

GENERAL INSTRUCTIONS FOR SUBMITTING ATP PROPOSALS IN HARDCOPY (PAPER)

1. **Software Requirements.** In order to access, fill out, save, and print the required forms that are needed for a hardcopy submission, proposers need to download and use the latest version of the PureEdge Viewer and the latest version of the Free Adobe™ Reader (version 8).
The free PureEdge Viewer is available at http://www.grants.gov/PEViewer/ICSViewer602_grants.exe
Download and installation instructions for the Adobe™ Reader (version 8) are available at <http://www.adobe.com/products/acrobat/readstep.html>.
2. **Download the following forms listed under “Hardcopy Submissions” on the ATP web site**
<http://www.atp.nist.gov/atp/apply.htm>
 - a. SF-424 (R&R), Application for Federal Assistance. This is a PureEdge file. You will need the PureEdge Viewer to open, access, save, and print this file.
 - b. “Research and Related Other Project Information” forms. This is a PureEdge file. You will need the PureEdge Viewer to open, access, save, and print this file.
 - 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. These files are Adobe PDF files. You will need the Adobe™ Reader (version 8) in order to open, access, print, and save this file.
 - d. Budget Narrative. This is an Adobe PDF file. You will need the Adobe™ Reader (version 8) in order to open, access, print, and save this file.
 - e. Foreign-Owned Company Questionnaire, if applicable. This is a text file that can be opened by your word processing program.
 - f. R&D Work Performed Outside the United States by the Recipient or Subcontractor Questionnaire, if applicable. This is a text file that can be opened by your word processing program.
3. **Complete hardcopy proposals must include the following forms and documents:**
 - a. SF-424 (R&R), Application for Federal Assistance.
 - 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.

4. **Follow the “Proposal Format and Submission Requirements” as discussed in Chapter 2 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 hardcopy applications for the ATP FY 2007 competition please see the contact information on page 3 of the ATP Proposal Preparation Kit.

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. If submitting electronically, you must refer to the instructions for electronic submission via grants.gov.