANT PROGRAM		DRC			
Grantee Organization					
Personnel Breakdown					
	(1)	(2)	(3)	(4)	(5)
NAME	Position	Annual Salary	No. months Budgeted	%time	Total Amount Requested
					\$
<i>Sample Name</i>	<i>Project Officer</i>	<i>\$70,000</i>	<i>12</i>	<i>100%</i>	<i>70,000.00</i>
TOTAL SALARIES AND WAGES					\$ -
	Fringe Benefits	1	2		
	Fringe Base(s)	\$ -	\$ -		
	Fringe Rate(s)	20%			
TOTAL FRINGE BENEFITS		\$ -			\$ -
TOTAL PERSONNEL					\$ -

List all personnel chargeable as a direct cost to the project by name, title, salary and percentage of effort. Include names for key positions only. The amount shown for "Total salaries and wages" should agree with the amount shown in Section B, column 1, line

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6a-Personnel. (Note: If any portion of the personnel cost is to be charged as non-Federal costs, list the non-Federal personnel costs separate from the costs to be charged to Federal (SSA) funds.)

Column 6 reflects the total amount required as computed from the information shown in columns 1 through 3 using the following formula:

$$\text{Annual Salary (Col. 3)} \times \text{No. of Months (col. 4)} = \text{Total Amount Required (Col. 6)}$$

Annual Salary (Col. 3) X 12 X

Percent of Effort (Col. 5) = Total Amount Required (Col. 6)

Fringe Benefits

Enter in the parenthesis the applicable fringe benefit rate(s). Enter the amount determined by applying the rate to the total of the salaries in "Column 6 to which the rate(s) applies.

3. Option for Salary Detail Submission

Applicants may request that the salary rates and amounts requested for individuals not be made available to reviewing consultants. To do so, an additional copy of this page must be submitted, complete in all respects, except that columns 1 and 4 may be left blank.

4. Other Support

Provide details for each person listed under Personnel for all Federal and non-Federal Support, including the following information:

Name	Percentage	Funding Source	Program Name
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5. Function/Task Description

Attach a description of the function or task to be performed for all personnel listed.

Fringe Benefits(Reference SF-242A-Section B, Budget Categories, Line 6b)— Fringe benefits may be requested as a direct cost to the extent that they are treated consistently by the applicant organization as a direct cost to all sponsors. As an alternative, fringe benefits may be included in the calculation of the applicant organization's indirect costs. If a fringe benefit rate has been negotiated with a Federal agency, indicate the agency and the applicable rate in this portion of the narrative. Otherwise provide a breakdown of items, amounts, and percentages that comprise fringe benefit costs.

Travel (Reference SF-242A-Section B, Budget Categories, Line 6c)—

Enter total estimated costs of all travel by employees of the project. Do not include costs

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for consultant's travel. Describe and justify the requested travel costs, including the purpose, traveler(s), number of trips involved, destinations, duration of trip, and projected cost per trip (i.e., local transportation, mileage allowances, per diem, air travel, subsistence allowances, etc.).

Equipment (Reference SF-242A-Section B, Budget Categories, Line 6d)—

Enter the total estimated costs of all equipment to be charged to the project.

"Equipment" means tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, applicant/grantee policy may dictate that items of costing less than \$5000 may be classified as equipment. For SSA purposes in these cases, such items should be included in either Line 6e-Supplies or Line 6h-Other. List and fully explain the need for each item of equipment, the cost per unit, number of units, and total estimated cost.

Supplies(Reference SF242A-Section B, Budget Categories, Line 6e)—

Enter the total estimated costs of all tangible personal property (supplies) other than that included on line 6d. List/specify general categories of supplies and explain the need for the items and their costs. Show computations and other information that supports the amount requested.

Note: If computer equipment and/or software is included in the budget, fully describe and justify the need for each item in this section of the Budget Narrative.

Contractual (Reference SF-242A-Section B, Budget Categories, Line 6f)—

Enter the total estimated costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and (2) contracts with secondary recipient organizations including delegate organizations and specific project(s) or businesses to be financed by the applicant. Identify the purpose and costs associated. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individual service contractors on this line. If available at the time of application, attach a list of contractors indicating the name of the organization, the purpose of the contract and the estimated dollar amount of the award.

Note: Whenever the applicant/grantee intends to delegate part of the project to another organization, the applicant/grantee must provide a detailed budget and budget narrative for each delegate organization. The total costs of all such organizations will be part of the amount shown on Line 6f of Section B of the Standard Form 424A, Budget Categories.

All applicants (except State governments) must identify and justify any anticipated procurement that is expected to exceed the simplified acquisition threshold (currently set at \$100,000) and to be awarded without competition. Recipients may be required to make available to SSA pre-award review and procurement documents, such as request

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for proposals or invitations for bids, independent cost estimates, etc. under the conditions identified at SSA regulations 20 CFR Part 435.44 and/or Part 437.36.

Construction (Reference SF-242A-Section B, Budget Categories, Line 6g)— SSA programs do not have construction authority but may support limited alteration and renovation costs. Amounts included under this category must be fully explained.

Other (Reference SF-242A-Section B, Budget Categories, Line 6h)—

Enter the total of all other direct costs not clearly covered by lines a through g. Such costs, where applicable, may include but are not limited to insurance, fees and travel paid directly to individual consultants, space and equipment rentals, printing and publication, computer use, and training costs. Costs identified as "miscellaneous" and "honoraria" are not allowable. Itemize and fully explain all amounts entered under this category, including the method used in computing the cost.

