

INSTRUCTIONS FOR APPLYING TO NIST'S 2009-MSE-01 FUNDING OPPORTUNITY

The following instructions **apply to ALL programs** listed in this funding opportunity notice.

Applicants should download and complete the package that is provided with this Federal Funding Opportunity notice.

Complete applications/proposals must include the following forms and documents:

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information Non-Constructions
- SF-424B, Assurances Non-Construction
- CD-511, Certification Regarding Lobbying
- SF-LLL, Disclosure of Lobbying Activities (IF APPLICABLE)
- Technical Proposal responsive to program description(s)
- Budget Narrative

The following forms are available as part of the Grants.gov application kit and can be completed through the download application process.

SF-424, Applications 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

The list of certifications and assurances referenced in item 21 of the SF-424 is contained in the SF-424B.

Proposals that are submitted without a Technical Proposal and/or a Budget Narrative will be rejected. There is no set format for the Technical Proposal and the Budget Narrative, other than that they are word-processed documents written by the applicant. The Technical Proposal should describe in depth the scope of the proposal, its goals, the methods and equipment to be used, its schedule, the personnel working on the project and their qualifications, and the institutional capabilities of the applicant. The Budget Narrative should detail the funds requested, their purposes, and the timetable for using the funds.

The applicant is responsible for ensuring that the application, whether submitted via Grants.gov or otherwise, is complete and that it conforms to the requirements of this notice.

In order for an application to be considered complete it must meet all the application documentation requirements stated in the Federal Funding Opportunity notice.

IN AN EFFORT TO ROUTE THE APPLICATION TO THE APPROPRIATE PROGRAM OFFICIALS, APPLICANTS SHOULD INCLUDE ON THE COVER PAGE OF THE TECHNICAL PROPOSAL THE NAME OF THE GRANT AND/OR COOPERATIVE AGREEMENT PROGRAM AGAINST WHICH THEY ARE APPLYING. THE CHOICES ARE:

- (1) Electronics and Electrical Engineering Laboratory (EEEL);
- (2) Manufacturing Engineering Laboratory (MEL);
- (3) Chemical Science and Technology Laboratory (CSTL);
- (4) Physics Laboratory;
- (5) Materials Science and Engineering Laboratory (MSEL);
- (6) Building Research Program;
- (7) Fire Research Program;

- (8) Information Technology Laboratory Program (ITL);
- (9) NIST Center for Neutron Research (NCNR); and
- (10) Center for Nanoscale Science and Technology (CNST).

Applicants may choose to scan or create the necessary documents and then attach them to the application in Grants.gov.

If you choose to apply via Grants.gov all requirements of the application must be included.

For further information or questions regarding applying electronically for the 2009-MSE-01 announcement please contact Christopher Hunton at 301-975-5718 or christopher.hunton@nist.gov or Sue Li at sue.li@nist.gov.

Applicants are strongly encouraged to start early and not to wait to the approaching due date before logging on and reviewing the instructions for submitting an application through Grants.gov. Applicants should save and print the proof of submission they receive from Grants.gov. If problems occur while using Grants.gov, the applicant is advised to (a) print any error message received, and (b) call Grants.gov directly at 800-518-4726 for immediate assistance. Grants.gov hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m. Eastern Standard Time (except for Federal holidays). NIST may allow more time for applicant submission past the deadline due to system problems at Grants.gov that are beyond the control of the applicant.