# DEPARTMENT OF ENERGY NATIONAL NUCLEAR SECURITY ADMINISTRATION OFFICE OF PARTNERSHIP AND ACQUISITION SERVICES



## MINORITY SERVING INSTITUTIONS PARTNERSHIP PROGRAM (MSIPP) CONSORTIA GRANT PROGRAM (CGP)

## NOTICE OF FUNDING OPPORTUNITY (NOFO) NUMBER: DE-FOA-0003285

NOFO Issue Date	January 5, 2024
Open Date (Earliest Submission Date)	January 6, 2024
Informational Webinars	January 12, Annually, 11:00 am EST
(See <u>Section XI</u> for details)	February 12, Annually, 3:00 pm EST
	February 26, Annually, 2:00 pm EST
	April 8, Annually, 3:00 pm EST
	April 22, Annually, 11:00 am EST
	May 29, Annually, 2:00 pm EST
Submission Deadline for Applications	March 15, Annually
	June 15, Annually
Expected Date for Selection Notifications	August, Annually
	December, Annually

## SIGNIFICANT CHANGES AND CLARIFICATIONS TO NOTICE OF FUNDING OPPORTUNITY (NOFO) NUMBER:DE-FOA-0003285

Effective April 5, 2024

#### **OVERALL DOCUMENT**

- Editorial changes have been made to either clarify or enhance the intended meaning of a sentence and/or section or ensure consistency with data contained in DOE, NNSA, or Government-wide systems and/or policy and regulation documents.
- Significant changes are identified and described below, and are annotated in the document with MAR 2024

#### SIGNIFICANT CHANGES, CLARIFICATIONS AND OTHER CHANGES TO THE NOFO

- Section I.A Summary: Estimated Total Funds Available is removed. Amount is determined annually by Congress. Authorizing Statue is removed. Not required under 2CFR.200.204. Link to Eligibility Matrix changed to webpage to access most recently authorized institutions.
- Section I.C.1 Consortium Model has been revised to clarify the minimum and maximum required number of MSI sub-recipients.
- Section I.C.2 Topic Areas. The restriction to one topic area has been restated.
- Section II.D Expected Number of Awards. Estimate of total awards per funding cycle is restated.
- Section III.A Link to Eligibility Matrix changed to webpage to access most recently authorized institutions.
- Section IV.D Required Standard Forms: Included SF424 Research and Related Budget form referenced in section IV.E.6. Restated sub-applicant submission of Lobbying Disclosure and Form.
- Section IV.E.6 Other Attachments: Clarify file requirements apply to both prime and all sub-applicants. SF424A Detailed Budget Information Form removed and updated to form SF424 Research and Related Budget.
- Section IV.E.9 Requirements for Pass-Through Entities: Addition of the mandatory sub-applicant risk assessment and the mandatory if selected for award sub-applicant budget evaluation.
- Section IV.F Summary of Required Forms: Updated to exclude SF424A, include SF424, correct attachment information, sub-applicant budgets and justification narratives, sub-applicant risk assessment and budget evaluation. Added identifier of forms required by both prime and sub-applicants.
- Section V.A.2.a Merit Review Criteria: Word changed from "evaluation" to "performance management."
- Section VIII.B Agency Contacts: Contact information has been updated.

## **OVERVIEW INFORMATION**

Participating Organization: Components of Participating Organizations: Notice of Funding Opportunity Title: Notice of Funding Opportunity (NOFO) Number: Funding Announcement Type: Assistance Listing Number: National Nuclear Security Administration (NNSA) Minority Serving Institutions Partnership Program (MSIPP) MSIPP Consortia Grant Program (MSIPP CGP) DE-FOA-0003285 New and Renewal Applications 81.123

#### NOTICE OF FUNDING OPPORTUNITY PURPOSE

This funding opportunity invites new or renewal grant applications from consortia partnerships consisting of Minority Serving Institutions (MSIs) and Tribal Colleges and Universities (TCUs) with a focus on building and supporting the workforce capacity of the National Nuclear Security Administration's (NNSA) Nuclear Security Enterprise (NSE) by (1) expanding scientific and technical knowledge in the areas of Advanced Manufacturing, Cybersecurity, Engineering, or Nuclear Security, (2) providing experiential learning opportunities for students in Science, Technology, Engineering, and Mathematics (STEM) related disciplines, (3) building and strengthening research and education capacities of the participating institutions, and (4) promoting collaborations with the Department of Energy (DOE) NNSA NSE.

#### **KEY DATES**

Application Due Dates 2024-2026		024-2026 Merit Review Cycle Earliest Award Notice	
FY Due Date	March 15*	March - April	August
FY Due Date	June 15*	June - July	December

\*All applications are due by 11:59 p.m. EST through GRANTS.gov. No late applications will be accepted for this Notice of Funding Opportunity.

#### **REQUIRED APPLICATION INSTRUCTIONS**

- It is critical that applications follow all instructions in this Notice of Funding Opportunity (NOFO).
- Conformance to all requirements is required and strictly enforced.
- Applications that do not comply with these instructions may be delayed or not accepted for review.

#### **INFORMATIONAL WEBINARS**

Date	Time
January 22	11:00 am EST
February 12	3:00 pm EST
February 26	2:00 pm EST
April 8	3:00 pm EST
April 22	11:00 am EST
May 29	2:00 pm EST

The webinars are recurring until the NOFO expires. Webinar information can be found in <u>Section XI</u>. Attendance is not mandatory and will not positively or negatively impact the overall review of any applicant submissions. During the webinars, attendees should refrain from asking questions or communicating information that would reveal confidential and/or proprietary information specific to their project.

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## **SECTION I - FUNDING OPPORTUNITY DESCRIPTION**

#### A. SUMMARY (MAR 2024)

The intent of this funding opportunity is to award new or renewal grant awards to consortia consisting of Minority Serving Institutions (MSIs) and Tribal Colleges and Universities (TCUs) with a focus on building and supporting the workforce capacity of the National Nuclear Security Administration's (NNSA) Nuclear Security Enterprise (NSE) by (1) expanding scientific and technical knowledge in the areas of Advanced Manufacturing, Cybersecurity, Engineering, or Nuclear Security, (2) providing experiential learning opportunities for students in Science, Technology, Engineering, and Mathematics (STEM) related disciplines, (3) building and strengthening research and education capacities of participating institutions, and (4) promoting collaborations with the NNSA NSE.

Funding Opportunity Title	MSIPP Consortia Grant Program
Funding Opportunity Number	DE-FOA-0003285
Due Dates for Applications	Cycle 1: March 15 11:59 pm EST; Cycle 2: June 15 11:59 pm EST
Estimated Number of Awards Per Cycle	Minimum of 5
Estimated Award Range	\$500,000 - \$5,000,000
Length of Project Period	5 years
Collaboration Required	Yes, DOE/NNSA Nuclear Security Enterprise Facility
Anticipated Review Dates	Cycle 1: April; Cycle 2: July
Anticipated Award Dates	Cycle 1: August; Cycle 2: December
Eligible Applicants	Eligibility for award is restricted to accredited Institutions of Higher Education meeting the requirements as Minority Serving Institutions recognized by the Office of Civil Rights (OCR) U.S. Department of Education, and identified on the OCR's Department of Education U.S. accredited postsecondary minorities institution at Eligibility Matrix.
Code of Federal Regulations (CFR)	All awards are subject to 2 CFR Part 200.

**Before You Apply**: The DOE/NNSA participates in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. To respond to this opportunity, you must:

- Have a Unique Entity Identifier (UEI)
- Be actively registered in System for Award Management (SAM)
- Be registered through Grants.gov and with FedConnect.net

For registration instructions refer to "Other Submission and Registration Requirements" found in Section IV.K.

#### **B. HISTORY AND PURPOSE**

The mission of the Department of Energy (DOE) is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions. The DOE's National Nuclear Security Administration (NNSA) was established by Congress in 2000 and is responsible for enhancing national security through the military application of nuclear science. NNSA maintains and enhances the safety, security, and effectiveness of the U.S. nuclear weapons stockpile; works to reduce the global danger from weapons of mass destruction; provides the U.S. Navy with safe and militarily effective nuclear propulsion; and responds to nuclear and radiological emergencies in the United States and abroad.

