

## IV. Application and Submission Information

### 1. Address to Request Application Package

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 follow the instructions. In the Grants.gov search function, enter the funding opportunity number for this announcement (PA-AFOSR-2012-0004). You can also search for the CFDA Number. CFDA Numbers for the agencies are as follows: 12.300, Basic and Applied Research (ONR); 12.431, Basic Scientific Research (ARO); and 12.800, Air Force Defense Research Sciences Program (AFOSR). On the Selected Grant Applications for Download page, click on 'download' under the heading 'Instructions and Applications' to download the application package.

### 2. Content and Form of Application Submission

The DoD is interested primarily in the research and related science and engineering education that the equipment would facilitate. For this reason, the proposal must adequately describe the goals of the research and research-related education, so that judgments can be made on relevance to DoD goals. Principal investigators are encouraged to clarify the extent to which their research interests coincide with those of the DoD by: (i) reviewing the information on DoD interests that is provided at the on-line sites listed in Section I of this program announcement; and (ii) contacting the appropriate Agency program managers identified at those sites for additional information.

Proposals to the ARO, ONR, and AFOSR must be submitted electronically through grants.gov. A complete proposal consists of these elements:

- Standard Form 424 (Research and Related) (SF-424 (R&R)) as the cover page;
- SF-424 (R&R) Budget form;
- SF-424 (R&R) Other Project Information form;
- The project abstract and project narrative, which are attachments to the SF-424 (R&R) Other Project Information form;
- Research & Related Senior/Key Person Profile;
- SF-424 (R&R) Project/Performance Site Location(s) form; and
- SF-LLL form if the proposer has lobbying that it is required to disclose under 31 USC 1352, as implemented by the DoD at 32 CFR 28.

The following paragraphs provide details concerning these elements.

**SF 424 (R&R)** – The SF 424 (R&R) form must be used as the cover page for all electronic proposals. Complete all the required fields in accordance with the “pop-up” instructions on the form and the following instructions for the specified fields. To see the instructions, roll your mouse over the field to be filled out. You will see additional information about that field. For example on the SF 424 (R&R) the Phone Number field reads 'PHONE NUMBER (Contact Person): Enter the daytime phone number for the person to contact on matters relating to this

application. This field is required.' Mandatory fields will have an asterisk marking the field and will appear yellow on most computers. In Grants.gov, some fields will self populate based on the announcement selected. Please fill out the SF 424 first, as some fields on the SF 424 are used to auto populate fields in other forms. The completion of most fields is self-explanatory, except possibly for the following special instructions:

Field 2: The Applicant Identifier may be left blank.

Field 3: The Date Received by State and the State Application Identified are not applicable to research.

Field 4a: For ONR submission, enter N00014; For ARO and AFOSR submissions, leave blank.

Field 4b: For ONR submission, enter the three (3) digit Program Office Code and, if known, the Program Officer's name, last name first, in brackets. The Program Office Codes and Program Officer names can be found on the ONR website as described in PA Section I entitled, "Funding Opportunity Description" found on page 3. For ARO submissions, leave blank. For AFOSR, enter the Technical Program Manager's name. Technical Program Managers can be found on the AFOSR website under the links to each directorate (<http://www.wpafb.af.mil/library/factsheets/factsheet.asp?id=8973>).

Field 7: Complete as indicated. If the organization is a Minority Institution, select "Other" and under "Other (Specify)" note that you are a Minority Institution (MI).

Field 8: Complete fields as indicated. If the proposal is being submitted to other DURIP participating agencies, please state in the third area of this field, the name(s) and phone number(s) of the Point(s) of Contact at those agencies. If you run out of space in Field 8, include an attachment to R&R Other Project Information form in Field 12, naming the document "Continuation of SF 424 (R&R) Field 8."

Field 9: List the appropriate DoD agency (e.g., Air Force Office of Scientific Research, Army Research Office, Office of Naval Research) as the reviewing agency. This field is pre-populated in Grants.gov.

Field 11: Descriptive title of applicant's project. Briefly (one phrase or sentence) identify both the nature of the instrumentation and the kind of research in which it will be used. Example: "Ultrashort-Pulse Laser for Research on Advanced Cathodes and Windows for High Power Microwave Sources." Please do not enter the word DURIP nor any program manager's name.

Field 16: Choose "No." Check 'Program is not covered By Executive Order 12372'.

Field 17: Select "I Agree" to:

Provide the certification regarding lobbying that is required by law (13 USC 1352, as implemented by the DoD at 32 CFR Part 28). The full text of this certification may be found at <http://www.wpafb.af.mil/shared/media/document/AFD-070817-127.pdf> or a copy will be provided upon request.

