

# NIST Construction Grant Program Application Instructions

This piece is excerpted from the Full Announcement/Federal Funding Opportunity document, which should be consulted for more details about the grant program.

## Application/Proposal and Submission Information

### **1. Letter of Intent – Form NIST-1102 (required)**

A completed NIST-1102, Letter of Intent, is mandatory. A full proposal may not be submitted unless NIST has received the required NIST-1102, Letter of Intent, by the deadline and the applicant has received an acknowledgement letter from NIST. If a full proposal is submitted to NIST from an applicant who did not submit the required NIST-1102, Letter of Intent, or submitted a Letter of Intent, NIST-1102, for a different project, the full proposal will be rejected and returned to the applicant without review.

It is expected that the NIST-1102, Letter of Intent, will be reviewed for eligibility of the proposed applicant and proposed project, and whether or not the scientific research to be performed in the building/facility will complement one or more programs of DoC's three science organizations' Program Priorities (see section V.3. Program Priorities). NIST will send an acknowledgement letter to all applicants who timely submit a NIST-1102, Letter of Intent, with results of the review.

Each eligible applicant organization may submit only two Letters of Intent (form NIST-1102) in response to this solicitation. Submission of more than two NIST-1102, Letters of Intent, from one applicant organization is not allowed. If more than two NIST-1102, Letters of Intent, are received from the same applicant organization, NIST will acknowledge receipt of each and provide notice that if more than two full proposals are received from the same applicant organization at the time of full proposal submission, all full proposals from that same applicant organization will be rejected and returned without review.

A "letter of intent" may only be submitted using the mandatory form NIST-1102, Letter of Intent. If a "letter of intent" is submitted in other than the required form NIST-1102, Letter of Intent, the applicant will NOT be eligible to submit a corresponding full proposal. Additionally, failure to provide all required information on the NIST-1102, Letter of Intent, may result in the applicant being ineligible to submit a corresponding full proposal.

### **2. Full Proposal Requirements and Application/Full Proposal Package**

For electronic full proposal submission, the forms listed in 3.a.(1) through 3.a.(5) below are available as part of the Grants.gov application package and can be completed through the download application process. For paper proposal submission, fillable forms listed in 3.a.(1) through 3.a.(5) below are available on the NIST Web site at [www.nist.gov/director/ncgp/](http://www.nist.gov/director/ncgp/). For both electronic and paper proposal submissions, the forms listed in 3.a.(6) through 3.a.(10) are available on the NIST Web site [www.nist.gov/director/ncgp/](http://www.nist.gov/director/ncgp/). Requests for paper copies of the application package can be made to Anneke Tingle at 301-975-5060 or [anneke.tingle@nist.gov](mailto:anneke.tingle@nist.gov).

NIST is not accepting pre-proposals under this program.

### 3. **Content and Format of Application/Full Proposal Submission**

a. **Required Full proposal Forms and Documents.** Complete full proposals must include the following forms and documents:

- (1) SF-424, Application for Federal Assistance (required)
- (2) SF-424C, Budget Information – Construction Projects for each year of the project plus one for all years (cumulative) (required)
- (3) SF-424D, Assurances - Construction Programs (required)
- (4) SF-LLL, Disclosure of Lobbying Activities (if applicable)
- (5) CD-511, Certification Regarding Lobbying (required)
- (6) NIST-1101, NIST Construction Grant Program Budget Narrative (required)
- (7) NIST-1101A, NIST Construction Grant Program Details on Unallowable Project Costs (if applicable)
- (8) CD-593, U.S. Department of Commerce National Environmental Policy Act (NEPA) Environmental Questionnaire & Checklist (required)
- (9) Technical Proposal (required)
- (10) Letters of Commitment for Cost Sharing (required)

If submitting a full proposal electronically via Grants.gov, items 3.a.(1) through 3.a.(5) above are part of the mandatory application package in Grants.gov. Items 3.a.(6) through 3.a.(10) are to be completed and attached as a single PDF document to item 15 of the SF-424, Application for Federal Assistance.

If submitting a full proposal by paper, all of the mandatory full proposal documents should be submitted in the order listed above.

b. **Technical Proposal Preparation Instructions.** The Technical Proposal is a word-processed document written by the applicant. The Technical Proposal must contain the following sections in the order listed:

- (1) **Executive Summary** (maximum length, 1 page). Describe the proposed construction project scope for the building/facility and the type of scientific research planned that is unlikely to be achieved without the new research facility and potential impacts. Describe how the scientific research to be performed in the building/facility will complement one or more programs of DoC's three science organizations' program priorities (see Section V.3. Program Priorities).

- (2) **Project Narrative** (maximum length, 29 pages). The Project Narrative must address each of the three evaluation criteria. It should include an in depth description of the planned research use or scientific/technical goals for the research space, the key research personnel that will use the building/facility, the research capabilities of the organization, the research activities that become possible with the building/facility that are not feasible with the organization's current research infrastructure, the scope of the construction project, the project monitoring methods to be used, the detailed schedule, the key construction personnel working on the project and their qualifications, and the construction management capabilities of the organization. Additionally, in preparing the Technical Proposal, the selection factors should be taken into account.

The Project Narrative must be organized with the following titled sections and subsections, which address the three evaluation criteria:

- (a) **Scientific and Technical Merit of the Proposed Use of the Facility and the Need for Federal Funding**
  - i. **Research Activities and Potential Impacts**
  - ii. **Need for Federal Funding**
- (b) **Design Description of the Research Facility**
- (c) **Project Management Plan**
  - i. **Description of Project Scope and Requirements**
  - ii. **Project Time Schedule and Linkage to the Budget**
  - iii. **Capability to Manage the Project**
  - iv. **Financial Commitments to Implement the Plan**

The suggested length for section (a) is 9-14 pages. The suggested length for sections (b) and (c) together is 15-20 pages.