The NNSA is focused on strengthening, expanding, and diversifying its rapidly evolving Science, Technology, Engineering, and Mathematics (STEM) workforce. In 2016, the Minority Serving Institution Partnership Program (MSIPP) was created to build a career pathway focused on preparing a diverse student workforce to make immediate contributions to the DOE/NNSA's Nuclear Security Enterprise (NSE). To achieve this objective, MSIPP supports strategic partnerships between Minority Serving Institutions (MSIs), Tribal Colleges and Universities (TCUs), and the NSE, aligning investments in Institutions of Higher Education (IHE) capacities and workforce development with the NNSA mission to develop needed skills and talent for the NSE's technical workforce.

The MSIPP Consortia Grant Program (MSIPP CGP) improves the Nation's capacity to enhance national security by:

- Growing the number of MSI and TCU students that graduate with STEM degrees
- Increasing the number of MSI and TCU students hired into the NSE's STEM workforce
- Building and strengthening research and educational capacities of MSIs and TCUs
- Targeting collaborations and increasing interactions between MSIs and TCUs, and DOE/NNSA laboratories, plants, and other sites to increase direct access to NSE STEM resources

#### C. TECHNICAL SCOPE (MAR 2024)

Successful proposals will identify a team of Minority Serving Institution IHEs (the consortium) that are prepared to partner with the DOE/NNSA Laboratories, Plants, and Other Field Sites to conduct research activities in NNSA topic areas that allow student and faculty to develop their skills and knowledge, merging academic study with practical work experience.

#### 1. Consortium Model

The DOE/NNSA Consortium-based model fosters the collaboration of otherwise independent institutions to pool knowledge, practical experience, and skills during the performance period of the awarded project.

#### Consortium Structure

- One (1) MSI Lead IHE
- At least one (1) but not more than (2) MSI sub-recipient IHEs

# Throughout this document, the term Nuclear Security Enterprise (NSE) is used to collectively refer to the DOE/NNSA Laboratories, Plants, and Other Field Sites.

The consortium is required to partner with at least one (1), but not more than three (3), NSE collaborators in accordance with the "Other Eligibility Requirements" found in <u>Section III.C</u>. **The NSE is a collaborator and not a consortium member.** A list of participating NSE collaborators with contact information, can be found under the Grants.gov Related Documents tab of the NOFO, as **Attachment A**.

#### **Expectations**

DOE/NNSA expects the consortium to:

- Attract undergraduate, graduate, doctoral and postdoctoral students
- Provide experiential opportunities for students and faculty that expand scientific and technical knowledge in the areas of Advanced Manufacturing, Cybersecurity, Engineering, or Nuclear Security
- Mentor students and prepare them for leadership and management roles
- Collaborate with the NSE on the strategic direction of related research activities and associated gaps within their industries

#### Roles and Responsibilities

The prime award recipient is the lead IHE ("Lead"). The Lead is the responsible authority for managing the scope, schedule, and cost of the project, including but not limited to, program and administrative reporting requirements, oversight of other consortium members, and disputes or claims from collaborators and other consortium members.

The Principal Investigator (PI) is the researcher, scientist or other individual designated by the Lead Institution to direct the research and development aspects of the project. The PI is responsible for the management of the project, conduct of all individuals supported by the project, and the reporting and monitoring requirements of all consortia members.

Sub-recipients are responsible for reviewing all terms and conditions of the award with the Lead, maintaining effective project performance, and providing standards of performance in compliance with federal requirements of the award.

The NSE collaborator facilitates the coordination of research being conducted, promotes and sustains scientific interactions, increases unique experimental opportunities sited at the NSE, and develops and maintains a long-term recruiting pathway to the NSE in partnership with all consortium members.

#### 2. Topic Areas

All proposed work to be funded through this announcement is to be UNCLASSIFIED. No proposals for CLASSIFIED work will be accepted. Only one topic area may be selected. Sub-topical areas of interest are not limited.

#### Topic Area # 1: Advanced Manufacturing

Advanced Manufacturing has come to the forefront as one of the most promising approaches to improve the agility and efficiency of the manufacturing process while significantly reducing the prototypical stage of product development. The following are specific sub-topical areas of interest; additional sub-topics that align with Advanced Manufacturing are also encouraged.

Metrology	Powder production	Physical property testing	Modeling and simulation
Ceramics	Characterization	Enhancing design	Surface finishes
Composites	Diagnostics	Material science	Polymers
Materials at extreme conditions	3D Printing for nuclear application	Additive manufacturing and coating	

#### Topic Area # 2: Cybersecurity

Cybersecurity is the protection of physical and virtual infrastructure from theft or damage to its hardware, software, or electronic data, as well as from disruption or misdirection of the services it provides. The following are specific subtopical areas of interest; additional sub-topics in Cybersecurity are also encouraged.

Machine learning	Information technology	System administration	Vulnerability assessment
Embedded programming	Quantum computing	Protecting digital evidence	Host based forensics
Application forensics	Network forensics	Cloud-based forensics	Data science
Cyber and Network analytics	Counter-intrusion software development	Software and hardware reverse engineering	

#### Topic Area # 3: Engineering

Engineers are a vital component of the Nuclear Security Enterprise. It is essential that MSIs and TCUs have established and accredited engineering programs to ensure their students are competitive. Engineers are an integral partner for all components of the nuclear security mission from needs assessment to design and delivery. The NNSA complex is comprised of engineers supporting various aspects of the mission. The following are specific sub-topical areas of interest; additional sub-topics in Engineering are also encouraged.

Computer engineering	Chemical engineering	Electrical engineering	Mechanical engineering
Material science	Microelectronics	Microsystems	Photonics
Nuclear engineering	Nanotechnology engineering		

#### Topic Area # 4: Nuclear Security

Nuclear Security is the prevention, detection, and response to theft, sabotage, unauthorized access, illegal transfer, or other malicious acts involving nuclear material, other radioactive substances, or their associated facilities. The following are specific sub-topical areas of interest; additional sub-topics in Nuclear Security are also encouraged.

Radiation	Nuclear science	Nuclear security	Nuclear technology
Fissionable fuels	Nuclear power	Nuclear forensics	Nuclear physics
Radiation detection systems			

## **SECTION II - AWARD INFORMATION**

#### A. FUNDING INSTRUMENT

Grant: A financial assistance mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity.

#### **B. MAXIMUM AND MINIMUM AWARD SIZE**

	•	Ceiling (the maximum am	ount for a single aw	ard made under thi	s NOFO):	\$	5,000,000
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• Floor (the minimum amount for a single award made under this NOFO): \$ 500,000

#### **C. ESTIMATED FUNDING**

Funding for all awards and future budget periods are contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority.

#### D. EXPECTED NUMBER OF AWARDS (MAR 2024)

The number of awards is contingent upon the availability of funds appropriated by Congress for the purpose of this program. It is estimated that there will be up to five (5) awards per funding cycle.

#### E. ANTICIPATED AWARD SIZE

Each award will be between \$500,000 to \$5,000,000, contingent upon the availability of appropriated Federal government funds.

#### F. PERIOD OF PERFORMANCE

The project period of each award is five (5) years.

#### **G. TYPE OF APPLICATION**

DOE/NNSA will accept new and renewal applications under this announcement. Renewal applications are requests for additional funding for a period after the current award period. Renewal applications compete with all other applications and must meet all application requirements and deadlines. The application should be developed as fully and thoroughly as possible. Applicants should assume reviewers will not have access to previous applications.

## **SECTION III - ELIGIBILITY INFORMATION**

#### A. ELIGIBLE APPLICANTS (MAR 2024)

In accordance with <u>2 CFR 910.126</u>, competition, eligibility for award is restricted to accredited IHEs that meet the requirements as Minority Serving Institutions (MSIs) or Tribal Colleges and Universities (TCUs) recognized by the Office of Civil Rights (OCR), U.S. Department of Education, and identified on the OCR's Department of Education <u>Eligibility</u> <u>Matrix</u>. All applicants, both prime and sub-recipient, must appear on this list.

