



Instructions for submitting a full proposal to U. S. Nuclear Regulatory Commission Nuclear Education Grant Program

(Funding Opportunity Number: HR-FN1008-EDU3)

Full proposal submissions must be received by 5 p.m. (ET) on Monday, January 12, 2009.

Please attach the required elements as listed below as part of your full proposal application package.

Forms: Please complete the required forms:

- 1) SF 424—Application for Federal Assistance. Applicants must enter 77.006 for the CFDA Number.
- 2) SF 424A—Budget Information Non-Construction programs
- 3) SF 424B—Assurances for Non-Construction programs
- 4) SF LLL—Disclosure of Lobbying Activities; (required if participating in lobbying activities, form located in the optional forms section).

Each of the following 6 attachments can be attached to the Attachments form in the downloaded application package as separate documents in either a Word (.doc) or PDF (.pdf) format.

Required Elements for Full Proposals:

Develop full proposals using an 8.5 x 11-inch format, with 11 pt. Arial font, and 1-inch margins. Adobe PDF format is preferred. Each page should include a page number and the Principal Investigator's last name in the bottom right-hand corner. You must include the following in your full proposal submission, packaged in the order listed.

Maximum half-page Executive Summary:

Describe the proposed project's essential elements.

- State the project title.
- List the names, contact details, and affiliations of each investigator who will significantly contribute to the project.
- List all collaborators names, contact details, and affiliations.
- Include the project's total funding request.
- Provide a concise statement of the projects objectives and benefits.

Project Description:

- Identify innovative instructional approaches or techniques to enhance student learning, including distance, educational, and experiential learning.
- Describe how the proposed project will improve the education infrastructure, teaching competencies, subject matter expertise, and skills in serving students in the target disciplines.
- State the project's academic focus within the nuclear safety, nuclear security, nuclear environmental protection or any other stated areas. Projects may develop, revise, implement, or improve nuclear education infrastructure, teaching competencies, subject matter expertise, and skills in serving students in significant nuclear programs.
- Identify the project's innovative instructional approaches or techniques to enhance student learning, including distance education and experiential learning.
- Discuss if the project's emphasis is on developing stand-alone modules or entire courses of study, curricula, individual courses, and teaching materials.

- Describe the institution's capability and capacity to implement the proposed project and long-term ability to sustain the project.
- Include quantifiable criteria for demonstrating that the program is successful.

Keep the project description to 15 pages or less, including text, tables, and visual materials (e.g., charts, graphs, maps, photographs). The 15-page limit does not include the:

- Executive Summary
- Budget and Budget Narrative
- Literature Citation
- Current and Pending Support
- Curriculum Vitae, Letters of Commitment
- Summary of Results from Past NRC Funding
- Summary of Relevant Current Funding Support
- Past NRC Funding
- Other required forms.

Summary of Results from Past NRC Funding (if applicable):

Applicants must provide a concise summary of results and achievements from any past NRC funding.

Summary of Relevant Current Funding Support:

Applicants must provide information on all their current and pending Federal support for ongoing projects and proposals, including potential subsequent funding in the case of continuing grants. Include the proposed project and all other projects or activities using Federal assistance or that require a portion of time of the principal investigator or other senior personnel. Describe the relationship between the proposed project and these other projects and state the number of person-months per year to be devoted to the projects.

Resumes:

Include a two-page maximum resume for each Principal and Co-Principal Investigator involved in carrying out the proposal, including recent relevant publication references.

Detailed Budget Justification:

All applications must have a detailed budget narrative explaining and justifying the Federal and the non-Federal expenditures. List all expenditures using the same object class categories on SF-424A, Section B (Budget Category). For clarification and simplicity, discuss each expense by object class in the order that they appear on the SF424A. Include the dollar amounts in the discussion and how the dollar amounts were derived. Include detailed descriptions of all cost justifications (see website <http://www.nrc.gov/about-nrc/grants/budget-justification.pdf> for more detail). Additionally, provide any cost sharing or matching cost details in a separate budget narrative. Separate budgets within the single proposal must be provided if more than one funding action is anticipated (e.g., if funds are to be allocated to more than one institution through subcontracts).

Make sure that the budget narrative you submit with the application exactly matches the dollar amounts on all required forms, i.e. SF424 and SF424A. Full Proposals must include the following, packaged in the order listed, with the bottom right-hand corner of every page numbered and labeled with the Principal Investigators last name. All full proposal text must be formatted on 8.5 x 11 inch paper, Adobe pdf format is preferred.

