

## GENERAL INSTRUCTIONS FOR SUBMITTING ATP PROPOSALS ELECTRONICALLY VIA GRANTS.GOV

1. **How to Start.** Go to the [www.grants.gov](http://www.grants.gov) website and click on “Apply for Grants” under “For Applicants” in the left column and follow the instructions. The first thing you’ll need to do is register.
  2. **Registration Process.** Before using Grants.gov for the first time, each proposer must register to create an institutional profile [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). Once registered, the proposer can then apply for any federal government grant or cooperative agreement on the Grants.gov website, including ATP.

To avoid any potential processing backlogs due to last minute registrations, proposers *are highly encouraged to start their Grants.gov registration process at least four weeks prior to the proposal submission due date*. New businesses (i.e., those applying to the Internal Revenue Service (IRS) for an Employer Identification Number (EIN) to complete the registration) should start the process *at least eight weeks* prior to the proposal submission due date.

ATP will not make any allowances for submission delays due to incomplete Grants.gov registration.
  3. **Downloading a Grant Application Package and Instructions from [www.grants.gov](http://www.grants.gov).** Once you are registered:
    - a. Go to the “Apply for Grants” page and click on the **Download a Grant Application Package and Instructions** link.
    - b. Enter the **CFDA Number** as 11.612 for ATP. Leave the Funding Opportunity Number and the Funding Opportunity Competition ID fields blank. Click on the **Download Package** button.
    - c. If you have not already done so, follow the instructions to download and install the latest **PureEdge viewer**. It is important that you use the latest version of this viewer.
  4. **Software Requirements.** In order to access, fill out, and electronically submit a proposal, proposers need to download and install the latest version of the PureEdge Viewer from Grants.gov and the latest version of the Free Adobe™ Reader (version 8). Download and installation instructions for the Adobe™ Reader are available at <http://www.adobe.com/products/acrobat/readstep.html>. For minimum system requirements and additional download instructions, please see the Grants.gov User Guide.
- d. Under the heading **Instructions & Application** click on **Download**.
  - e. On the next screen click on **Download Application Instructions** and print out the detailed instructions for the submission process. Read these instructions carefully before continuing.
  - f. Once you understand the instructions and have assembled your completed proposal and all appropriate documents on your computer, return to where you left off in Grants.gov and click on **Download Application Package**.
  - g. Follow the instructions that you have printed out to complete your electronic submission. Remember, you will need to be completely familiar with the requirements in the ATP Proposal Preparation Kit and the Federal Funding Opportunity (FFO) notice to begin the proposal preparation process. Both of these documents are available on the ATP website at <http://www.atp.nist.gov/atp/helpful.htm>. The FFO is also available on the [www.grants.gov](http://www.grants.gov) website under “Quick Links” by clicking on “Grant Search” then under the heading “Search by CFDA Number” type 11.612.

5. **Proposal Components.** Complete proposals must include the following forms and documents:
- a. SF-424 (R&R), Application for Federal Assistance. [Note that any other SF-424, such as the SF-424 Core Form, are NOT required for submitting ATP proposals]
  - b. Research and Related Other Project Information. You will use this form to attach the remaining documents in your electronic submission.
  - c. NIST-1262 (four pages), Single Company Advanced Technology Program (ATP) Proposal Cover Sheet **or** NIST-1263 (five pages) Joint Venture Advanced Technology Program (ATP) Proposal Cover Sheet.
  - d. Executive Summary
  - e. Project Narrative, includes detailed information addressing the Scientific and Technological Merit and Potential for Broad-Based Economic Benefits selection criteria.
  - f. List of bibliographic technical references supporting technical assertions and data including patent citations.
  - g. List of bibliographic references supporting business assertions and economic data.
  - h. Table of Abbreviations.
  - i. Foreign-Owned Company Questionnaire, if applicable.
  - j. R&D Work Performed Outside the United States by the Recipient or Subcontractor Questionnaire, if applicable.
  - k. Letters of commitment, as required
  - l. Letters of support, as appropriate
  - m. Letters of corroboration, documenting efforts to secure other funding, as required.
  - n. Budget Narrative
  - o. Human and/or animal subjects documentation, if applicable.

The first two forms above are available as part of the Grants.gov application kit and can be completed through the download application process described above in

Section 3e, Downloading a Grant Application Package and Instructions from [www.grants.gov](http://www.grants.gov). The remaining forms are available on the ATP website (<http://www.atp.nist.gov/atp/helpful.htm>).

