IV. APPLICATION AND SUBMISSION INFORMATION FOR ANNOUNCEMENT N62473-10-R-SBLFCR

1. Application and Submission Process

What to Submit: A full application submitted under the terms and conditions cited in the announcement will be reviewed

Where to Submit: Applications may be submitted to Naval Facilities Engineering Command Southwest (NAVFACSW) through Grants.gov, via e-mail to linda.protocollo@navy.mil, or they may be submitted by hard copy to the address cited in paragraph IV.5 below. Regardless of the means used to deliver the application to NAVFACSW, the prospective grantee organization must download and complete the Grants.Gov application package for submission of the application.

Registration Requirements for Grants.gov: There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See www.grants.gov/GetStarted to begin this process. Use the Grants.gov Organization Registration Checklist at www.grants.gov/assets/OrganizationRegCheck.doc to guide you through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in the CCR registration process. Applicants, who are not registered with CCR and Grants.gov, should allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible.

Questions: Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov.

VERY IMPORTANT – Download PureEdge Viewer or Adobe Acrobat Reader: In order to download the application package, you will need to install PureEdge Viewer or Adobe Acrobat Reader. These small, free programs will allow you to access, complete, and submit applications electronically and securely. For a free version of the software, visit the following web site: www.grants.gov/DownloadViewer.

The due date for full applications is no later than 3 March 2010.
Notification of award will be announced on or about 19 March 2010.

2. Content and Format of Full Applications

The full applications submitted under this announcement are expected to address unclassified basic research. The full application submissions will be protected from unauthorized disclosure in accordance with FAR 15.207, applicable law, and DoD regulations. Applicants are expected to appropriately mark each page of their submission that contains proprietary information. Grants awarded under this announcement will be unclassified.

Grants.gov Submission: Contents and Format of Applications

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov, select "Apply for Grants", and then select "Download Application

Package." Enter the CFDA for the respective agency to which you are directing the application (ONR-FAC – 12.300) and the funding opportunity number (**ANNOUNCEMENT N62473-10-R-SBLFCR**) designated as "research opportunity number" on page two of this announcement. NOTE: You will not be able to download the Application Package unless you have installed PureEdge Viewer (See http://www.grants.gov/DownloadViewer) or Adobe Acrobat Reader.

- **SF424 (R&R) –** Complete all the required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the "Help Mode" (icon with the pointer and question mark at the top of the form).

Grants.gov Application Submission: Content and Format of Applications

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov, select "Apply for Grants", and then select "Download Application Package". Enter the CFDA for ONR-FAC – 12.300 and the funding opportunity number (**ANNOUNCEMENT N62473-10 R- SBLFCR**), designated as "research opportunity number" on page two of this announcement. NOTE: You will not be able to download the Application Package unless you have installed PureEdge Viewer (See: http://www.grants.gov/DownloadViewer) or Adobe Acrobat Reader.

Content and Form of Application – SF 424 (R&R)

You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below**. Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.**

FORM: SF 424 (R&R)
Complete this form first to populate data in other forms. Complete all the required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the "Help Mode" (icon with the pointer and question mark at the top of the form). The list of certifications and assurances referenced in Field 18 can be found on the certification package for grants document entitled, "Certifications for Grants and Agreements", which is posted with the announcement.

FORM: RESEARCH & RELATED Other Project Information.
Complete questions 1 through 5 and attach files. The files must comply with the following instructions:

Project Summary/Abstract (Field 6 on the Form): Please insert coverage relevant to your program.

Project Narrative (Field 7 on the form)

The Following Formatting Rules Apply for Field 7

- Paper size when printed - 8.5 x 11 inch paper
- Margins - 1 inch
- Spacing -single
- Font - Times New Roman, 12 point
- Number of pages - no more than 15 single-sided pages.

The cover, table of contents, list of references, letters of support, and curriculum vitae are excluded from the page limitations. Full applications exceeding the page limit may not be evaluated.

Include the Following in Field 7

The first page of your narrative must include the following information:

- Principal name
- Phone number, fax number and e-mail address
- Institution, Department, Division
- Institution address
- Other universities involved
- Current DoD Contractor or Grantee? If yes, provide Agency, point of contact; phone number
- Application title
- Institution application number
- Agency to which application is submitted
- Topic number and topic title

- Table of Contents: List project narrative sections and corresponding page numbers.

Statement of Work: **Please insert coverage relevant to your program.**

- Innovative Scientific Approach: **Please insert coverage relevant to your program.**

- Project Schedule, Milestones and Deliverables: A summary of the schedule of events, milestones, and a detailed description of the results and products to be delivered.