#### **B. RESTRICTED ELIGIBILITY**

CITIZENSHIP REQUIREMENT: These grant agreements require that individuals involved with the project are legally able to interact with and/or access DOE laboratories, plants, and other field sites. In conformity with the <u>Department of Energy Order 142.3A</u>, any individual person providing support, funded or unfunded, under this grant agreement **must** be a U.S. Person, defined as an individual that is a citizen of the United States or an alien lawfully admitted for permanent residence (<u>22 CFR 120.62</u>). The NOFO further restricts the eligibility of salaries and fringe benefits, participant support, consultant, contracting, tuition, and other direct costs to U.S. citizens or permanent residents. Non-U.S. Persons are prohibited from supporting and/or collaborating under this grant agreement.

The Principal Investigator (PI) and Co-PI/s for the grant must be a U.S. Person/s and be an active member of the teaching/research faculty of the associated recipient or sub-recipient U.S. university or academic institution of higher learning. Adjunct professors, visiting professors, and post-doctoral fellows are ineligible to be PIs.

Upon notification of award, the Lead Institution must certify compliance with the Citizenship Requirement of this announcement. The certification statement must be provided on institution letterhead entitled "Citizenship Certification" and must include the name and citizenship status for each individual on the award.

#### C. OTHER ELIGIBILITY REQUIREMENTS

#### 1. DOE Laboratories, Plants, and Other Field Sites

DOE Laboratories, Plants, and Other Field Sites (NSE facilities) are not eligible to compete as the prime or sub-applicant under this NOFO; however, the prime applicant must propose a minimum of one (1) and a maximum of three (3) NSE facilities as collaborating partners subject to the below guidelines. See Attachment A for a list of the NSE.

#### 2. Authorization for DOE Laboratories, Plants, and Other Field Sites' Participation

The NSE Facility Management Contractors participating as collaborating partners must receive prior authorization from the cognizant Contracting Officer for NSE Facility Management Contractors, subject to the guidelines for Authorization for NSE Facility Management Contractors, stated below.

• Application Submission: The application must include a letter from the cognizant Contracting Officer for the NSE Facility that authorizes the use of an NSE Facility Management Contractor(s) on the proposed project. This letter must outline understanding and role in the collaboration effort and indicate that no funds will be provided to the NSE Facility from the grant recipient except for reimbursement for use of facilities that require "user fees."

• At Selection: The cognizant Contracting Officer for the NSE Facility must authorize in writing the participation of the NSE Facility on the proposed project. This authorization is requested at selection and must be submitted upon request. The following language is acceptable for this authorization:

"Authorization is granted for the [Name] Facility to participate in the proposed project. The work proposed for the facility is consistent with or complimentary to the missions of the facility, will not adversely impact execution of the DOE/NNSA assigned programs at the facility, and will not place the facility in direct competition with the domestic private sector."

#### 3. NSE Facilities

- The portion of work effort to be performed by the individual NSE Facility shall not exceed 35% of the total project cost per collaboration application. In addition, the NSE Facility effort should be well thought out rather than issuing generic partnership letters to all university applicants. The NSE Facility may not play a role comprising most of the collaboration arrangement and work effort.
- NSE Facilities are not eligible to receive any direct funding associated with this NOFO, except for reimbursement for use of facilities that require "user fees" in accordance with the institution's written policies or procedures.
- Funding for any work being done by NSE Facilities will be funded directly by the program office and may not exceed 35% of the budget per facility per application. Funding will be transmitted to the laboratory via a Federal Work Authorization (FWA) Implementation Plan (IP) process from the NNSA to the facility. A budget estimate for fund of Site Facility Management Contractors should be submitted separately to the NNSA MSIP Program Office at the time of this application submission. If the applicant is selected for award, the industry partner will be required to submit a Statement of Work and detailed budget to support the request.

#### 4. Applicant Responsibility

- The amount of funds the NSE Facilities use in collaborating with the consortium will not be factored into the total amount awarded. The value of, and funding for, the NSE Facilities' portion of the project should not be included in the application budget.
- If selected for award, the recipient is responsible for contacting the appropriate NSE Facility collaborating partner(s) who should, in turn, obtain prior written authorization from the Facility Contracting Officer.
- If selected for award, the Lead Institution will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues, including but not limited to, disputes and claims arising out of any agreement between the consortia members and the NSE Facility Contractor.

## D. COST SHARING {OR MATCHING}

Cost sharing is not required.

## **SECTION IV - APPLICATION AND SUBMISSION INFORMATION**

#### A. REQUIRED REGISTRATIONS

Applicants must complete and maintain the following registrations as described in the SF-424 (R&R) Application Guide to be eligible to apply for or receive an award. All registrations must be completed prior to the application being submitted. Registration can take 6 weeks or more, so applicants should begin the registration process as soon as possible. Failure to complete registrations in advance of a due date is not a valid reason for a late submission. Registrations include the System for Award Management (SAM.gov), FedConnect, and Grants.gov.

#### **B. APPLICATION SPECIFICS**

#### **1. Number of Applications**

Multiple applications may be submitted by an Institution (MSI or TCU); however, applications should be mutually exclusive and there should be no duplication of effort for resources requested.

#### 2. Type of Applications Accepted

DOE/NNSA will accept new and renewal applications under this announcement. Renewal applications are requests for additional funding for a period after that provided by a current award. In preparing a renewal application, applicants should assume that reviewers will not have access to previous applications. The application should be developed as fully as though the applicant were applying for the first time. The application must include all the information required for a new project, plus the project narrative section should discuss the results from prior work.

#### **3. Electronic Delivery**

The Department of Energy/National Nuclear Security Administration (DOE/NNSA) is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. Applicants must submit their applications online through Grants.gov.

#### 4. Eligibility Review

DOE/NNSA performs an initial eligibility review of applicant submissions to determine compliance with the eligibility requirements of the NOFO. All submissions must conform to form and content requirements and must be submitted as specifically stated and on the required due date (DOE/NNSA does not allow grace periods for submission of applications). DOE/NNSA will not review or consider applications submitted through means other than specifically stated in the NOFO. DOE/NNSA will not extend deadlines for applicants who fail to submit required information and documents due to server/connection congestion.

Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the NOFO, or failure to attach documents to the application package correctly are not considered system issues. Grants.gov may be contacted at 1-800-518-4726, Option 6, and a customer service representative will assist you if you have any issues with your application submission. It is best to complete the application package a minimum of 24 to 48 hours prior to the due date, to ensure there is sufficient time to resolve any submission issues.

Failure to meet the eligibility requirements and failure to provide the required application documents will deem the application as non-responsive and dropped from further consideration or review.

#### C. ACCESSING THE APPLICATION PACKAGE

#### Grants.gov

Application forms and instructions are available at <u>Grants.gov</u>. To access the application package, go to Grants.gov: 1) Select the "Search Grants" tab, 2) Enter the Funding Opportunity ID, and 3) Select the "Package" tab. The Package tab offers opportunities to "preview" the materials and "apply" for the opportunity. To begin a grant application, click the Apply button near the top right of the page. Follow the prompts in to complete the application package.

Complete the SF-424 Research & Related (R&R) Application for Federal Assistance first. The form is used in all grant applications and is designed to fill in commonly required fields across other forms, such as applicant name, address, and UEI number.

#### D. REQUIRED STANDARD FORMS (MAR 2024)

The Standard Forms (SF) used for Research and Related (R&R) applications are located on the website at grants.gov. Each required SF should be completed in the Grants.gov Workspace. Each form has an attached instructional page and can be viewed and printed. All instructions applicable to R&R must be followed. (The full list of required forms and files can be found in Section IV.F Summary of Required Forms/Files.)

Files that are attached to the appropriate forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement. Attached PDF files must be plain files consisting of text, numbers, and images without editable fields, signatures, passwords, redactions, or other advanced features available in some PDF-compatible software. Do not use PDF portfolios or binders.

#### 1. SF 424 Research & Related (R&R) Application for Federal Assistance

Mandatory for prime applicant and all sub-applicants. All instructions must be followed.

#### 2. Research and Related Other Project Information

Mandatory for prime applicant. All instructions must be followed.

