FY 2009 APPLICATION KIT FOR NEW GRANTS
UNDER
THE NATIONAL INSTITUTE ON DISABILITY AND REHABILITATION RESEARCH

DISABILITY REHABILITATION RESEARCH PROJECTS

Research and Technical Assistance Center on Vocational Rehabilitation Program Management

CFDA NUMBER: 84.133A-3

DATED MATERIAL - OPEN IMMEDIATELY

CLOSING DATE: FEBRUARY 23, 2009

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DEAR APPLICANT LETTER

December 22, 2008

Dear Applicant:

The Secretary invites applications for new awards for fiscal year (FY) 2009 under the Disability Rehabilitation Research Projects Program (DRRPs). The competition title is <u>Research and Technical Assistance Center on Vocational Rehabilitation Program Management</u> (CFDA 84.133A-3). This competition was to be conducted in FY 2008 under schedule number 84.133A-13. It was moved to FY 2009 In order to allow a full 60 days for development and submission of applications.

The purpose of the DRRP program is to plan and conduct research, demonstration projects, training, and related activities to develop methods, procedures, and rehabilitation technology that maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended.

APPLICATION PROCEDURES

This application package contains information and the required forms for potential applicants to apply and be considered for a FY 2009 grant award under this competition, including the published Federal Register notice dated Wednesday, December 24, 2008. The background statement from the Notice of Proposed Priorities is in Section D.

The closing date (application deadline) is **Monday, February 23, 2009**.

Potential applicants are advised to read the materials in this application package carefully. Please pay particular attention to the information on the types of organizations that are eligible to apply for these grants, how to prepare an application, the dollar amount for any year, the protection of human subjects, and the selection criteria. Applications must be responsive to the absolute priority in Section C and the general requirements for the DRRP program in Section E. The application narrative should be written in the order of the selection criteria in Section F. The selection criteria will be used by the reviewers to evaluate the application.

The start date for new awards for the (FY) 2009 programs will be October 1, 2009.

Include a one page abstract. The abstract is a critical component of the proposal, and it should describe the purpose, target population to be served during the project period, planned goals and objectives, proposed methodological approach, and anticipated project outcomes.

It is critical that proposals describe expected public benefits, especially benefits for individuals with disabilities, and propose projects that are designed to demonstrate outcomes that are consistent with the proposed goals.

Award Amounts and Required Cost Share

Please note that there are two DRRP competitions listed in the same NIA. We will reject any application that proposes a budget exceeding $1,500,000 for a single budget period of 12 months for a project on Research and Technical Assistance Center on Vocational Rehabilitation Program Management (CFDA 84.133A-3). The minimum cost sharing of up to 1% is required and should be included in the proposal and budget, if not it will be negotiated at the time of the grant award. Cost-match/share can be a reduced indirect cost rate, donated FTE, donated space, and/or donated equipment.

APPLICATION PROCEDURES

If you are submitting by paper

Applications must be postmarked by the closing date of **Monday, February 23, 2009, if submitting in paper**. Follow the Application Transmittal Instructions for submitting in paper found in Section J. NIDRR would appreciate the inclusion of 7 additional copies of your application to facilitate the peer review process (an original and 9 copies in all). In addition, NIDRR requests that you submit a disk copy of your application. We would also like to suggest that the original copy of the application be secured with a binder clip in order to facilitate any additional copying that might be required.

If you are submitting electronically

We are encouraging you to submit your application electronically. Electronic copies must be fully uploaded on Grants.gov and then processed by Grants.gov to the Department of Education successfully by 4:30:00 pm, Washington DC time on the closing date, **Monday, February 23, 2009**. It may take up to several hours for this process. Please allow several hours or a full day to submit your application. If there is a submission error, time will be needed to correct the error and resubmit either

We encourage you to read Section J -- Grants.gov Submission Procedures and Tips for Applicants

PROGRAM REGULATIONS

These grants are subject to the requirements of the Education Department General Administrative Regulations (EDGAR), in 34 CFR Parts 74, 75, 77, 80, 81, 82, 84, 85, 86, and 97, which set forth general rules affecting the submittal, review, grant award, and post-award administration for Department of Education grant programs.

TECHNICAL ASSISTANCE

<u>Pre-Application Meeting</u>: A pre-application meeting will be held between 1:00 p.m. and 3:00 p.m. on Tuesday, January 13, 2009 by teleconference. Interested parties are invited to participate in the pre-application meeting to discuss the funding priority and to receive information and technical assistance. You <u>must</u> contact Donna Nangle at either 202-245-7462 or Donna.Nangle@ed.gov by <u>Monday, January 12, 2009</u> in order to participate in this meeting. NIDRR staff also will be available to provide information and technical assistance via individual phone consultations from 3:30 p.m. to 4:30 p.m. on January 13, 2009. Requests for individual consultations during this one hour window must be made in advance to Donna Nangle.