### c. **Letters of Commitment for Cost Sharing**

Cost sharing included in the proposed project budget requires letters of commitment from individuals or organizations that are providing the cost sharing. Letters of commitment for cost sharing do not count towards the page limit. General "letters of support" are not required and will be counted towards the page limit for the Technical Proposal if included in the proposal. A summary listing of this support is allowed but will count towards the page limit. It is inappropriate for any Federal staff to provide critique or feedback on project ideas, etc., and it is also inappropriate to ask Federal employees for a letter of support.

### d. **Full Proposal Format**

- (1) **Bindings.** If submitting by paper rather than electronically, clip the original signed proposal (do not bind) and bind the two copies securely. Bindings that permit the proposal to lie flat while being read are preferred. Loose-leaf ring binder copies are not acceptable.
- (2) **Double-sided copy.** For paper submissions, print on both sides of the paper (front to back counts as two pages).

- (3) **E-mail Submissions of NIST-1102, Letter of Intent, and Full Proposal.** Will not be accepted.
- (4) **Facsimile Submissions (fax) of NIST-1102, Letter of Intent, and Full Proposal.** Will not be accepted.
- (5) **Figures, graphs, images, and pictures.** Should be of a size that is easily readable or viewable and may be landscape.
- (6) **Font.** Times New Roman or Arial preferred or equivalent and readable (12-point minimum, including text in charts, graphs, and images).
- (7) **Line spacing.** Single.
- (8) **Margins.** One (1) inch top, bottom, left, and right.
- (9) **Number of copies if submitting by paper rather than electronically.** A signed unbound original and two bound copies. If the original proposal is in color, the two copies must also be in color. If the proposal is submitted electronically, paper copies are not required.
- (10) **Page layout.** Portrait only. However, landscape page layout may be used only for figures, graphs, images, and pictures.
- (11) **Page limit.** Thirty (30) pages for Technical Proposal (1-page maximum for the Executive Summary and 29-page maximum for the Project Narrative).

**Page limit excludes:** SF-424, Application for Federal Assistance; SF-424C, Budget Information – Construction Projects; SF-424D, Assurances - Construction Programs; SF-LLL, Disclosure of Lobbying Activities; CD-511, Certification Regarding Lobbying; NIST-1101, NIST Construction Grant Program Budget Narrative; NIST-1101A, NIST Construction Grant Program Details on Unallowable Project Costs; CD-593, U.S. Department of Commerce National Environmental Policy Act (NEPA) Environmental Questionnaire & Checklist; and Letters of Commitment for Cost Sharing.

**Page limit includes:** All text, schematics, diagrams, flowcharts, tables, pictures, images, illustrations, and resumes. To maximize pages for relevant technical information, the following suggestions are offered:

- (a) List data only for the key people and briefly highlight their education and experience. Do not include lengthy resumes for all people involved in the project.
  - (b) Do not include copies of published papers as appendices.
  - (c) Do not include supplemental material not specifically requested, either separately or bound with the proposal.
  - (d) Do not include general letters of support.
- (12) **Page numbering.** Number pages sequentially.
  - (13) **Paper size.** 21.6 by 27.9 centimeters (8 ½ by 11 inches).
  - (14) **Proposal language.** English.

- (15) **Table of contents.** Do not include; not required. If included, will count towards page limit.
- (16) **Typed document.** All proposals, including forms, must be typed; handwritten proposals and forms will not be accepted.

**NOTE:** Proposals that deviate substantially from the guidelines in this FFO or omit required information and forms may be found unresponsive and may not be considered for funding.

#### 4. **Submission Dates and Times**

**Letter of Intent (Form NIST-1102) Due Date (required):** The NIST-1102, Letter of Intent, must be received by NIST no later than 3 p.m. Eastern Time, Monday, March 29, 2010. The NIST-1102, Letter of Intent, must be submitted by the organization's sponsoring project office by the deadline in order for an organization's full proposal to be eligible for review. The NIST-1102, Letter of Intent, may only be submitted by paper.

**Full Proposal:** Full proposals must be received by NIST no later than 3 p.m. Eastern Time, Monday, April 26, 2010. This deadline applies to any mode of proposal submission, including express mailing, courier services, and electronic.

Do not wait until the last minute to submit a NIST-1102, Letter of Intent, or full proposal. NIST will not make any allowances for late submissions, including incomplete Grants.gov registration or delays by guaranteed express mailing and/or couriers. To avoid any potential processing backlogs due to last minute Grants.gov registrations, applicants are highly encouraged to start their Grants.gov registration process at least four weeks prior to the full proposal submission due date.

Any NIST-1102, Letter of Intent, or corresponding full proposal not received by the specified due date will not be considered and will be returned without review. NIST determines whether the NIST-1102, Letter of Intent, and corresponding full proposal have been submitted before the deadline by date/time receipt as they are physically received in the program office or in the case of electronic submission of corresponding full proposals, as the time stamped on the automatically generated notification indicating successful submission.

*Important: All applicants, both electronic and paper submitters, should be aware that adequate time must be factored into applicants' schedules for delivery of their NIST-1101, Letters or Intent, and corresponding full proposals. Applicants of electronic full proposal submissions are advised that volume on Grants.gov may be extremely heavy on deadline date, and if Grants.gov is unable to accept full proposals electronically in a timely fashion, applicants are encouraged to exercise their option to submit full proposals in paper format. Applicants of paper full proposal submissions should allow adequate time to ensure a paper proposal will be received on time, taking into account that guaranteed overnight carriers are not always able to fulfill their guarantees.*