#### 3. SF424 Research and Related Budget

Mandatory for prime applicant and all sub-applicants. All instructions must be followed.

#### 4. Project/Performance Site Locations V4.0

Mandatory for prime applicant and all sub-applicants. All instructions must be followed.

#### 5. Attachments V1.2

Mandatory for prime applicant. All instructions must be followed.

#### 6. Disclosure of Lobbying SF-LLL V2.0

Mandatory for prime applicant and all sub-applicants. All instructions must be followed.

#### 7. Certification of Lobbying Form V1.1

Mandatory for prime applicant and all sub-applicants. All instructions must be followed.

#### E. FORMAT AND CONTENT OF APPLICATION

#### **1. Format Requirements**

Standard 8.5" by 11" paper with 1" margins (top, bottom, left and right), single spaced, with minimum 11 Point font. Files and/or documents that are attached to the forms must be in Portable Document Format (PDF) unless otherwise specified in this announcement.

#### 2. Content Requirements

Attached PDF files must be plain files consisting of text, numbers, and images without editable fields, signatures, passwords, redactions, or other advanced features available in some PDF-compatible software. Do not use PDF portfolios or binders.

#### 3. Project Summary/Abstract

Mandatory for Prime applicant. This document will be the attachment to the **Project Summary Abstract form** in Grants.gov Workspace. The project summary document may not exceed five (5) pages and must be saved as a PDF. The file is to be named "**Summary**."

This document must contain a summary of the proposed activity and must be suitable for dissemination to the public. It must identify the following:

- Name of Lead Institution
- Principle Investigator
- Project title
- Relevance, intended outcomes/impacts
- Milestones of the project listed by year
- Description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and key participants

This document must not include any proprietary or sensitive business information. The DOE/NNSA reserves the right to make applications available to the public after awards are made.

#### 4. Project Narrative and Appendices

The Project Narrative may not exceed ten (10) pages. The cover page, project narrative and appendices 1-6 (cover page and appendices are not included in page count) must be saved as one single document in PDF format and be named "**Project**". This document will be the attachment to **Project Narrative Attachment Form** in Grants.gov Workspace.

#### PROJECT

The 10-page limit applies to text, tables, and visual materials (e.g., charts, graphs, maps, photographs). EVALUATORS WILL ONLY REVIEW THE FIRST TEN PAGES. Do not include bibliography information for references cited as part of the Project Narrative. These should be supplied in Appendix 4. Links to websites will not be reviewed. See <u>Section VIII.D</u> for instructions on marking proprietary application information. The project document must include:

- a) **Cover Page** (Does not count towards the Project Narrative page limitation and must not exceed one page) must include the following components:
  - NOFO Number
  - Topic Area
  - Application Title
  - Type of organization (i.e., U.S. university/academic institution of higher learning or not-for-profit, non-degree-granting domestic U.S. organization)
  - Institution of Higher Education Tier Identification
    - Tier 1: Public/Private 2-4 year Community/Junior College, Student enrollment > 15K
    - Tier 2: Public/Private 2-4 year Community/Junior College, Student enrollment < 15K
    - Tier 3: Public/Private 4+ year College or University, Student enrollment > 25K
    - Tier 4: Public/Private 4+ year College or University, Student enrollment < 25K
  - Type of Proposed Award: New or Renewal (if renewal, specify award number for existing award)

- Name of Lead Institution
- Contact Information for Principal Investigator for Lead Institution
  - o (name, title, mailing address, telephone number, email address)
- Contact Information for Lead Institution Business Office/Grants Office
  - o (Name for business point of contact, title, email address, and telephone number)
- Institution, name(s), mailing addresses, telephone numbers, email addresses of sub-applicants
- Previous DOE/NNSA Grant numbers. If applicable, provide DOE grant number for projects currently funded under the MSIPP Grant Program
- Name(s), telephone numbers, and email addresses of any NSE Facility collaborating personnel.
- b) **Project Narrative** (not to exceed ten pages)
  - 1) PROJECT OBJECTIVES: Provide a clear, concise statement of the specific objectives of the proposed project.
  - 2) ALIGNMENT WITH MSIPP OBJECTIVES: Describe the extent to which the project addresses the objectives of the MSIPP program as it relates to the topical area selected and the nuclear security enterprise workforce development. This should include a solid understanding of the current state of proposed research (if applicable) or education programs, an analysis of any competing or supplementary efforts, and an understanding of how proposed research is aligned to existing gaps in the field and/or literature.
  - 3) STRATEGIC APPROACH FOR EDUCATION, TRAINING AND STUDENT DEVELOPMENT:
    - a. Describe the recruitment activities and specific marketing strategies designed to attract a diverse pool of student applicants. Describe the selection process that will ensure qualified students are selected based on academic merit, with consideration given to underrepresented populations.
    - b. Describe the proposed project including the function and associated curriculum. State the course structure and faculty capability for administering the program. Provide a schedule of completion dates, faculty members involved, and participant costs for students involved in this program.
    - c. Describe the plan to include opportunities for students to participate in internships, summer research programs, fellowships and other education and career advancement activities, and the mechanism to for tracking students as they fulfill their academic obligation and attain jobs within the NSE.

## c) Appendices to Project Narrative

Both the prime applicant and sub-applicants must complete the following appendices and attach them to the final Project Narrative document. The appendices do not count towards the Project Narrative page limitation.

- 1) APPENDIX 1 BIOGRAPHICAL SKETCH: Provide a biographical sketch for the Principal Investigator (PI) and each senior/key person listed in Section A on the R&R Budget form, including sub-applicant senior/key persons. The biographical sketch is an appendix to your Project Narrative. Do not attach a separate file. The biographical information for each person must not exceed two (2) pages and must include:
  - Education and Training: Undergraduate, graduate, and postdoctoral training, provide institution, major/area, degree, and year.
  - **Research and Professional Experience**: Beginning with the current position list, in chronological order, professional/academic positions with a brief description.
  - **Publications**: Provide a list of up to 10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically.
  - **Other**: Patents, copyrights, and software systems developed may be provided in addition to or substituted for publications.

- 2) APPENDIX 2 CURRENT AND PENDING SUPPORT: Provide a list of all current and pending support (both Federal and non-Federal) for the PI and senior/key persons, for ongoing projects and pending applications. For each organization providing support, show the total award amount for the entire award period (including indirect costs) and the number of person-months per year to be devoted to the project by the senior/key person. Concurrent submission of an application to other organizations for simultaneous consideration will not prejudice its review.
- 3) APPENDIX 3 IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST OR BIAS IN SELECTION OF REVIEWERS: This appendix requires the below information:
  - **Collaborators and Co-editors**: List, in alphabetical order, all persons and current organizational affiliations who are or have been collaborators or co-authors with you on a research project, book or book article, report, abstract, or paper during the 48 months preceding the submission of this application. Also, list any individuals who are currently or have been co-editors with you on a special issue of a journal, compendium, or conference proceedings during the 24 months preceding the submission of this application. If there are no collaborators or co-editors to report, state "None."
  - **Graduate and Postdoctoral Advisors and Advisees:** List the names and current organizational affiliations of your graduate advisor(s) and principal postdoctoral sponsor(s) during the last 5 years. List the names and current organizational affiliations of your graduate students and postdoctoral associates.
- 4) APPENDIX 4 BIBLIOGRAPHY & REFERENCES CITED: Provide a bibliography of any references cited in the Project Narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Applicants should be especially careful to follow scholarly practices in providing citations for source materials relied upon when preparing any section of the application. To reduce the number of files attached to your application, please provide the Bibliography and References Cited information as an appendix to your project narrative.
- 5) APPENDIX 5 FACILITIES & OTHER RESOURCES: This information is used to assess the capability of the organizational resources, including sub-applicant resources, available to perform the effort proposed. Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical, and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. Describe other resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project.
- 6) APPENDIX 6 EQUIPMENT: List major items of equipment already available for this project and, if appropriate identify location and pertinent capabilities.