Certify that the statements in the proposal are true, complete and accurate to the best of your knowledge.

Field 18: Attach the SF-LLL or other explanatory documentation if there is lobbying that must be disclosed under 13 USC 1352, as implemented by the DoD at 32 CFR Part 28.

Attachments: All attachments to all Grants.gov forms must be submitted in PDF format (Adobe Portable Document Format). To convert attachments into PDF format, Grants.gov provides a list of PDF file converters at [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp)

**R&R Research and Related Budget Form** – Include a budget that identifies the equipment to be purchased, cost per item, and the total cost. Cite the proposed source(s) of the equipment. Costs should be based on recent quotations from manufacturers or distributors. Provide copies of vendor quotes. Include the name and telephone number of a contact for each source cited or a website address listing the proposed equipment and prices. All equipment being requested must be considered part of one “system” costing more than \$50,000, and thus all equipment being purchased must be exempt from indirect costs. The budget must make clear how DURIP funding will affect the successful and complete purchase of the requested equipment. Relevant information includes details of any other federal funds to be used and any funds to be contributed by nonfederal sources toward the purchase of the instrumentation. For budgeting purposes, presume a grant start date of 15 June 2013, although this is subject to negotiation.

**R&R Other Project Information Form** - Complete all information as requested. Attach the Abstract and Project Narrative as described in the following paragraphs.

**Abstract and Project Narrative** – The project abstract and narrative may be NO LONGER THAN 25 PAGES, ALL INCLUSIVE when printed out. The curriculum vitae to be attached under the Research & Related Senior/Key Person Profile Form (see below) is also included in the 25-page limit. (NOTE: the SF 424 forms are not included in this 25-page limit). Those portions of the project abstract and narrative that exceed 25 pages will not be evaluated or read.

All attachments to all Grants.gov forms must be submitted in PDF format (Adobe Portable Document Format). To convert attachments into PDF format, Grants.gov provides a list of PDF file converters at [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). Please be sure to not password protect attachments.

Attach the proposal abstract to Field 7 on the SF-424 Research and Related Other Project Information form. Include a concise (not to exceed 300 words) abstract that describes the instrumentation requested and the research and research-related education that will be supported by that instrumentation. In the header of the abstract please include (if known) the Agency program manager’s name(s) and directorate to receive the proposal for consideration and evaluation. To assist in directing the proposal, please refer to Section I, above, for the list of Agency web sites that contain research interest topics and descriptions.

Attach the proposal narrative to Field 8 of the SF-424 Research and Related Other Project Information form. The narrative must be complete and self-contained to qualify for review.

The proposal narrative provides key information by which the quality of the proposal is determined. Principal investigators are strongly encouraged to fully develop their proposal's narrative using the information sources provided in Section I. The written proposal narrative must:

Describe how the proposed instrumentation will:

- a. enhance the quality of research and research-related education currently funded by the DoD (indicate the DoD organization, the contract or grant number, and the Principal Investigator; and concisely describe the thrust of the research and research-related education in sufficient detail to enable review of the proposal by an evaluator who is not familiar with your research program), and/or
- b. contribute to research and research-related education currently proposed to the DoD (indicate the organization and Principal Investigator of the proposal under consideration, the prospective DoD sponsor; and concisely describe the thrust of the research and research-related education in sufficient detail to enable review of the DURIP proposal by an evaluator who is not familiar with your research proposal), and/or
- c. establish new research capabilities or enhance current research capabilities for performing research and research-related education in areas of interest to the DoD.

Describe how the proposed instrumentation will interface with existing facilities or upgrade other instrumentation now available for research and research-related education.

Describe the amounts and sources of ongoing or proposed support for the research and research-related education to be facilitated by the instrumentation.

Describe any special circumstances regarding the acquisition or installation of the equipment.

Indicate the estimated useful life of the equipment.

**SF-LLL Form** “Disclosure Form to Report Lobbying” -- If your university has lobbying activities that you are required to disclose under 31 USC 1352, as implemented by the DoD at 32 CFR part 28, you also must complete and attach the SF-LLL form in the downloaded Adobe forms package at Grants.gov.

**SF-424 (R&R) Research and Related Project/Performance Site Location(s) Form** – Complete all information as requested.

**Research & Related Senior/Key Person Profile Form** – Complete all information as requested. Include curriculum vitae for the Principal Investigator and for other senior investigators, all of which will be counted as part of the 25 page limit.