- Assertion of Data Rights: A summary of any proprietary rights to pre-existing results, prototypes, or systems supporting and/or necessary for the use of the research, results, and/or prototype. Any data rights asserted in other parts of the application that would impact the rights in this section must be cross-referenced. If there are proprietary rights, the applicant must explain how these affect its ability to deliver research data, subsystems and toolkits for integration. Additionally, applicants must explain how the program goals are achievable in light of these proprietary limitations. If there are no claims of proprietary rights in pre-existing data, this section shall consist of a statement to that effect.

- Management Approach: A discussion of the overall approach to the management of this effort, including brief discussions of: required facilities; relationships with any subawardees and with other organizations; availability of personnel; and planning, scheduling and control procedures.

  (a) Describe the facilities available for the accomplishment of the proposed research and related education objectives. Describe any capital equipment planned for acquisition under this program and its application to the proposed research. If possible, budget for capital equipment should be allocated to the first budget period of the grant. Include a description of any government furnished equipment/hardware/software/information, by version and/or

configuration that are required for the proposed effort.

(b) Describe in detail proposed subawards to other eligible universities or relevant collaborations (planned or in place) with government organizations, industry, or other appropriate institutions. Particularly describe how collaborations are expected to facilitate the transition of research results to applications. Descriptions of industrial collaborations should explain how the proposed research will impact the company's research and/or product development activities. If subawards to other universities are proposed, make clear the division of research activities, to be supported by detailed budgets for the proposed subawards.

(c) Designate one individual as the Principal Investigator for the award, for the purpose of technical responsibility and to serve as the primary point-of-contact. Briefly summarize the qualifications of the Principal Investigator and other key investigators to conduct the proposed research.

(d) List the amount of funding and describe the research activities of the Principal Investigator and co-investigators in on-going and pending research projects, whether or not acting as Principal Investigator in these other projects, the time charged to each of these projects, and their relationship to the proposed effort.

(e) Describe plans to manage the interactions among members of the proposed research team.

(f) Identify other parties to whom the application has been, or will be sent, including agency contact information.

- List of References: List publications cited in above sections.
- Letters of Support: Up to 3 Letters of Support from various DoD agencies may be included.
- Curriculum Vitae: Include curriculum vitae of the Principal Investigator and key co-investigators.

All applications should be in a single PDF file. To attach a Project Narrative in Field 7, click "Add Attachment."

Bibliography & References Cited (Field 8 on the form)

This field not required.

Facilities & Other Resources (Field 9 on the form)

This field not required.

Equipment (Field 10 on the form)

This field not required.

Other Attachment (Field 11 on the form)

If you need to elaborate on your responses to questions 1-5 on the “Other Project Information” document, **provide the information in field 7 as part of your project narrative. Do not attach a file in field 11.**

FORM: Research & Related Budget
Complete the Research and Related Budget form in accordance with the instructions on the form (activate Help Mode to see instructions) and the following instructions. You must provide a detailed cost breakdown of all costs, by cost category, by the funding periods described below, and by task/sub-task corresponding to the task number in the proposed Statement of Work which was provided in Field 7 of the Research and Related Other Project Information Form. Options must be separately priced. The form will generate a cumulative budget for the total project period. You must complete all the mandatory information on the form before the NEXT PERIOD button is activated. You may request funds under any of the categories listed as long as the item and amount are necessary to perform the proposed work and meet all the criteria for allowability under the applicable Federal cost principles. The budget should adhere to the following guidelines:

The budget should be driven by program requirements. Elements of the budget should include:

- Direct Labor - Individual labor category or person, with associated labor hours and unburdened direct labor rates.

- Indirect Costs - Fringe benefits, overhead, G&A, COM, etc. (must show base amount and rate). Justify in Field K.

- Travel - Number of trips, destination, duration, etc. Justify in Field K.

- Subcontract - A cost proposal as detailed as the applicant's cost proposal will be required to be submitted by the subcontractor. Include in Research & Related Subaward Budget Attachment Form.

- Consultant - Provide consultant agreement or other document that verifies the proposed loaded daily/hourly rate. Include a description of the nature of and the need for any consultant's participation. Strong justification must be provided, and consultants are to be used only under exceptional circumstances where no equivalent expertise can be found at a participating university. Provide budget justification in Field K.

- Materials - Specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify in Field K.

- Other Directs Costs - Particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the contractor/recipient (justifications must be provided when Government funding for such items is sought). Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify in Field K.

