These are DoD-specific instructions when filling out your SF-424 (R&R). If you have experience with DoD grant applications, these may be familiar to you.

Complete all required fields in accordance with the "pop-up" instructions on the SF-424 form in Grants.gov. The completion of most fields is self-explanatory.

The SF-424 must include the signature of an authorized representative from your organization. The signature is affixed electronically by Grants.gov upon submission. This signature is considered the signature for the application as a whole.

We have special instructions for completion of several SF-424 form fields in your application:

SF-424 R&R Application for Federal Assistance

FIELD	INSTRUCTION
2.	You may leave "Applicant Identifier" blank
3.	You may leave "Date Received by State" and "State Application Identifier" blank
4b.	If the FOA designates a particular agency tracking identifier, enter it here.
16.	You should check "No." and "Program is Not Covered by Executive Order 12372"
17.	Select "I Agree" to : Provide the certification regarding lobbying that is required by 31 U.S.C. 1352 as implemented by DoD in 32 CFR Part 28, and: Certify that all statements in the application, your Representation for Tax Delinquency, Felony Conviction, and Internal Confidentiality Agreements are true, complete, and accurate to the best of your knowledge. *See Attachment C for additional certifications*
18.	You must attach the completed Representation for Tax Delinquency, Felony Conviction, and Internal Confidentiality Agreements. We cannot fund an award if this information is not provided. If you do not attach this form to the SF-424, we may request the representation after you submit your application, but we are not required to do so. If you answer "is" a corporation with a felony conviction and/or "is" a corporation with a felony conviction on this representation, you may not be eligible for an award if your application is selected. You should contact us right away to discuss your situation to find out if you can

	submit your application. If you have lobbying activity that you must disclose under 31 U.S.C. 1352 as implemented by the DoD in 32 CFR Part 28,

SF-424 R&R Other Project Information Form

FIELD	INSTRUCTION
1, 1a. Human subject questions	You must address all prospective human subject involvement by answering these questions.
2, 2a. Vertebrate animal questions	You must address all prospective animal subject and/or recombinant deoxyribonucleic acid (rDNA) involvement by answering these questions.
4a. Proprietary/privileged information	For any application that has an actual or potential impact on the environment, answer yes and provide the answers and attachments required for fields 4b, 4c, and 4d.
7. Project Summary/Abstract	Attach your Publicly Releasable Abstract as outlined in the FOA. You must identify the topic area your proposed research falls under You must provide a concise abstract of 4,000 characters or less with your application. You must mark this abstract publicly releasable. Your abstract should use terms the public can understand to describe the research objective, technical approach, anticipated outcome, and potential impact of the specific research. Graphics are not allowed. If you receive an award, we must publish your abstract to a searchable website available to the general public in accordance with Public Law 113-235. The website address is https://dodgrantawards.dtic.mil/grants/#/home.

8. Project Narrative	Attach your Project Narrative. The narrative must be complete and self-contained to qualify for review.
	If applicable, you must identify the topic area your proposed research falls under. You must clearly describe your research, including your research objective and approach. Your project narrative will be evaluated using the criteria listed in section VI. Application Review Criteria. You should show strength in as many of the evaluation and selection areas as practicable to demonstrate maximum competitiveness.
	Your narrative should include the following sections:
	Statement of Objectives: You must summarize your proposed research on a single page titled "Statement of Objectives." We may decide to incorporate your statement of objectives into the award as a description of the work instead of incorporating the whole technical application. You should use active verbs when you prepare the statement of objectives, e.g., "conduct" research in a subject area, "investigate" a problem, "determine" to test a hypothesis.
	Research Efforts: You should describe the basic scientific or technical concepts that will be investigated in great detail. State the research objectives and approach, and the relationship and comparable objectives to research progress elsewhere. Describe your research team's knowledge in the field, and provide a bibliography and list of literature citations. Discuss the nature of the expected results.
	Principal Investigator (PI), co-PI, and Senior Personnel Time: You must provide estimate of time the principal investigator will devote to the research. Your estimate must include information pertaining to the proportion of time anticipated devoted to this research, to other research, and to other commitments of time such as sabbatical, extended leave, and teaching duties. Additionally, state the number of graduate students for whom each senior staff member is responsible.
	Facilities: Describe the facilities available for performing the proposed research, and any additional facilities or equipment the organization proposes to acquire at its own expense for the work. Indicate any government-owned facilities that will be used. Indicate any government-owned equipment possessed presently that will be used. The facilities contract number, or in absence of a facilities contract, the specifics of the facilities or equipment, and the number of the award under which they are accountable are required. You may list any special Government-owned property or test equipment required to complete the research. When possible and practicable, give a description or title for each item, the current location, and an estimated cost as applicable. If you do not have information

