

Attachment 1. Applicant and Subapplicant Mandatory Forms and Format

Your application must include the mandatory documents listed in the below table. If forms identified as mandatory are not submitted with the application package by both the Prime applicant and sub-applicants, the application package will be considered non-responsive during the initial compliance review, will not be forwarded for merit review, and will be eliminated from further consideration. The Prime is required to submit all subapplicant packages (prior to attaching documentation to the Attachments Form, pdf all documents into one pdf).

For additional information, see [Section V – Application Review Information, Initial Review Criteria, and Application Award Eligibility](#). All documents prepared and those that are not a standard form (SF) must be in PDF format on 8.5 x 11 Pg., with 1” margins on top, bottom, left and right when submitted.

APPLICANT AND SUBAPPLICANT MANDATORY REQUIRED FORMS and FORMAT					
MANDATORY For		DOCUMENT	LOCATION	SUBMISSION FORMAT	FURTHER INSTRUCTIONS TO ATTACHMENT
Applicant	Subapplicant				
√	√	SF424 (R&R) – Application for Federal Assistance	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	Do Not Attach to Another Form. This form is part of the Grants.gov Workspace Application Package.
√	√	SF424 (R&R) Project Performance Site Location	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	Do Not Attach to Another Form. This form is part of the Grants.gov Workspace Application Package.
BUDGET STANDARD FORMS GENERATED BY GRANTS.GOV: MUST SELECT A BUDGET					
√		PRIME APPLICANT ONLY R&R Budget (non-costshare) or R&R Budget Total Fed+NonFed (costshare)	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	<p><u>BUDGET AND BUDGET JUSTIFICATION ARE REQUIRED.</u> All forms related to the Budget and Budget Narrative Justification must be uploaded to the <u>Budget Narrative Form.</u></p> <p><u>THE PRIME APPLICANT MUST SELECT THE APPLICABLE BUDGET FROM THE TEMPLATES LOCATED IN THE OPTIONAL SECTION. THERE ARE 2 BUDGETS: 1) R&R BUDGET OR 2) R&R BUDGET (TOTAL FED+NON FED).</u></p> <p><u>Budget Narrative Attachment form.</u></p> <ul style="list-style-type: none"> GRANTS.gov generated Standard Form Must select either the R&R Budget Total Fed & NonFed (Cost Share) or the R&R Budget (DNN R&D is no longer using the form RESEARCH & RELATED Other Project Information which contained numbered fields. Any section in this form which calls for uploading to a specific field is to be disregarded.) The R&R Budget Justification is required and this is the justification for the standard form budgets. 	
√	√	R&R Budget Justification	EXCEL FORM This is an attachment and must be downloaded		
	√	SUBAPPLICANT ONLY R&R Subaward Budget Or R&R Subaward (Total Fed+NonFed)	Downloaded from Grants.gov	PDF	<ul style="list-style-type: none"> There are 2 budget forms available: 1) R&R Subaward Budget or 2) R&R Subaward (Total Fed+NonFed). Form is downloaded and the subapplicant must click on the button that reads, “Click button to extract the budget form. All subapplicants must fill-in and submit with their budgets, as well as the R&R Budget Justification (Excel Format). Attach to the actual subaward attachments form.