There is no set format for the Project Narrative, other than it is a word-processed document written by the proposer that must be responsive to the detailed guidelines in Chapter 3 of the ATP Proposal Preparation Kit.

The proposer is responsible for ensuring that the proposal, whether submitted via Grants.gov or by hardcopy, is complete and that it conforms to the requirements of the ATP Federal Funding Opportunity notice and ATP Proposal Preparation Kit. Proposals that deviate substantially from these guidelines or that omit required information may be found unresponsive and may not be considered for funding. Please read, understand, and follow the Application Instructions that are available once you register and open the ATP application form on Grants.gov.

6. **Contact Information.** For further information or questions regarding applying electronically for the ATP FY 2007 competition contact Christopher Hunton at 301-975-5718 or at [christopher.hunton@nist.gov](mailto:christopher.hunton@nist.gov) or Sue Li at 301-975-8817 or at [sue.li@nist.gov](mailto:sue.li@nist.gov).

Proposers are strongly encouraged to start early and not wait until the approaching due date before logging on and reviewing the instructions for submitting a proposal through Grants.gov. Proposers should save and print the proof of submission they receive from Grants.gov. If problems occur while using Grants.gov, the proposer is advised to (a) print any error message received, and (b) call Grants.gov directly at 1-800-518-4726 for immediate assistance.

Grants.gov hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m. Eastern Time (except for Federal holidays).

**IMPORTANT INFORMATION FOR THOSE SUBMITTING AN ATP APPLICATION  
VIA GRANTS.GOV**

The new versions of Microsoft Word will save documents with the extension “.DOCX”. Prior versions saved documents with the extension “.doc”.

The Grants.gov system does **not** process documents with the extension “.DOCX”. Problems may also occur with documents that have the extension “.DOC” (uppercase).

When submitting Microsoft Word attachments to Grants.gov, applicants are advised by the Grants.gov Call Center to use the version of Microsoft Word that ends in “.doc” (lowercase).

The Grants.gov Call Center also advises that, at this time, Grants.gov does **not** support the new Microsoft Vista product. Vista will be reviewed and tested by Grants.gov for inclusion in future system builds.

Grants.gov Help Desk is open Monday - Friday, 7 a.m. to 9 p.m., Eastern Time 1-800-518-4726.

## INSTRUCTIONS FOR THE SF-424 (R&R)

The **SF-424 (R&R)** form has been adapted for use by the Advanced Technology Program (ATP) for proposals submitted to ATP. Some of the items are required and some are optional. Required items are identified with an asterisk on the form and are specified in the instructions below. These instructions are only applicable to proposals submitted to ATP.

1. Type of Submission (Required): Select Application.
2. Date Submitted/Applicant Identifier: Enter date of proposal submission. Applicant Identifier: Not applicable; leave blank.
3. Date Received by State & State Application Identifier: Not applicable; leave blank.
4. Federal Identifier: Enter one of the following numbers associated with the technology area of your proposal as described in the Federal Funding Opportunity notice:
  - 2007-A (General if none of the areas below apply)
  - 2007-B (Technologies for Advanced and Complex Systems)
  - 2007-C (Challenges in Advanced Materials and Devices)
  - 2007-D (21st Century Manufacturing)
  - 2007E (Nanotechnology)
5. Applicant Information/Organizational DUNS (Required): Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number is available at <http://www.atp.nist.gov/atp/helpful.htm>. Fill in Applicant Information as requested.
6. Employer Identification (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service.
7. Type of Applicant: For electronic submissions, click on the drop-down menu and enter the appropriate type. For hardcopy submissions, enter Profit-Small Business; Profit-Medium Business; Profit-Large Business; Nonprofit Organization; Public Company (including Ticket symbol); or Foreign-Owned, U.S.-Located Company.
8. Type Of Application (Required): Select New.
9. Name Of Federal Agency (Required): For electronic submission leave as is. For hardcopy submission enter NIST.
10. Catalog Of Federal Domestic Assistance Number/Title: Enter 11.612 ATP.
11. Descriptive Title of Applicant's Project (Required): Enter a brief descriptive title of the project.
12. Areas Affected By Project: Self explanatory.
13. Proposed Project Start and End Dates (Required): Enter start and end dates of the project.
14. Congressional Districts Of (Required): Self explanatory.
15. Project Director/Principal Investigator Contact Information: Self explanatory.
16. Estimated Funding (Required): 16a. Enter amount requested from ATP, 16b. Enter Total Project Cost, 16c. Enter 0.
17. Is Application Subject to Review by State Under Executive Order 12372 Process? Select "NO Program is not covered by E.O. 12372"
18. Self explanatory.
19. Authorized Representative (Required): Self explanatory.
20. Pre-Application: Not applicable; leave blank.
21. Attach an additional list of Project Congressional Districts if needed. Self explanatory.