If you have any questions about the information in this application package, please contact Donna Nangle at Donna.Nangle@ed.gov or by telephone at (202) 245-7462. Individuals who use a telecommunications device (TDD) may call the Federal Relay Service (FRS) at 1-800-877-8339 between 8:00 a.m. and 4:00 p.m., EST, Monday through Friday.

If you need help with Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: http://www.grants.gov/CustomerSupport.

NOTE: Please forward this entire application package to the individual or office responsible for preparing an application, as they will need the entire package to complete the grant application.

Thank you for your interest in these programs.

Sincerely,

Jennifer Sheehy,
Delegated the Authority to Carry Out the
Functions of the Director of NIDRR

**SECTION
B**

**FEDERAL REGISTER NOTICE INVITING
APPLICATIONS FOR NEW AWARDS**

**Notice has been MODIFIED.
Go to** http://www.ed.gov/news/fedregister/index.html **to
see the original NOTICE INVITING APPLICATIONS**

4000-01-U
DEPARTMENT OF EDUCATION
Office of Special Education and Rehabilitative Services Overview
Information
National Institute on Disability and Rehabilitation Research (NIDRR)--
Disability and Rehabilitation Research Projects and Centers Program--
Disability Rehabilitation Research Projects (DRRPs)
Notice inviting applications for new awards for fiscal year (FY) 2009.
Catalog of Federal Domestic Assistance (CFDA) Numbers: **84.133A-3** and
84.133A-4.
Note: This notice invites applications for two separate competitions.
For key dates, contact person information, and funding information
regarding each of the two competitions, see the chart in the Award
Information section of this notice.
Dates:
Applications Available: December 24, 2008.
Date of Pre-Application Meeting: January 13, 2009.
Deadline for Transmittal of Applications: February 23, 2009.
Full Text of Announcement
I. Funding Opportunity Description
Purpose of Program: The purpose of the DRRP program is to improve the
effectiveness of services authorized under the Rehabilitation Act of
1973, as amended, by developing methods, procedures, and
rehabilitation technologies that advance a wide range of independent
living and employment outcomes for individuals with disabilities,
especially individuals with the most severe disabilities. DRRPs carry
out one or more of the following types of activities, as specified and
defined in 34 CFR 350.13 through 350.19: research, training,
demonstration, development, dissemination, utilization, and technical
assistance.

        An applicant for assistance under this program must demonstrate
in its application how it will address, in whole or in part, the needs
of individuals with disabilities from minority backgrounds (34 CFR
350.40(a)). The approaches an applicant may take to meet this
requirement are found in 34 CFR 350.40(b).

        Additional information on the DRRP program can be found at:
www.ed.gov/rschstat/research/pubs/res-program.html#DRRP.
Priorities: NIDRR has established three separate priorities for the
two competitions announced in this notice. The General DRRP
Requirements priority, which applies to all DRRP competitions, is from
the notice of final priorities (NFP) for the Disability and
Rehabilitation Research Projects and Centers Program, published in the
Federal Register on April 28, 2006 (71 FR 25472). The remaining two
priorities are from the NFP for the Disability and Rehabilitation
Research Projects and Centers Program, published elsewhere in this
issue of the Federal Register.
Absolute Priorities: For FY 2009, these priorities are absolute
priorities. Under 34 CFR 75.105(c)(3), for each competition
(designated by CFDA number in the following chart), we consider only
applications that meet both the General DRRP Requirements priority and
the absolute priority designated for that competition.

These priorities are:

Absolute Priority	Corresponding Competition CFDA Number
General DRRP Requirements	84.133A-3 and 84.133A-4
Research and Technical Assistance Center on Vocational Rehabilitation Program Management	**84.133A-3**
Center on the Effective Delivery of Rehabilitation Technology by State Vocational Rehabilitation Agencies to Improve Employment Outcomes	84.133A-4

Note: The full text of each of these priorities is included in the notice of final priorities published elsewhere in this issue of the Federal Register and in the applicable application package.

Program Authority: 29 U.S.C. 762(g) and 764(a).

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 80, 81, 82, 84, 85, 86, and 97. (b) The regulations for this program in 34 CFR part 350. (c) The notice of final priorities for the Disability and Rehabilitation Research Projects and Centers Program, published in the Federal Register on April 28, 2006 (71 FR 25472). (d) The notice of final priorities for the Disability and Rehabilitation Research Projects and Centers Program, published elsewhere in this issue of the Federal Register.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education (IHEs) only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested $7,650,000 for new awards for this program for FY 2009. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Average Size of Awards: $1,495,000.

Maximum Award: $1,500,000.

Estimated Number of Awards: 1.

Project Period: Up to 60 months.

*We will reject any application that proposes a budget exceeding the maximum award for a single budget period of 12 months. The Assistant Secretary for Special Education and Rehabilitative Services may change the maximum amount through a notice published in the Federal Register.

Note: The maximum amount includes direct and indirect costs.

Note: The Department is not bound by any estimates in this notice.

III. Eligibility Information

    1. Eligible Applicants: States; public or private agencies, including for-profit agencies; public or private organizations, including for-profit organizations; IHEs; and Indian tribes and tribal organizations.

