

## Application Instructions for the FY 2010 University Center Economic Development Program

All applicants must complete and submit the following forms available on [www.grants.gov](http://www.grants.gov) as part of the application package:

- Form ED-900 (*Application for Investment Assistance*)
- Form SF-424 (*Application for Federal Assistance*)
- Form SF-424A (*Budget Information—Non-Construction Programs*)
- Form SF-424B (*Assurances—Non-Construction Programs*)
- Form CD-511 (*Certification Regarding Lobbying*)

In addition, some applicants may be required to complete and submit Form SF-LLL (*Disclosure of Lobbying Activities*), which is also available from [www.grants.gov](http://www.grants.gov). Form ED-900 contains instructions that specify when applicants are required to submit this form.

Finally, some applicants may be required to complete and submit Form CD-346 (*Applicant for Funding Assistance*), which is not available through [www.grants.gov](http://www.grants.gov). Guidance for who must complete these forms and access instructions may be found in the full federal funding opportunity (FFO) announcement for the FY 2010 University Center competition and Form ED-900. For further assistance, you may contact the designated point of contact for the Austin or Denver regional office, as applicable found in section IV.E.2. of the full FFO announcement. Applicants that must submit Form CD-346 can attach it by downloading and completing the form and then uploading it as an “attachment” to the [www.grants.gov](http://www.grants.gov) application package.

### **Grants.gov registration**

EDA strongly encourages that applicants not wait until the application closing date to begin the application process through [www.grants.gov](http://www.grants.gov). Please note that to be able to submit an application through [www.grants.gov](http://www.grants.gov), applicants must register for a [www.grants.gov](http://www.grants.gov) user id and password. Note that this process can take several days, so applicants should not wait until they have completed the application package to initiate this process. Information about the [www.grants.gov](http://www.grants.gov) registration process can be found at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). Applicants should register as organizations, not as individuals. Also, applicants should note that organizations already registered with [www.grants.gov](http://www.grants.gov) do not need to re-register; however, all registered organizations must keep their Central Contractor Registration (CCR) registration up to date and must designate the person submitting the application on behalf of the organization as an Authorized Organizational Representative (AOR).

### **Special characters**

Please be advised that Grants.gov provides the following notice with respect to special characters:

#### **Are there restrictions on file names for any attachment I include with my application package?**

Please limit file names to 50 characters and do not use special characters (example: &,-, \*,%/,#) in attachment names and application form fields (including periods (.), blank spaces and accent marks) or attaching documents with the same name. An underscore (example: my\_Attached\_File.pdf) may be used to separate a file name. Please note that if these guidelines are not followed, your application may be rejected.

In EDA's experience, use of apostrophes (') in file names and fillable fields of required forms has caused the most issues. Accordingly, please apply early and periodically check the status of your application to make sure it has been validated, and use file naming conventions that do not negatively affect your application submission.

## Submission options

Once the application package has been accessed and completed, the applicant may either: (i) electronically submit it via [www.grants.gov](http://www.grants.gov) (assuming the applicant has completed the [www.grants.gov](http://www.grants.gov) registration process); or (ii) print the application out for hardcopy submission to the designated point of contact listed in section IV.E.2. of the FFO announcement for the Austin or Denver regional office, respectively. EDA's encourages electronic submission through [www.grants.gov](http://www.grants.gov). The following instructions provide applicants with step-by-step instructions for accessing, completing, and submitting applications via [www.grants.gov](http://www.grants.gov).