## INSTRUCTIONS FOR THE RESEARCH & RELATED OTHER PROJECT INFORMATION FORM

The **RESEARCH & RELATED Other Project Information** form has been adapted for use by the Advanced Technology Program (ATP) for proposals submitted to ATP. For electronic submissions of proposals, this is a mandatory, predefined form that you will use to **attach** the various documents that make up your proposal. For hardcopy submissions of proposals, this is also a required form. Some of the items are required and some are optional. Required items are identified with an asterisk on the form and are specified in the instructions below.

- 1.-5 For hardcopy and electronic submissions these items are self explanatory.
- 6-11 For hardcopy submissions, no further entries required; leave blank. For electronic submissions these entries are used to include the required Attachments that make up your proposal. Instructions for each item are as follows:
6. Project Summary/Abstract: Click on Add Attachment that opens the Attach File window. Locate and highlight your completed Form NIST-1262 or NIST-1263 file that is on your computer and click on the Open button to attach this file. **NOTE: It is important that you view the file once you have attached it and verify that the information that you have entered appears and that it is not a blank document.**
  7. Project Narrative: Click on Add Attachment that opens the Attach File window. Locate and highlight your completed Project Narrative (addressing Scientific and Technological Merit and Potential for Broad-Based Economic Benefits selection criteria) file that is on your computer and click on the Open button to attach this file. **NOTE: It is important that you view the file once you have attached it and verify that the information that you have entered appears and that it is not a blank document.**
  - 8.-10. Leave blank.
  11. Other Attachments: Use item 11 to attach the various remaining documents that make up your proposal. Additional documents include:
    - p. List of bibliographic technical references supporting technical assertions and data including patent citations.
    - q. List of bibliographic references supporting business assertions and economic data.
    - r. Table of Abbreviations.
    - s. Foreign-Owned Company Questionnaire, if applicable.
    - t. R&D Work Performed Outside the United States by the Recipient or Subcontractor Questionnaire, if applicable.
    - u. Letters of commitment, as required
    - v. Letters of support, as appropriate
    - w. Letters of corroboration, documenting efforts to secure other funding, as required.
    - x. Budget Narrative
    - y. Human and/or animal subjects documentation, if applicable.

Click on Add Attachments and the Attachments window opens. This window allows you to add multiple attachments. Next click on the Attach button. Locate and highlight one of the above listed files that you have saved on your computer and that you wish to attach to your proposal. Click Open to attach this file. Repeat this process until you have attached all of your remaining files. Once you are finished click Done. If you need to attach additional files simply click Attach again. When you have completed attaching all of your proposal attachments, click Done.

**NOTE: It is important that you view each file that you have attached and verify that the information that you have entered appears on each attachment and that the attachment is not a blank document.**

When you have completed attaching all of your forms, click on the Close Form button and return to Grant Application Package.

Click on the Check for Errors button at the top of the screen and correct any errors if indicated.

Now that your application package is complete, click on the Save button at the top of the screen. This will save your application (in PureEdge format) on your computer. NOTE: if you do not save you application at this stage you may have to reenter your data and reattach your files.

When you are ready to submit your proposal application, click on the Submit button at the top of the screen. If the Submit button is grayed out you need to click on the Check for Errors button and the Save button. Note: if your browser has a “pop-up” blocker installed, you may have to hold the Ctrl key down while clicking on the Submit button.

The next screen that appears asks you to enter your Username and password. When you enter this the next screen will ask “Do you wish to sign and submit this application?” When you are ready to do so click on the Sign and Submit Application button.

The next screen that appears is the confirmation page. This is evidence of your electronic submission to ATP through Grants.gov. Please print this page and keep it in a safe location. Click on Close to exit Grants.gov.

Congratulations! You have submitted your proposal application to ATP.