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OTHER REQUIRED STANDARD FORMS GENERATED BY GRANTS.GOV					
√	√	Key Contacts	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	PDF	<ul style="list-style-type: none"> MORE THAN ONE Key Contact Forms may be used and must be attached to the ATTACHMENT FORM MAY BE USED BY THE PRIME APPLICANT TO SUBMIT SUBAPPLICANT PKGS. Subapplicant submits with entire package to Prime Applicant
√	√	GG Lobbying Form	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	Subapplicant must submit this form as part of the entire proposal package to the PRIME applicant.
√	√	Assurances for Non-Construction Programs	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	
√		Project Summary/Abstract	See FOA Section IV., for instructions on formatting and element requirements	PDF Format Pg. Limitation: 2 Pgs.	MANDATORY for Prime Applicant.
√	√	Cover Page	See FOA Section IV., for instructions on formatting and element requirements and see Project Narrative below for more requirement.	PDF Format Pg. Limitation: 1 Pg. (First page of Project Narrative)	The Cover Page, Project Narrative, and Appendices must be saved as one single document in PDF format.
√	√	Project Narrative – 30 pages to include the Cover Page which is one-page.	See FOA Section IV., for instructions on formatting and element requirements.	PDF Format Pg. Limitation: 29 Pgs. (+ 1 Pg. for Cover Page)	The Cover Page is part of the 30 page limitations (this will make the Project Narrative a total of 29 pages).
√	√	Appendix 1: Biographical Sketch	See FOA Section IV., for instructions on formatting and element requirements.	PDF Format Pg. Limitation – 2 Pgs. each	All applicants (prime applicant/lead university and university partners/ subapplicants) must complete the appendices and attach them to the final Project Narrative document. (The appendices do not count towards the total project narrative of 30 pages.) Fill-in completely before submitting as instructed above. <i>Not part of the 30 Pg. Project Narrative Limitation</i>
√	√	Appendix 2: Current and Pending Support	See FOA Section IV., for instructions on formatting and element requirements.	PDF Format	
√	√	Appendix 3: Identification of Potential Conflicts of Interest	See FOA Section IV., for instructions on formatting and element requirements.	PDF Format	
√	√	Appendix 4: Bibliography & References Cited	See FOA Section IV., for instructions on formatting and element requirements.	PDF Format	For Appendix 1: Provide a Biographical for the Project Director/ Principal Investigator (PD/PI) and each senior/key person.
√	√	Appendix 5: Facilities and Other Resources	See FOA Section IV., for instructions on formatting and element requirements.	PDF Format	For Appendix 5: To reduce the number of files attached to application, please provide the Facility & Other Resource Information as an appendix to Project Narrative. (The appendices do not count towards the total project narrative of 30 pages.)
√	√	Appendix 6: Equipment	See FOA Section IV., for instructions on formatting and element requirements.	PDF Format	For Appendix 6: To reduce the number of files attached to the application, please provide the Equipment information as an appendix to Project Narrative. (The appendices do not count towards the total project narrative of 30 pages.)
OTHER REQUIRED DOCUMENTATION					
√	√	Government Approved Negotiated Indirect Cost Rates	From Cognizant Gov't agency	PDF	Prime applicant must upload to the "ATTACHMENT FORM". If you do not have a NICRA please state so in a Word document (pdf'd) and

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		(NICRA)			upload to the Attachment Form.
√	√	Project Management Plan	See FOA for format & element requirements.	PDF	<ul style="list-style-type: none"> • There is a link in the Synopsis Section to outside forms for those documents that are not mandatory Grants.gov. • Save the Project Management Plan in a single file named "PMP.pdf" and upload to the Grants.gov R&R Other Project Information form (part of the Application Package in Grants.gov Workspace). • <i>Not part of the 30 Pg. Project Narrative Limitation</i>
√		Collaboration Letters and Commitment Letters from Third Parties, if contributing to cost sharing	Collaborating Partner	PDF	Save the Letters of Collaboration in a single file named "Collaboration Letters.pdf"
√	√	Financial Assistance Environmental Checklist (NEPA)	Attachment	PDF	<p>Submission required during the negotiation process and after Selection Notification. Follow Environmental Checklist Guidance Instructions.</p> <p>This form is not required and can be filled-in after selection for award. It is for your information only.</p>

OTHER PERTINENT INFORMATION: Use only the following UTF-8 characters standard for electronic communication when naming your application attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period. You must limit the file name to 50 or fewer characters. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing. To avoid interfering with the selection of peer reviewers, please do NOT include general letters of support for the proposal or list collaborators that do not have an active part in the project. General letters of support will not be used in making funding decisions.

*EVALUATORS WILL ONLY REVIEW THE NUMBER OF PAGES SPECIFIED. Do not include any Internet addresses (URLs) that provide information necessary to review the application, because the information contained in these sites will not be reviewed.

***The Department of Energy/National Nuclear Security Administration (DOE/NNSA) DNN R&D is no longer using the Research and Related Other Project Information form. This form contained a variety of fields that were distinct in the order in which documents were uploaded. Thus, DNN R&D eliminated this form and is using instead, the ATTCHMENT FORM. This form allows for forms to be uploaded as completed or as desired and is not longer restricted as to the fields that forms must be uploaded.*