

Full Proposal Content

Full proposals are required for all submissions and must be preceded by a letter of intent. Full proposal submission packages are available at <http://www.grants.gov/>.

Required Elements for Full Proposals

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 Investigator's last name. All full proposal text must be formatted on 8.5 x 11 inch paper, in an 11 pt. font, with 1-inch margins. Adobe PDF format is preferred.

A. Maximum half-page Executive Summary: Describe the essential elements of the project being proposed. Include:

- Project Title
- List of names, contact details, and affiliations of each investigator who will significantly contribute to the project
- Total Funding request for the project
- A concise statement of the objectives and benefits of the project.

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 education infrastructure, teaching competencies, subject matter expertise, and skills in serving students in the target disciplines.
- Projects must have an academic focus within the areas of nuclear safety, nuclear security, or nuclear environmental protection or any of the 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.
- Projects should identify innovative instructional approaches or techniques to enhance student learning, including distance educational and experiential learning.
- Emphasis may be on the development of stand-alone modules or entire courses of study, curricula, individual courses, and materials for teaching.
- Describe the institution's capability and capacity to implement the proposed project and long-term ability to sustain the project.

The project description shall not exceed 15 pages, 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 Nuclear Regulatory Commission Funding, Summary of Relevant Current Funding Support, Past Nuclear Regulatory Commission Funding and other required forms.

Summary of Results from Past Nuclear Regulatory Commission 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. The proposed project and all other projects or activities using Federal assistance or that requires a portion of time of the principal investigator or other senior personnel must be included. The relationship between the proposed project and these other projects must be described, and the number of person-months per year to be devoted to the projects must be stated.

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 nonfederal expenditures by object class category as listed on SF-424A, Section B (Budget Category). For clarification and simplicity, it is best to 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 below for more detail). Additionally, provide any cost sharing or matching cost details. 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 or agency through subcontracts).

The budget narrative submitted with the application must match the dollar amounts on all required forms. Please explain each calculation and provide a narrative that supports each budget category. (In other words, Block 15 on the SF-424 must equal total costs identified on the Budget Information SF-424A form which must match the budget narrative).

Personnel:

- a. Include salary and wages (fringe benefits are listed separately).
- b. Provide breakdown of personnel by classification (i.e., job title).
- c. Identify key investigators (if applicable).
- d. State time commitments in hours or percent of time for each person or position
- e. List total charges for each person or position with calculations of costs as Federal or non-federal.

- f. All personnel costs must be allowable in accordance with OMB Circular A.21: Cost Principles for Educational Institutions.
- g. Explain any special considerations.

Fringe Benefits:

- a. Identify separately from salaries and wages.
- b. Provide description of benefits received by personnel when the fringe rate is more than 35% of the associated salary.
- c. Ensure the fringe benefits are charged to Federal and nonfederal (matching/cost-share) categories in the same proportion as salaries.
- d. Do not charge under another cost category any costs that are included within the fringe rate or indirect costs.

Travel: Provide breakdown of travel costs as follows:

- a. Destination
- b. Estimated costs and type of transportation
- c. Number of travelers and related lodging and subsistence (per diem costs)
- d. Brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project.

(Other travel considerations:)

- a. If travel details are unknown, then the basis for proposed costs should be explained (i.e., historical information) - do not "pull numbers out of the air" or list a lump sum estimate.
- b. Travel costs can be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or a combination of the two if applied consistently and results in reasonable charges.
- c. Remember "Fly America Act"
 - a. Limits the use of foreign flag carriers to foreign travel.
 - b. Waiver only allowed for specific instances and will require prior approval.

Equipment:

- a. "Equipment" is nonexpendable, tangible personal property with a unit cost of \$5,000 or more having a useful life of more than 1 year, unless determined otherwise by recipient's internal policy.

- b. Items that do not meet the "equipment" definition can be included under supplies
- c. List each piece of equipment to be purchased and provide description of how it will be used in the project.
- d. Budget narrative should explain why the equipment is necessary for successful completion of the project.
- e. General use equipment (i.e., computers, faxes, etc.) must be used 100% for the proposed project if charged directly to the grant.

Supplies:

- a. Explanation necessary for supplies costing more than \$5,000, or five percent of the award, whichever is greater.
- b. Requirements for supplies which exceed thresholds:
 - o Explain the type of supplies to be purchased, or the nature of the expense in the budget narrative;
 - o Provide a breakdown of supplies by quantity and cost per unit if known;
 - o Indicate basis for estimate of supplies, i.e., historical use on similar projects.

Contractual:

- a. Treat each contract or sub grant as a separate item.
- b. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.
- c. Provide separate budgets for each sub grant or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative.
- d. List all grant or contract costs under the Contractual Line Item on the SF 424-A.
 - o Example—do not incorporate a grantee's indirect costs under the indirect costs line item for the applicant/grantee.

Other:

- a. List items by type of material or nature of expense.
- b. Break down total costs by quantity and cost per unit if applicable.
- c. State the necessity of other costs for successful completion of the project.

d. Exclude unallowable costs in accordance with OMB Circular A.21: Cost Principles for Educational Institutions, examples include:

- Alcohol
- Contingency
- Entertainment
- Fund Raising