Total Direct Charges (Reference SF-242A-Section B, Budget Categories, Line 6i)—

Enter the total of Lines 6a through 6h.

Indirect Costs (Reference SF-242A-Section B, Budget Categories, Line 6j)—

Applicants which are State and local governments, include the total amount of indirect costs. List and explain these costs in this portion of the Budget Narrative. Indicate if the costs are claimed in accordance with an approved State cost allocation plan.

Applicants other than State and local governments, include the total amount of indirect costs. Generally, this should be used only when the applicant currently has an indirect cost rate approved by SSA or another Federal agency or is awaiting such approval. If the costs are claimed in accordance with an approved indirect cost rate, enclose a copy of the current rate agreement.

If the applicant organization is in the process of renegotiating a rate, it should immediately, upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year and submit it to the appropriate cognizant Federal agency. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant.

Program Income (Reference SF-242A-Section B, Budget Categories, Line 7)—Include the estimated amount of income, if any, expected to be generated from this project.

Explain the nature, source and anticipated use of program income.

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PROGRAM NARRATIVE

The program narrative is to be completed in accordance with the published Request For Applications.

Please include copies of all resumes and CV's for appropriate Personnel, as supplemental supporting documentation.

ATTACHMENTS

Any appendices/attachments (include letters of support here)- Any files uploaded or attached to the Grants.gov application must be of the following file formats and must contain a valid file format extension in the filename – Microsoft Word, Excel or PowerPoint, Corel WordPerfect, ASCII Text, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only).

Even though Grants.gov allows applicants to attach any file format as part of their application, SSA restricts this practice and only accepts the file formats identified above. Any file submitted as part of the Grants.gov application that is not in a file format identified above, or contains password protection, will not be accepted for processing and will be excluded from the application during the review process.

In addition, the use of compressed file formats such as ZIP or RAR will not be accepted. The application must be submitted in a file format that can easily be copied and read by reviewers. It is recommended that scanned copies not be submitted through Grants.gov unless the applicant confirms the clarity of the documents. Pages cannot be reduced resulting in multiple pages on a single sheet to avoid exceeding the page limitation. All documents that do not conform to the above will be excluded from the application during the review process

SSA ADDITIONAL ASSURANCES AND CERTIFICATIONS

By providing your electronic signature on this overall application, you are certifying that you read, understand, and will comply with the SSA Additional Assurances and Certifications, shown below.

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NOTICE

TO: SOCIAL SECURITY ADMINISTRATION (SSA) GRANT APPLICANTS AND AWARD RECIPIENTS.

We direct the attention of potential SSA grantees to the following statutory provisions, which are contained in SSA's appropriation language.

Public Law 106-113 Title V -- General Provisions

SEC. 503. (a) "No part of any appropriation contained in this Act shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress or any State legislature, except in presentation to the Congress or any State legislature itself."

SEC. 503. (b) "No part of any appropriation contained in this act shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature."

Sec. 506. (a) PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS - It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.

Sec. 507. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state: (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

In addition, the following restrictions apply for Drug-free Workplace, Debarment – Suspension, and Anti-Lobbying:

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2 CFR Part 2339-Requirements for Drug-Free Workplace

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=19add9f70bb13b678cb09a05c336a565&tpl=/ecfrbrowse/Title02/2cfr182_main_02.tpl

2 CFR Part 180-Debarment and Suspension

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=19add9f70bb13b678cb09a05c336a565&tpl=/ecfrbrowse/Title02/2cfr180_main_02.tpl

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS-PRIMARY COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

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5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 20 CFR Part 436. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings..
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the

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Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION--LOWER TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

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2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive order 12549: 20 CFR Part 436. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the Nonprocurement List (Tel. #).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and voluntary Exclusion-Lower Tier covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

20 CFR, Part 438-Restrictions on Lobbying (link to regulations and guidance is included):

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=4d4e4cd3c0761d790499244346a7c26f&tpl=/ecfrbrowse/Title20/20cfr438_main_02.tpl

INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. **The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.** Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

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1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the registrant, under the Lobbying Disclosure Act of 1995, engaged by the reporting entity identified in item 4 to influence the covered Federal action.

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(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DETAILED INSTRUCTIONS FOR COMPLETING APPLICATION PACKAGE

SSA Disability Research Consortium (DRC)

Application Checklist

(SSA GRANT and COOPERATIVE AGREEMENT PROGRAMS)

Before submitting your application for grant funding, please check to assure that the application submission contains the required information, which includes the following:

Formal application prepared on mandatory forms:

- Table of Contents (generated by GrantSolutions).**
- Project Summary (not required for non-competing continuation applications).**
- Application for Federal Assistance, form SF-424 V2.**
- Budget Information (SF-424 V2, Sections A – F):** also, includes **Budget Narrative, Personnel Calculations** (details) for Section B – Budget categories; and a copy of **applicant's approved indirect cost rate agreement**, if appropriate.
- Assurances—Non-construction program (SF 424B)**
- SSA Additional Assurances and Certifications**
- Project Narrative.**
- Appendices/attachments** (Supplementary and Supporting Information).

Disclosure of Lobbying Activities (Standard Form-LLL)

Enclosed Not Applicable