See the information below regarding Grants.gov Registration.

Organization Registration Checklist

The following checklist provides registration guidance for an institution. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take three to five days depending on your organization. The CCR registration information should be updated annually.

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
<p>1. Has my organization identified its DUNS Number?</p> <ul style="list-style-type: none"> Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know or have its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information. 	<ul style="list-style-type: none"> The Federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS Numbers identify your organization. 	<ul style="list-style-type: none"> Same Day. You will receive DUNS Number information at the conclusion of the phone call. 	<input type="checkbox"/>
<p>2. Has my organization registered with the Central Contractor Registry (CCR)?</p> <ul style="list-style-type: none"> Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR. If your organization is not registered, you can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov . CCR has developed a worksheet/checklist (7-page PDF) to help you with the process, which can be accessed at http://www.ccr.gov/CCRRegTemplate.pdf . When your organization registers with the CCR, you will be required to designate an E-Business Point of Contact (E-Business POC). This person will be given a special password called an “M-PIN”. This password gives him or her sole authority to designate which staff members from your organization are allowed to submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications are called Authorized Organization Representatives (AORs) If your E-Business POC has forgotten the M-PIN password, call 1-888-227-2423. The E-Business Point of Contact will need to know the M-PIN within the CCR Profile in order to be able to login at Grants.gov. 	<ul style="list-style-type: none"> Designating an E-Business Point of Contact safeguards organizations from individuals who may attempt to submit grant application packages without permission. Registering with the CCR is required for organizations to use Grants.gov. 	<ul style="list-style-type: none"> 1-3 days to gather the internal organization information and prepare the application. 2-3 days from the point of submitting the CCR Registration. The reason for the 2-3 day delay is due to security information that needs to be mailed to the organization. 	<input type="checkbox"/>

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<ul style="list-style-type: none"> Use the worksheet located on the CCR website (http://www.ccr.gov/CCRRegTemplate.pdf) to aid you with the CCR registration. Your organization can apply by phone: 1-888-227-2423 or you may register online at http://www.ccr.gov. 			
<p>3. Have the AORs who officially submit applications on behalf of your organization registered with the Credential Provider to obtain a username and password?</p> <ul style="list-style-type: none"> AORs must register with the Credential Provider to obtain their usernames and passwords at https://apply.grants.gov/OrcRegister. After your organization registers with the CCR, AORs must wait 3 business days before they can obtain their usernames and passwords. 	<ul style="list-style-type: none"> Receive a username and password to submit applications through Grants.gov AOR usernames and passwords serve as “electronic signatures” when your organization submits applications on Grants.gov. 	<ul style="list-style-type: none"> Same Day. AORs will receive a username and password when they submit the information. 	<input type="checkbox"/>
<p>4. Have those individuals who will officially submit applications on behalf of the organization registered with Grants.gov for an account?</p> <ul style="list-style-type: none"> AORs must register with Grants.gov for an account at https://apply.grants.gov/GrantsgovRegister. They will need to enter the username and password they received when they registered with the Credential Provider (obtained in Step 3). 	<ul style="list-style-type: none"> This creates an account on Grants.gov that allows AORs to submit application on behalf of the organization and track the status of submitted applications. 	<ul style="list-style-type: none"> Same Day. AORs will be registered when they submit the information. 	<input type="checkbox"/>
<p>5. Has my E-Business Point of Contact (POC) approved AORs to submit applications on behalf of the organization?</p> <ul style="list-style-type: none"> When an AOR registers with Grants.gov, your organizations’s E-Business POC will receive an email notification. Your E-Business POC must then log into Grants.gov (using the organization’s DUNS number for the username and the “M-PIN” password obtained in Step 2) and approve the AOR, thereby giving him or her 	<ul style="list-style-type: none"> Only the E-Business POC can approve AORs. This allows your organization to authorize specific staff members to submit grants. 	<ul style="list-style-type: none"> Depends on how long it takes the E-Business POC to log in and approve the AOR. AORs can also log into Grants.gov to check if they have been approved. 	<input type="checkbox"/>

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<p>permission to submit applications: https://www.grants.gov/ForEbiz . <i>(You will only be able to log into the EBiz section of Grants.gov, after an individual from your organization registers with Grants.gov.)</i></p> <ul style="list-style-type: none"> • When an E--Business POC approves an AOR, Grants.gov will send the AOR confirmation e-mail • AORs can also log in to the Applicant home page at http://www.grants.gov/ForApplicants using their username and password (obtained in Step 3) to check if they have been approved. 			