#### 5. Other Narrative Attachments

Attach the following **mandatory** files (Project Management Plan and Letters of Collaboration) to the **Other Attachments Form** in Grants.gov Workspace:

a) Project Management Plan (The file is to be named "PMP")

This plan should be formatted to include the following sections with each section including the information as described below. This plan should describe the structure of the proposed partnership and roles of each member

organization including DOE/NNSA NSE Facility collaborator. This section should also include mechanisms for verifying completed milestones.

- EXECUTIVE SUMMARY: Provide a description of the project that includes the objective, project goals, and expected results. This information is requested in the Project Narrative and should also be copied to this summary. The Project Management Plan is a stand-alone document.
- RISK MANAGEMENT: Provide a summary description of the proposed approach to identify, analyze, and respond to perceived risks associated with the proposed project. Project risk events are uncertain future events that, if realized, impact the success of the project. At a minimum, include the initial identification of significant technical, resource, and management issues that have the potential to impede project progress and the strategies to minimize impacts from those issues.
- MILESTONE LOG: Provide milestones for each budget period (or phase) of the project. Each milestone should include a title and planned completion date. Milestones should be quantitative and show progress toward budget period and/or project goals.
- PROJECT TIMELINE: Provide a timeline of the project (i.e., Gantt chart) broken down by task and subtask. Each task should include a start and end date. The timeline should show interdependencies between tasks and include the milestones that are identified in the Milestone Log.

#### b) Letters of Collaboration (The file is to be named "Collaboration Letters")

Letters of collaboration for unfunded or funded collaborations must state the intention to participate. They are not to be written as recommendation or endorsement letters, which are not allowed. See <u>Section III.C</u> for collaborations with DOE/NNSA Site Facility Management Contractors.

#### 6. Other Attachments (MAR 2024)

Attach the following files for prime and all sub-applicants (unless noted as "Mandatory only if selected for award") to the **Attachments Form** in Grants.gov workspace:

#### a) SF424 Research and Related Budget Form

The applicant must provide a separate budget for each year of support requested. The form will generate a cumulative budget for the total period of performance. The applicant may request funds under any of the budget categories if the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by funding restrictions in this announcement.

#### b) Government Approved Indirect Rates and Cost Allocations

If a Negotiated Rate Agreement with Government approved Indirect Rates and Cost Allocations Agreement has been executed with a Governmental cognizant agency, you must submit a copy of the Agreement in the Grants.gov Workspace. If a Negotiated Rate Agreement does not exist, provide supporting documentation for the proposed indirect rates.

#### c) Budget Justification (Mandatory only if selected for award)

An applicant whose Full Application is selected for award negotiation is required to submit a detailed budget narrative explaining the need and justification for the proposed expenditures as they relate to the application objectives. The budget should be labeled with each budget line item and proposed funding.

#### d) Financial Assistance Environmental Checklist (Mandatory only if selected for award)

All NNSA grants must comply with the National Environment Policy Act (NEPA) compliance requirements. An applicant whose Full Application is selected for award negotiations will be required to submit a Financial Assistance Environmental Checklist during the award negotiations phase. All activities proposed to be funded under the financial assistance award must be described in a single Financial Assistance Environmental Checklist provided in **Attachment 3** to this announcement in accordance with the instructions contained within the form and Interim Requirements for Completion of Key Sections of the Financial Assistance NEPA Checklist.

#### 7. Assurances and Certifications in SAM.GOV

In accordance with the Federal Government's efforts to reduce reporting burdens for recipients of federal financial assistance, the general certification and representation requirements contained in the **Standard Form 424B (SF-424B)** – **Assurances – Non-Construction Programs**, and the **Standard Form 424D (SF-424D)** – **Assurances – Construction Programs**, have been standardized federal-wide. On February 2, 2019, GSA implemented a new process in SAM that allows non-federal entity registrants to submit common federal government-wide Representations and Certifications for financial assistance. Non-federal entities creating new SAM registrations and existing non-federal entities completing their annual SAM registration renewals will be required to review and certify their financial assistance Certifications. Prior to applying for any funding opportunity, prospective applicants and sub-applicants must first register with SAM.gov. An active SAM registration is required to both do business with the federal government and to apply for funding opportunities. Registration must be updated annually by non-federal entities; federal agencies will use the SAM registration information to verify non-federal entity compliance with application and award requirements.

#### 8. Data Management Plan (Mandatory only if selected for award)

An applicant whose Full Application is selected for award will be required to submit a Data Management Plan within 90 days of the award notification. The Data Management Plan outlines the proposed plan for data sharing or preservation. Instructions for submission of this plan will be identified in your award notification. Guidance for preparing a Data Management Plan is provided in the Attachments of the NOFO, as **Attachment 4**. Failure to submit the Data Management Plan may result in the termination of the award.

#### 9. Requirements for Pass-Through Entities (Applicable to prime applicant only)

The prime applicant, as the pass-through entity, is required to perform and provide the results of a budget evaluation and a risk assessment for all sub-applicants.

#### a) Sub-Applicant Risk Assessment

Using the prime applicant's institutional process (if one is available), evaluate each sub-applicant's risk of noncompliance to include an assessment of each sub-applicant's:

- Eligibility to receive federal funding, which can be verified via the government's System for Award Management
- Acknowledgment of Representations and Certifications in SAM
- Prior experience with the same or similar sub-awards
- Results of previous audits including whether the sub-applicant receives a Single Audit in accordance with Subpart F - Audit Requirements of this part, and the extent to which the same or similar sub-award has been audited as a major program
- Extent and results of Federal awarding agency monitoring (e.g., if the sub-applicant also receives Federal awards directly from a Federal awarding agency)

Attach the risk assessments in a single pdf file (named **Sub-Applicant Risk Assessments**) to the **Other Attachments Form** in Grants.gov Workspace

#### b) Sub-Applicant Budget Evaluation (Mandatory only if selected for award)

If selected for award, the prime applicant must submit a budget evaluation for each sub-applicant, which should include an assessment of each cost category. Budget evaluations ensure all budget justifications are complete and that proper attachments are included, for example quotes and labor verification files. The budget evaluation should also verify that the budget justification explicitly matches the primary budget document and that all indirect expenses are properly calculated.

#### F. SUMMARY OF REQUIRED FORMS/FILES (MAR 2024)

			Form		
		Mandatory or		Submission	
#	Document Name	Optional	Location	Format	Submission Attached to:
1	SF 424 R&R Application for Federal Assistance	Mandatory Prime & Sub	Grants.gov Workspace	N/A	In Grants.gov Workspace
2	Research and Related (R&R) Other Project Information	Mandatory Prime	Grants.gov Workspace	N/A	In Grants.gov Workspace
3	Project Summary/Abstract	Mandatory	NOFO	PDF	Project Summary Abstract in Grants.gc Workspace
4	Project Cover Page, Narrative and Appendices	Mandatory	NOFO	PDF	Project Narrative in Grants.gov Workspace
5a	Project Management Plan	Mandatory	NOFO	PDF	Other Attachments Form in Grants.gov Workspace
5b	Collaboration Letters	Mandatory	Collaborating Partner	PDF	Other Attachments Form in Grants.gov Workspace
6a	SF424 Research and Related Budget	Mandatory Prime	Grants.gov Workspace	PDF	In Grants.gov Workspace
6b	Budget Justification Narrative	Mandatory – If selected for award	Attachment B	Excel	Submission required during the negotiation process.
6c	Government Approved Indirect Rates and Allocations	Mandatory	From Cognizant Gov't agency	PDF	Other Attachments Form in Grants.gov Workspace
7a	R&R Sub-Applicant Budget	Mandatory Sub	Grants.gov Workspace	PDF	In Grants.gov Workspace
7b	Sub-Applicant Budget Justification Narrative	Mandatory – If selected for award	Attachment B	Excel	Submission required during the negotiation process.
8	Attachments Form	Mandatory	Grants.gov Workspace	N/A	In Grants.gov Workspace
9	Financial Assistance Environmental Checklist (NEPA)	Mandatory – If selected for award	Attachment C	PDF	Submission required during the negotiation process.
10	Data Management Plan	Mandatory – If selected for award	Attachment D	PDF	Submission required upon award
11	Project/Performance Site Location(s)	Mandatory Prime & Sub	Grants.gov Workspace	N/A	In Grants.gov Workspace
12a	<ul> <li>Grants.gov Lobbying</li> <li>Form/Certification Regarding</li> <li>Lobbying</li> </ul>	Mandatory Prime & Sub	Grants.gov Workspace	N/A	In Grants.gov Workspace
12	<ul> <li>SF-LLL Disclosure of Lobbying Activities</li> </ul>	Mandatory – If applicable	Grants.gov Workspace	N/A	In Grants.gov Workspace
13	Assurances and Certifications	Mandatory Prime & Sub	System for Award Management	SAM.gov format	SAM.gov
14a	Sub-Applicant Risk Assessment	Mandatory	NOFO	PDF	Other Attachments Form in Grants.gov Workspace
14	Sub-Applicant Budget Evaluation	Mandatory – If selected for award	NOFO	PDF	Submission required during the negotiation process.