	about individual items, group items you require by class and provide an estimate of values.
9. Bibliography & References Cited	Attach your Bibliography and References Cited
10. Facilities & Other Resources	(optional) Attach a Facilities and Other Resources description document here if you need to supplement your Project Narrative facilities and resources section.
11. Equipment	(optional) You may supplement your Budget Justification by attaching an Equipment Justification here. Do not duplicate information included on your budget justification. If you attach an Equipment Justification, make sure you reference the attachment in your budget justification.
12. Other attachments	(optional) Attach your Data Management Plan here if applicable, along with any other attachments not specifically identified above, e.g., letters of commitment.

Additional Instructions for specific DoD Fields

R&R Senior/Key Person Profile (Expanded) Form: You must attach a short biographical sketch and list of significant publications for each Senior/Key Person, whether or not the individuals' efforts under project are to be funded by DoD. You must also attach a list of current and pending support as discussed in Principal Investigator (PI), co-PI, and Senior Personnel Time including title and objectives; the percentage per year to be devoted to the other projects; the total amount of support the individual is receiving in connection to each of the other research projects or will receive if other applications are awarded; name and address of the agencies and/or parties supporting the other research projects; and period of performance for the other research projects.
   o   Key persons are generally the PI, any Co-PIs, and senior staff. We use this information to evaluate the qualifications of you and your research team.

R&R Budget Form: You must complete the form entitled "Research & Related Budget" available on Grants.gov. You must provide all information requested. You must estimate the total research project cost. You must categorize funds by year and provide separate annual budgets for projects lasting more than one year. A budget justification must be attached. You must provide a detailed budget justification for each year that clearly explains the need for each item. The entire budget justification and supporting documentation must be combined into a single file and attached to field L of the R&R Budget Form.
   o   You should itemize travel. State the purpose of each trip proposed, the number of trips, the number of travelers, the destination, the duration, and the basis for calculating costs such as airlines and hotels.
   o   You should itemize materials, supplies, and equipment. List all material/equipment by type and kind with associated costs. Indicate what your costs are based on, such as vendor quotes, historical data and/or engineering estimates. You should include vendor quotes and/or catalog pricing data.
   o   If you have any subaward(s), you should describe how you determined subaward costs were determined fair and reasonable. Your business office usually makes this determination. There are Subaward Budget forms that can be included in the

Application Package Template and it will generate sub-award budgets and roll the totals into the master budget. The subaward budget should be placed in the optional forms section, and it should match the type of budget form that was used since they are programmed to work together

The Department of Defense is collecting certain demographic and career information. To enable this assessment, each application may include the Research and Related Senior/Key Person Profile (Expanded) form. Submission of this information is strictly voluntary and will not be used in any compliance or evaluation of the application.

Research and Related Senior/Key Person Profile (Expanded) form:

The Degree Type and Degree Year fields on the Research and Related Senior/Key Person Profile (Expanded) form will be used by DoD as the source for career information. In addition to the required fields on the form, applicants must complete these two fields for all individuals that are identified as having the project role of PD/Pl or Co-PD/Pl on the form. Additional senior/key persons can be added by selecting the "Next Person" button.

Research and Related Personal Data form:

This form will be used by DoD as the source of demographic information, such as gender, race, ethnicity, and disability information for the Project Director/Principal Investigator and all other persons identified as Co-Project Director(s)/Co-Principal Investigator(s). Each application must include this form with the name fields of the Project Director/Principal Investigator and any Co-Project Director(s)/Co-Principal Investigator(s) completed; however, provision of the demographic information in the form is voluntary. If completing the form for multiple individuals, each Co-Project Director/Co-Principal Investigator can be added by selecting the "Next Person" button. The demographic information, if provided, will be used for statistical purposes only and will not be made available to merit reviewers. Applicants who do not wish to provide some or all of the information should check or select the "Do not wish to provide" option.