### Submission Options

The two options for submitting a completed application package are as follows:

- 1) *Electronic submission*. The steps are as follows:
  - a) Select "Apply for Grants" from the left-hand menu on [www.grants.gov](http://www.grants.gov).
  - b) Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer as other versions of Adobe Acrobat Reader may cause errors, whether those versions are older or newer.
  - c) Select the link "Download a Grant Application" package.
  - d) Enter "EDAFY2010UC" as the Funding Opportunity Number and click on [Download Package].
  - e) Click on the "Download" link.
  - f) Click on "Download Application Package."
  - g) Save the application package to your computer or network drive. Note that the application package file can be shared among multiple users; however, they all must have Adobe Acrobat 8.1.3 installed to save changes to the application package.
  - h) Click on each of the documents in the "Mandatory Documents" box and, after selecting each one, click on the arrow to move these into the "Mandatory Documents for Submission" box.
  - i) In the "Optional Documents" box, click on Form SF-LLL if non-federal funds have been or are planned to be used for lobbying in connection with this competitive solicitation and then move this to the "Optional Documents for Submission" box. If you will be submitting your application via [www.grants.gov](http://www.grants.gov), also click on 'Attachments' and move this to the "Optional Documents for Submission" box. The Attachments Form allows applicants to attach the Project Narrative and other documents required as attachments under this competitive solicitation. Note that if the applicant is not submitting electronically, the Project Narrative and other required attachments must be printed separately and submitted to the applicable regional office contact in hardcopy.
  - j) The application package should pre-populate with all selected forms embedded. Complete all mandatory fields (highlighted in yellow) on the forms. Note that mandatory fields will vary based on the type of applicant and the type of assistance sought. On Form CD-511, type "not awarded yet" in the "project number" field.  
**Save the application package at regular intervals to avoid losing work.**
  - k) Attach the project narrative and other required attachments. The preferred file format for electronic attachments (e.g., the Project Narrative and any other required attachments) is portable document format (PDF); however, EDA will accept electronic files in Microsoft Word, WordPerfect, or Excel formats. (Note: Applicants will only be able to do so if they selected 'attachments' as one of the optional documents for submission in step (i) above.)
  - l) When all mandatory fields have been completed, scroll to the top and click on [Check Package for Errors].
  - m) Click [Save].

- n) Click [Save and Submit]. At this point, you must be connected to the Internet and you will be asked to enter your [www.grants.gov](http://www.grants.gov) logon in order to submit via [www.grants.gov](http://www.grants.gov).
- 2) Electronic download of the entire screen-fillable application package followed by submission of a submission of a hardcopy application package. The steps are as follows:
- a) Select "Apply for Grants" from the left-hand menu on [www.grants.gov](http://www.grants.gov).
  - b) Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer as other versions of Adobe Acrobat Reader may cause errors, whether those versions are older or newer.
  - c) Select the link "Download a Grant Application" package.
  - d) Enter "EDAFY2010UC" as the Funding Opportunity Number and click on [Download Package].
  - e) Click on the "Download" link.
  - f) Click on "Download Application Package."
  - g) Save the application package to your computer or network drive. Note that the application package file can be shared among multiple users; however, they all must have Adobe Acrobat 8.1.3 to save changes to the application package.
  - h) Click on each of the documents in the "Mandatory Documents" box and, after selecting each one, click on the arrow to move these into the "Mandatory Documents for Submission" box.
  - i) In the "Optional Documents" box, click on Form SF-LLL if non-federal funds have been or are planned to be used for lobbying in connection with this competitive solicitation and then move this to the "Optional Documents for Submission" box. If you will be submitting your application via [www.grants.gov](http://www.grants.gov), also click on 'Attachments' and move this to the "Optional Documents for Submission" box. The Attachments Form allows applicants to attach the Project Narrative and other documents required as attachments under this competitive solicitation. Note that if the applicant is not submitting electronically, the Project Narrative and other required attachments must be printed separately and submitted to the applicable regional office contact in hardcopy.
  - j) The application package should pre-populate with all selected forms embedded. Complete all mandatory fields (highlighted in yellow) on the forms. Note that mandatory fields will vary based on the type of applicant and the type of assistance sought. On Form CD-511, type "not awarded yet" in the "project number" field. **Save the application package at regular intervals to avoid losing work.**
  - k) Print the application package.
  - l) Make sure to include the Project Narratives and other attachments, as necessary.
  - m) Mail the completed application package to the appropriate contact in section IV.E.2. of the full FFO at the Austin or Denver regional office, as applicable

Applicants should note that all fully completed applications, regardless of the method of submission, will be considered for EDA funding. Incomplete applications will not be considered.