#### G. SUBMISSIONS FROM SUCCESSFUL APPLICANTS

If selected for award, DOE/NNSA reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- Indirect cost information
- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)
- Representation of Limited Rights Data and Restricted Software, if applicable
- Commitment Letter from Third Parties Contributing to Cost Sharing, if applicable

#### **H. SUBMISSION DATES AND TIMES**

1. Application D	ue Dates	Merit Review Cycle	Earliest Award Notice
FY Due Date 1	March 15	March – April	August
FY Due Date 2	June 15	June - July	December

Applications must be submitted by the identified Due Dates, no later than 11:59:59 PM Eastern Time. You are encouraged to complete your application well before the deadline. The Grants.gov Helpdesk is available for extended periods, please check their website for the Helpdesk hours of operation.

#### 2. Notice of Funding Opportunity (NOFO) Open Until Determined Date

This announcement will remain open for three years or until amended. Applications may be submitted at any time before the due dates. You are encouraged to submit your application as soon as practicable.

#### I. INTERGOVERNMENTAL REVIEW

This program is not subject to Executive Order 12372 - Intergovernmental Review of Federal Programs.

#### J. FUNDING RESTRICTIONS (DECEMBER 2014)

Funding for all awards and future budget periods are contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority.

Cost Principles. Costs must be allowable, allocable, and reasonable in accordance with the applicable Federal cost principles referenced in 2 CFR part 200 as amended by 2 CFR part 910 [DOE Financial Assistance Regulation]. The cost principles for commercial organizations are in FAR Part 31.

Pre-award Costs. Recipients may charge to an award resulting from this NOFO pre-award costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 2 CFR part 200 as amended by 2 CFR part 910 [DOE Financial Assistance Regulation]. Recipients must obtain the prior approval of the grants officer for any pre-award costs that are for periods greater than this 90-day calendar period. Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

#### K. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS

This section provides the application submission and receipt instructions for DOE/NNSA program applications. Please read the following instructions carefully and completely.

#### 1. How to Register to Apply through Grants.gov

Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have an active System for Award Management (SAM) registration which provides a Unique Entity Identifier (UEI) and must have a Grants.gov account to apply for grants. If individual applicants (those submitting on their own behalf) are eligible to apply for this funding opportunity, they need only refer to the steps below.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Organization registration instructions can be found on Grants.gov How to Apply for Grants.

- System for Award Administration (SAM) Account All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/applicants/applicant-registration. Both prime applicants and sub-applicants must have a SAM account.
- FedConnect Account: FedConnect is the repository for DOE/NNSA to submit questions regarding any issues and/questions with the application. FedConnect website is located at web address, www.fedconnect.net. Questions regarding the content of the funding opportunity announcement must be submitted through the FedConnect portal. You must register with FedConnect to respond as an interested party, to submit questions, and to view responses. To register with FedConnect, refer to: FedConnect Registration Request.
- **Grants.gov Account**: To create a Grants.gov applicant account, you will need an email address, phone number, and organization name. In addition, you will need to create an account with Login.gov if you do not have one already. You will create a username and password and link your Grants.gov account with your Login.gov account. . Registering with Grants.gov follows several steps. After navigating to the registration page, begin by completing a few form fields. You will be asked your first and last name, email address and phone number as well as username and password. You will then be asked to confirm your email address by clicking on the Send Temporary Code. Go to your email and find the Grants.gov Registration Temporary Code email and click on the link to confirm your email address by entering the Temporary Code. If you don't see the message in your email box, check your spam inbox. Applicants will want to add an individual profile or an organization profile. To add an organization applicant profile, you will need to provide your organization's unique entity identifier (UEI) along with a profile name. The UEI is not applicable to individual profiles. Grantors that are registering with Grants.gov to request that they be affiliated with the agency. For more detailed instructions about creating a profile on Grants.gov, refer to: <a href="https://www.grants.gov/applicants/applicants/applicant-registration/add-profile">https://www.grants.gov/applicants/applicants/applicant-registration/add-profile</a>.
- **Electronic Signature**: When applications are submitted through Grants.gov, the name of the organization applicant with the Authorized Organization Representative (AOR) role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. This person must be able to make legally binding commitments on behalf of the organization as a user with the AOR role.

#### 2. How to Submit an Application to DOE/NNSA via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each notice of funding opportunity announcement (NOFO), you can create individual instances of a workspace. For an overview of applying on Grants.gov using Workspaces: <a href="https://www.grants.gov/web/grants/applicants/workspace-overview.html">https://www.grants.gov/web/grants/applicants/workspace</a>.

- a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- b. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
- c. Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader. Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html
- d. *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package <u>at least 24-48 hours prior to the close date</u> to provide you with time to correct any potential technical issues that may disrupt the application submission.
- e. *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials: <u>https://www.grants.gov/web/grants/applicants/applicant-training.html</u>

*Applicant Support*: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at <u>support@grants.gov</u>. For questions related to the specific grant opportunity, contact the number listed in the application package.

If you are experiencing difficulties with your submission, call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist with tracking your issue and the background information on the issue.

#### 3. Timely Receipt Requirements and Proof of Timely Submission

Online Submission. All applications must be received by 11:59 p.m. Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXX) from Grants.gov with the successful transmission of their application. The AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DOE/NNSA successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the AOR who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DOE/NNSA.

Applicants using unreliable internet connections should be aware that the process of completing the Workspace can take some time. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date. Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role attempting to submit the application.

## **SECTION V - APPLICATION REVIEW INFORMATION**

#### A. CRITERIA

#### 1. Initial Review Criteria

#### APPLICATION AWARD ELIGIBILITY

Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant meets eligibility requirements; (2) all mandatory information has been submitted; and (3) the proposed project is responsive to the objectives of the notice of funding opportunity. Applications that fail to pass the initial review will not be forwarded for merit review and will be eliminated from further consideration.

Applications will be classified in the following Tiers for Review:

- Tier 1: Public/Private 2-4 year Community/Junior College, Student enrollment > 15K
- Tier 2: Public/Private 2-4 year Community/Junior College, Student enrollment < 15K
- Tier 3: Public/Private 4+ year College or University, Student enrollment > 25K
- Tier 4: Public/Private 4+ year College or University, Student enrollment < 25K

#### 2. Merit Review Criteria (MAR 2024)

- a. Technical Merit: Extent to which the proposal addressed the objectives of the MSIPP program as it relates to the topic area selected and the nuclear security enterprise; this should include a solid understanding of the current state of proposed education programs; an analysis of any competing or supplementary efforts; and an understanding of how proposed research is aligned to existing gaps in the field. Capacity and ability of the institution to effectively conduct the program, including the merit of the recruitment and marketing strategies. (35 points)
  - Likelihood that the proposed technical approach/methods will allow the applicant to achieve the objectives stated in the project narrative and the objectives stated in the NOFO.
  - Quality of the sustainability plan presented beyond the period of performance of this grant.
  - Demonstration of a sound management plan to include managing technical and administrative milestones of the award, financial management, performance management, reporting, and other pertinent award elements.
- b. Strategic Approach for Education, Training and Student Development: Demonstration of a sound education plan with a clear vision and objectives for educating and training students to prepare for transition into the NSE to include institutional support for the program and plans for sustainability. **(35 points)** 
  - Demonstration of goals to build student capacity in STEM-related curriculum.
  - Demonstration that the program includes the development of nuclear security enterprise related courses, certificates, degrees or other targeted initiatives for students or the enhancement of existing programs.
  - Demonstration of a mechanism for tracking students through the pathway.
  - Opportunities for students to participate in internships, summer research programs, fellowships and other education and career advancement activities.
- c. Qualifications and Teaming Arrangement: Qualifications and experience of the proposed principal investigator and key personnel as well as the teaming arrangement proposed to determine the likelihood of successful achievement of the objectives stated in the project narrative and the objectives stated in the NOFO. (**30 points**)
  - The extent to which the project team has an appropriate mix of skill sets and includes relevant expertise to provide technical direction to and manage a multi-year consortium in collaboration with Nuclear Security Enterprise collaborators.
  - Institutional commitment and proposed personnel present a sound plan for management of financial resources with effective and appropriate controls including those attributed to indirect costs.