Budget Justification (Field K on the form)
Provide the required supporting information for the cost elements as shown above (see

Research & Related Budget instructions) and listed as follows: indirect cost, travel, consultant, materials, and other direct costs. Provide any other information you wish to submit to justify your budget request

FORM: R&R Subaward Budget Attachment(s) Form
Budgets for Subawardees. You must provide a separate cumulative and multi-year R&R budget for each subawardee. Download the R&R Budget Attachment from the R&R SUBAWARD BUDGET ATTACHMENT(S) FORM and e-mail it to each subawardee that is required to submit a separate budget. A cost proposal as detailed as the applicant's cost proposal will be required to be submitted by the subcontractor. Note: Subwardees must have installed PureEdge Viewer before they can complete the form. After the Subawardee has e-mailed its completed budget back to you, attach it to one of the fields provided on the R&R SUBAWARD BUDGET ATTACHMENT(S) FORM. Use up to 10 letters of the subawardee's name as the file name (e.g., ucla.xfd or stanford.xfd).

SF-LLL Disclosure of Lobbying Activities Form
If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person 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 the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

Hard Copy Application Submission: Content and Format of Applications

If submitting by hard copy, please complete the Grants.gov forms as described, print them out, and mail to the addresses in Section IV.5. Full hard copy applications should be stapled in the upper left hand corner; plastic covers or binders should not be used. Separate attachments, such as individual brochures, or reprints, will not be accepted. Copies – one (1) original and one (1) hard copies.

3. Significant Dates and Times

Schedule of Events		
Event	**Date**	**Time**
Full Applications Due	3 March 2010	1400 PM Pacific Daylight Time
Notification of Selection for Award	19 March 2010 or sooner	
Start Date of Grant	19 March 2010 or sooner	

* **These dates are estimates as of the date of this announcement.**

Application Receipt Notices
After an application is submitted through Grants.gov, the Authorized Organization Representative (AOR) will receive a series of three e-mails. It is extremely important that the AOR watch for and save each of the e-mails. You will know that your application has reached NAVFAC SW when the AOR receives e-mail Number 3. You will need the Submission Receipt Number (e-mail Number 1) to track a submission. The three e-mails are:

Number 1 – The applicant will receive a confirmation page upon completing the submission to Grants.gov. This confirmation page is a record of the time and date stamp for the submission.

Number 2 – The applicant will receive an e-mail indicating that the application has been validated by Grants.gov within a few hours of submission. (This means that all of the required fields have been completed.)

Number 3 – The third notice is an acknowledgment of receipt in e-mail form from the designated agency within ten days from the application due date. For applications the e-mail is sent to the authorized representative for the institution. The e-mail for applications notes that the application has been received and provides the assigned tracking number. Hard copy submissions will receive only e-mail number 3.

4. Submission of Late Applications

Any application submitted through Grants.gov where the time and date for submission (e-mail Number #1) is after the deadline for application submission in Section IV.3, will be late and will not be evaluated unless the Grants.gov website was not operational on the due date and was unable to receive the application submission. If this occurs, the time specified for the receipt of applications through Grants.gov will be extended to the same time of the day specified in this ANNOUNCEMENT on the first workday on which the Grants.gov website is operational.

For hard copy submission, any application, modification, or revision, that is received at the designated DoD agency after the exact time specified for receipt of applications is "late" and will not be considered unless it is received before the award is made, the contracting officer determines that accepting the late application would not unduly delay the acquisition, and:

(a) the application was sent, to the address specified for the designated agency, by U.S. Postal Service Express Mail three or more business days prior to the date specified for the receipt of applications (the term "business days" excludes weekends and U.S. Federal holidays); or

(b) there is acceptable evidence to establish that it was received at the DoD agency designated for receipt of applications and was under the Government's control prior
to the time set for receipt of applications; or

(c) it was the only application received.

However, a late modification of an otherwise timely and successful application that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted. This applied to hard copy and Grants.gov submissions.

Acceptable evidence to establish the time of receipt at the DoD agency includes the time/date stamp of that installation on the application wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

If an emergency or unanticipated event interrupts normal Government processes so that applications cannot be received at the Government office designated for receipt of applications by the exact time specified in the announcement, and urgent Government requirements preclude amendment of the announcement closing date, the time specified for receipt of applications will be deemed to be extended to the same time of day specified in the announcement on the first work day on which normal Government processes resume.

Note that applications delivered by commercial carriers are considered "hand carried" and that no exception can be made to allow such applications to be considered if for any reason they are received after the deadline. Applicants are advised that some applications responding to past announcements that were sent via commercial carriers were delayed during shipment and arrived after the deadlines, typically by one or two days. To decrease the probability that applications delivered by commercial carriers will arrive after the deadline and thus be ineligible to compete, applicants are urged to schedule delivery to occur several days before the deadline.

5. Address for the Submission of Hard Copy Full Application

If submitting hard copies instead of electronically through Grants.gov, send to the addresses below:

Hard copies of full applications should be sent to the Naval Facilities Engineering Command Southwest at the following address:

ATTN: Code AQE.LP
1220 Pacific Highway
San Diego, CA 92132-5190
Point of Contact: Linda Protocollo
Telephone: (619) 532-1159
E-mail: linda.protocollo@navy.mil