

CHAPTER 5

GENERAL INSTRUCTIONS FOR SUBMITTING TIP PROPOSALS ELECTRONICALLY VIA GRANTS.GOV

1. **How to Start.** Go to the www.grants.gov Web site 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. Once registered, the proposer can then apply for any federal government grant or cooperative agreement on the Grants.gov Web site, including TIP.

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 allow **at least two additional weeks** to obtain the number and register.

TIP 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.** 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 11.613 for TIP. 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 **Adobe Reader 8.1.2**. It is important that you use the latest version of this viewer for proper operation of the intelligent logic used by application package.
- 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 TIP Proposal Preparation Kit and the Federal Funding Opportunity (FFO) notice to begin the proposal preparation process. Both of these documents are available on the TIP Web site at <http://www.nist.gov/tip/helpful.html>.

The FFO is also available on the www.grants.gov Web site under "Quick Links" by clicking on "Grant Search" then under the heading "Search by CFDA Number" type 11.613.

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 Adobe Reader (8.1.1) from Grants.gov or Adobe. 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 Applicant User Guide.
5. **Proposal Components.** Complete proposals must include the required forms and documents and the proposal must be assembled in accordance with the guidelines in Chapter 3 of the TIP Proposal Preparation Kit. None of the prescribed forms may be altered, including adding text outside the forms' design. Structural changes to any of the prescribed forms may invalidate the proposal.

The SF-424 (R&R), Application for Federal Assistance serves as the cover sheet for the proposal. No other cover sheet or letter should be used. Note that there are multiple versions of the SF-424, therefore, be sure to use the SF-424 (R&R) version. Any other SF-424 form such as the SF-424 Core Form, are not required for submitting TIP proposals.

The next important form is the Research and Related Other Project Information. This form is the mechanism for attaching the remaining documents of your proposal as discussed in Chapter 3 of the TIP Proposal Preparation Kit in

order to submit a proposal electronically via grants.gov.

The remaining documents, as listed in Chapter 3 Section C Proposal Assembly/Presentation Order, must be consolidated into one PDF or Word file and attached to the Research and Related Other Project Information under Item 7.

The 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 3.e. of this chapter. The remaining required forms prescribed in Chapter 3 of the TIP Proposal Preparation Kit are available on the TIP Web site <http://www.nist.gov/tip/helpful.html>.

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 TIP Federal Funding Opportunity notice and TIP 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 TIP application form on Grants.gov.

6. **Contact Information.** For further information or questions regarding applying electronically for the TIP FY 2008 competition contact Christopher Hunton at 301-975-5718 or at christopher.hunton@nist.gov or Sue Li at 301-975-8817 or at 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 holiday).