#### 3. Other Selection Factors

PROGRAM POLICY FACTORS: The selection official will consider the following factors in the selection process:

REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE (DECEMBER 2015): DOE, prior to making a federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (see 41 U.S.C. 2313).

The applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

DOE will consider any written comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR 200.206 - Federal awarding agency review of risk posed by applicants.

#### **B. REVIEW AND SELECTION PROCESS**

#### 1. Merit Review

Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance." This guide is available under <u>Financial</u> <u>Assistance Policy and Guidance</u>.

#### 2. Selection

The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.

#### 3. Government Discussion with Applicant

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: 1) the budget is not appropriate or reasonable for the requirement; 2) only a portion of the application is selected for award; 3) the Government may require additional information to make determination that a recipient is capable of complying with the requirements in 2 CFR 200, as amended by 2 CFR 910 DOE Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and/or (4) the Special Terms and Conditions required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

#### 4. Anticipated Notice of Selection and Award Dates

DOE is striving to make awards within 12 months. The time interval begins on the date applications are due.

## **SECTION VI - AWARD ADMINISTRATION INFORMATION**

#### A. AWARD NOTICES

#### **1. Notice of Selection**

#### SELECTED APPLICANT NOTIFICATION

DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See <u>Section IV.J</u> with respect to the allowability of pre-award costs.)

#### NON-SELECTED APPLICANT NOTIFICATION

Organizations whose applications have not been selected will be advised as promptly as possible.

#### 2. Notice of Award (DECEMBER 2014)

An Assistance Agreement issued by the grants officer is the authorizing award document. It normally includes either as an attachment or by reference: (1) Special Terms and Conditions; (2) Applicable program regulations, if any; (3) Application as approved by DOE; (4) 2 CFR part 200 as amended by 2 CFR part 910 [DOE Financial Assistance Regulation]; (5) National Policy Assurances To Be Incorporated As Award Terms; (6) Budget Summary; and (7) Federal Assistance Reporting Checklist, which identifies the reporting requirements.

#### **B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

#### 1. Administrative Requirements (December 2014)

The administrative requirements for DOE/NNSA grants and cooperative agreements are contained in 2 CFR 200, as amended by 2 CFR 910. If an award is made under this NOFO before the Terms and Conditions are posted, alternative Terms and Conditions may be included in the award.

#### 2. Special Terms and Conditions, and National Policy Requirements (December 2014)

The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at <a href="http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms">http://energy.gov/management/office-management/operational-management/financial-assistance/fin

Intellectual Property Provisions. The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at: <u>http://energy.gov/gc/standard-intellectual-property-ip-provisions-financial-assistance-awards</u>

- a) CORPORATE FELONY CONVICTION AND FEDERAL TAX LIABILITY REPRESENTATIONS (MARCH 2014) In applying in response to this NOFO, the Applicant represents that:
  - 1) It is not a corporation that has been convicted of a felony criminal violation under any Federal law within the preceding 24 months; and
  - 2) It is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

For purposes of these representations the following definition applies:

A Corporation includes any entity that has filed articles of incorporation in any of the 50 states, the District of Columbia, or the various territories of the United States [but not foreign corporations]. It includes both for-profit and non-profit organizations.

- b) NONDISCLOSURE AND CONFIDENTIALITY AGREEMENTS REPRESENTATIONS (JUNE 2015) In applying in response to this NOFO, the Applicant represents that:
  - 1) It does not and will not require its employees or contractors to sign internal nondisclosure or confidentiality agreements or statements prohibiting or otherwise restricting its employees or contactors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
  - 2) It does not and will not use any Federal funds to implement or enforce any nondisclosure and/or confidentiality policy, form, or agreement it uses unless it contains the following provisions:
    - a. "These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling."
    - b. The limitation above shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

Notwithstanding provision listed in paragraph (a), a nondisclosure or confidentiality policy form or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity unless specifically authorized to do so by the United States Government. Such nondisclosure or confidentiality forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the Department of Justice, that are essential to reporting a substantial violation of law.

#### 3. Interim Conflict of Interest Policy for Financial Assistance Policy

The DOE interim Conflict of Interest Policy for Financial Assistance (COI Policy) can be found at <u>PF2022-41 Department</u> of Energy Interim Conflict of Interest Policy Requirements for Financial Assistance | Department of Energy. This policy is applicable to all non-Federal entities applying for, or that receive, DOE funding by means of a financial assistance award (e.g., a grant, cooperative agreement, or technology investment agreement) and, through the implementation of this policy by the entity, to each Investigator who is planning to participate in, or is participating in, the project funded wholly or in part under the DOE financial assistance award. DOE's interim COI Policy establishes standards that provide a reasonable expectation that the design, conduct, and reporting of projects funded wholly or in part under DOE financial assistance from bias resulting from financial conflicts of interest or organizational conflicts of interest. The applicant is subject to the requirements of the interim COI Policy and within each application for financial assistance, the applicant must certify that it is, or will be by the time of receiving any financial assistance award, compliant with all requirements in the interim COI Policy. The applicant must flow down the requirements of the interim COI Policy to any subrecipient non-Federal entities.

#### 4. Marking Requirements - Controlled Unclassified Information (CUI)

Controlled Unclassified Information (CUI) is information the Government creates or possesses, or that an entity creates or possesses for or on behalf of the Government, that a law, regulation, or Government-wide policy requires or permits an agency to handle using safeguarding or dissemination controls. <u>https://www.summit7.us/cui.</u>

#### 5. Communicating and Acknowledging Federal Funding

We require grant recipients to acknowledge NNSA/MSIPP when describing projects or programs funded in whole or in part with MSIPP funds.

An acknowledgement of awarding agency support for anything based on or developed under this project, must appear in a variety of products, including:

- Research publication
- Press releases
- Public statements and presentation
- Publications and other documents
  - Websites
  - Visual presentations
  - Publications, whether copyrighted or not

An acknowledgement and disclaimer are required when describing projects or program funded in whole or in part with NNSA/MSIPP funds.

- A <u>specific acknowledgment</u> of MSIPP grant support will be: "This (material/project) is based upon work supported by the NNSA Minority Serving Institutions Partnership Program under Award No. [recipient should enter the award number]." (If you have more than one grant, only cite the grant(s) that supported the research described in the article, presentation, or website.)
- <u>Disclaimer</u>. For all materials, except scientific articles or papers published in scientific journals, the disclaimer will be: "Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the DOE, NNSA, or the U.S. Government."
- An <u>oral acknowledgment</u> will be: "This material is based upon work supported by the NNSA Minority Serving Institutions Partnership Program under Award No. [recipient should enter the awarding agency(ies) award number(s)]."
- A <u>website acknowledgement</u> may be: "This website is supported by the National Nuclear Security Administration (NNSA) Minority Serving Institutions Partnership Program of the U.S. Department of Energy (DOE) as part of an award number. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by DOE, NNSA, or the U.S. Government. For more information, please visit <u>NNSA Minority Serving Institution Partnership Program (MSIPP)</u> | <u>Department of Energy</u>.

#### **C. REPORTING**

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. The checklist is available at: <u>http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms</u> under Award Forms.

#### **1. Other Reporting Requirements**

- a) The institution must submit a completed Statement of Appointment for each participant appointed or reappointed to the grant for 8 weeks or more. Recipients must submit all required data electronically using the Participant Tracking system. More information on this system is available at (see FARC). An appointment or reappointment may begin any time during the budget period, but not before the budget period start date of the grant year.
- b) Termination Notice: Within 30 days of the end of the total support period, the institution must submit a Termination Notice for each participant appointed for eight weeks or more.

#### 2. Types of Appointments

- Intern. Enrolled student appointed to and supported by a MSIPP award and working at an NNSA/DOE Site Facility
- Participant. An enrolled student appointed to and supported by a MSIPP award

#### 3. Statement of Appointment

A "Statement of Appointment" form covers the support of an individual for a particular budget period and is required for each new appointment, reappointment, or amended appointment of an individual receiving stipend, tuition costs, or travel expenses as a recipient of the MSIPP grant. This form may also be used to document the salary and other support provided to an individual as an intern or participant under a development or research education program award in which the institution selects and appoints the individual. The form (which is signed by both the individual and the Program Director) must be completed and submitted at the time the individual starts the appointment or reappointment, or, in the case of an amendment as soon as the change occurs. If there are multiple Program Directors on the award, the contact PD should sign.

A final RPPR, the expenditure data portion of the Federal Financial Report, and other documents outlined in the Federal Reporting Checklist, are required for closeout of an award.

## **SECTION VII - QUESTIONS/AGENCY CONTACTS**

#### A. QUESTIONS

Questions regarding the content of the NOFO must be submitted through the FedConnect portal. You must register with FedConnect to respond as an interested party to submit questions, and to view responses to questions. It is recommended that you register as soon after release of the NOFO as possible to have the benefit of all responses. DOE/NNSA will try to respond to a question within 3 business days unless a similar question and answer have already been posted on the website. Questions and comments concerning this NOFO shall be submitted not later than 10 calendar days prior to the application due date.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or <a href="mailto:support@grants.gov">support@grants.gov</a>. DOE/NNSA cannot answer these questions.

#### **B. AGENCY CONTACTS (MAR 2024)**

MSIPP Federal Program Manager msippinfo@nnsa.doe.gov

NNSA Federal Grants Officer FedConnect.net

## SECTION VIII – OTHER INFORMATION

#### A. AMENDMENTS

Notices of amendments to this NOFO will be posted on Grants.gov and the FedConnect portal. Once you register with FedConnect as an interested party to the NOFO, you will receive email notifications when an amendment occurs. We recommended you register early to ensure timely notification of amendments to this NOFO.

#### **B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE**

The Government reserves the right, without qualification, to reject any or all applications received in response to this NOFO and to select any application, in whole or in part, as a basis for negotiation and/or award.

#### C. COMMITMENT OF PUBLIC FUNDS

The Grants Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is not authorized.

Funding for all awards and future budget periods are contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority.

## D. PROPRIETARY APPLICATION INFORMATION

Patentable ideas, trade secrets, proprietary or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

"The data contained in pages [Insert pages] of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government's right to use or disclose data obtained without restriction from any source, including the applicant."

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

"The following contains proprietary information that [name of applicant] requests not be released to persons outside the Government, except for purposes of review and evaluation."

## E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

## F. INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM

Patent Rights. The government will have certain statutory rights in an invention that is conceived or first actually reduced to practice under a DOE award. 42 U.S.C. 5908 provides that title to such inventions vests in the United States, except where 35 U.S.C. 202 provides otherwise for nonprofit organizations or small business firms. However, the Secretary of Energy may waive all or any part of the rights of the United States subject to certain conditions. (See "Notice of Right to Request Patent Waiver" in paragraph G below.)

Rights in Technical Data. Normally, the government has unlimited rights in technical data created under a DOE agreement. Delivery or third-party licensing of proprietary software or data developed solely at private expense will not

normally be required except as specifically negotiated in a particular agreement to satisfy DOE's own needs or to ensure the commercialization of technology developed under a DOE agreement.

## G. NOTICE OF RIGHT TO REQUEST PATENT WAIVER

Applicants may request a waiver of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of an agreement as a result of this announcement, in advance of or within 30 days after the effective date of the award. Even if such advance waiver is not requested or the request is denied, the recipient will have a continuing right under the award to request a waiver of the rights of the United States in identified inventions (i.e., individual inventions conceived or first actually reduced to practice in performance of the award). Any patent waiver that may be granted is subject to certain terms and conditions in 10 CFR 784 see http://www.energy.gov/gc/services/technology-transfer-and-procurement/office-assistant-general-counsel-technology-transf-1 for further information. Domestic small businesses and domestic nonprofit organizations will receive the patent rights clause at 37 CFR 401.14 (i.e., the implementation of the Bayh-Dole Act). This clause permits domestic small business and domestic nonprofit organizations to retain title to subject inventions. Therefore, small businesses and nonprofit organizations do not need to request a waiver.

## H. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES

Eligible activities under this program include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned, or pending legislation.

## I. PROTECTED PERSONALLY IDENTIFIABLE INFORMATION

In responding to this NOFO, applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the application documents. These documents will be used by the Merit Review Committee in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual.

This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

- 1) Public PII: PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.
- 2) Protected PII: PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

#### J. ANNUAL COMPLIANCE AUDITS

If an institute of higher education, non-profit organization, or state/local government is a Prime Recipient or Subrecipient and has expended \$750,000 or more of Federal funds during the non-Federal entity's fiscal year, then a single or program-specific audit is required. For additional information, please refer to 2 C.F.R. §200.501 and Subpart F.

If a for-profit entity is a Prime Recipient or Subrecipient and has expended \$750,000 or more of DOE funds during the entity's fiscal year, an annual compliance audit performed by an independent auditor is required. For additional information, please refer to 2 C.F.R. §910.501 and Subpart F.

Applicants and sub-recipients (if applicable) should propose sufficient costs in the project budget to cover the costs associated with the audit. DOE will share in the cost of the audit at its applicable cost share ratio.

## SECTION IX – KEY TERMS AND ACRONYMS

Minority Serving Institution (MSI)	Institutions of higher education serving a significant percentage of minority students (e.g., HBCU, HSI, TCU, AANAPI)
Nuclear Security Enterprise (NSE)	DOE/NNSA Laboratories, Plants, and Other Field Sites
Consortium/Program	Describes the MSIP Program as a whole and includes all projects and initiatives. Consortium and Program are used interchangeably to describe the entirety of the MSIPP ecosystem.
Principal Investigator	The researcher, scientist or other individual designated by the prime recipient to direct the research and development aspects of the project.
Prime Recipient	The Prime IHE applying for or receiving the award
Collaborator	Have a significant role in one or more aspects of the MSIP Program and may be included in more than one MSIPP application. For the purposes of this NOFO, MSIPP funding to the collaborator may not be included for determination of maximum direct cost budget requests.
U.S. Person	An individual that is a citizen of the United States or an alien lawfully admitted for permanent residence.
Grant	A legal instrument of financial assistance between a Federal awarding agency and a recipient or a pass-through entity and a non-Federal entity, consistent with <u>31 U.S.C. 6302, 6304</u> .
NOFO	Notice of Funding Opportunity
Period of Performance	Time during which award recipient expends funding to complete approved work under the federal award
Budget Period or Budget Year	Duration of each funded period within the period of performance

## **SECTION X – REFERENCE MATERIAL**

Attachment A. NSE Collaborators Attachment B. SF-424 Budget Justification Narrative Attachment C. Financial Assistance NEPA Checklist Attachment D. Data management Plan Guidance

#### SECTION XI – INFORMATIONAL WEBINARS

**Recurring Event Until NOFO Expiration** 

Date	Time
January 22	11:00 am EST
February 12	3:00 pm EST
February 26	2:00 pm EST
April 8	3:00 pm EST
April 22	11:00 am EST
May 29	2:00 pm EST

This Informational Webinar will review the Notice of Funding Opportunity for the NNSA Minority Serving Institution Consortia Grant Program.

# **Microsoft Teams meeting**

Join on your computer, mobile app or room device

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Meeting ID: 211 950 119 793 Passcode: ApPvYx

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+1 443-457-0649,,11457516# United States, Baltimore

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