2. Cost Sharing or Matching: Cost sharing is required by 34 CFR 350.62(a)(3)(i) and will be negotiated at the time of the grant award.
IV. Application and Submission Information
   1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the Internet, use the following address:
www.ed.gov/fund/grant/apply/grantapps/index.html.
To obtain a copy from ED Pubs, write, fax, or call the following: Education Publications Center, P.O. Box 1398, Jessup, MD 20794-1398. Telephone, toll free: 1-877-433-7827. FAX: (301) 470-1244. If you use a telecommunications device for the deaf (TDD), call, toll free: 1-877-576-7734.
         You can contact ED Pubs at its Web site, also: www.ed.gov/pubs/edpubs.html or at its e-mail address: edpubs@inet.ed.gov.
   If you request an application from ED Pubs, be sure to identify these competitions as follows: CFDA number **84.133A-3** or *84.133A-4*.
      Individuals with disabilities can obtain a copy of the applicable application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person or team listed under Accessible Format in section VIII of this notice.
   2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the applicable application package for these competitions.
Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you limit Part III to the equivalent of no more than 125 pages, using the following standards:

   • A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

   • Double space (no more than three lines per vertical inch) all text in the application narrative. Single spacing may be used for titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

   • Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

   • Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.
      The recommended page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the application narrative section (Part III).
      The application package will provide instructions for completing all components to be included in the application. Each application must include a cover sheet (Standard Form 424); budget requirements

(ED Form 524) and narrative budget justification; other required forms; an abstract, Human Subjects narrative, Part III narrative; resumes of staff; and other related materials, if applicable.

   3. <u>Submission Dates and Times</u>:

Applications Available: December 24, 2008.

Pre-Application Meeting: Interested parties are invited to participate in any of the pre-application meetings held for the competitions announced in this notice and to receive information and technical assistance through individual consultation with NIDRR staff. The dates for each of the competitions' pre-application meetings are listed in the chart in the <u>Award Information</u> section in this notice. Interested parties may participate in these meetings by conference call with NIDRR staff from the Office of Special Education and Rehabilitative Services on Tuesday, **January 13, 2009 between 1:00 p.m. and 3:00 p.m., Washington, DC time**. For each meeting, NIDRR staff also will be available from 3:30 p.m. to 4:30 p.m. on the same day, by telephone, to provide information and technical assistance through individual consultation. For further information or to make arrangements to participate in any of these meetings via conference call or for an individual consultation, contact Donna Nangle, U.S. Department of Education, Potomac Center Plaza (PCP), room 6029, 550 12th Street, SW., Washington, DC 20202. Telephone: (202) 245-7462 or by e-mail: Donna.Nangle@ed.gov.

Deadline for Transmittal of Applications: February 23, 2009.

     Applications for grants under this program may be submitted electronically using the Grants.gov Apply site (Grants.gov), or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery, please refer to section IV. 6. <u>Other Submission Requirements</u> in this notice.

   We do not consider an application that does not comply with the deadline requirements.

   Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under <u>For Further Information Contact</u> in section VII in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

     4. <u>Intergovernmental Review</u>: This program is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

     5. <u>Funding Restrictions</u>: We reference regulations outlining funding restrictions in the <u>Applicable</u> <u>Regulations</u> section in this notice.

   6. <u>Other Submission Requirements</u>: Applications for grants under this program may be submitted electronically or in paper format by mail or hand delivery.

     a. <u>Electronic Submission of Applications</u>.

     We are participating as a partner in the Governmentwide Grants.gov Apply site. The Disability Rehabilitation Research Projects competitions, CFDA numbers **84.133A-3** *and 84.133A-4*, are

included in this project. We request your participation in Grants.gov.

If you choose to submit your application electronically, you must use the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

You may access the electronic grant application for the Disability Rehabilitation Research Projects competitions--CFDA numbers 84.133A-3 and 84.133A-4 at www.Grants.gov You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.133, not **84.133A-3** or *84.133A-4*).

Please note the following:
 • Your participation in Grants.gov is voluntary.
 • When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
 • Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.
 • The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.
 • You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf.
 • To submit your application via Grants.gov, you must complete all steps in the Grants.gov registration process (see www.grants.gov/applicants/get_registered.jsp). These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step

Registration Guide (see
www.grants.gov/section910/Grants.govRegistrationBrochure.pdf). You
also must provide on your application the same D-U-N-S Number used
with this registration. Please note that the registration process may
take five or more business days to complete, and you must have
completed all registration steps to allow you to submit successfully
an application via Grants.gov. In addition you will need to update
your CCR registration on an annual basis. This may take three or more
business days to complete.
    • You will not receive additional point value because you submit
your application in electronic format, nor will we penalize you if you
submit your application in paper format.
    • If you submit your application electronically, you must submit
all documents electronically, including all information you typically
provide on the following forms: Application for Federal Assistance
(SF 424), the Department of Education Supplemental Information for SF
424, Budget Information--Non-Construction Programs (ED 524), and all
necessary assurances and certifications. Please note that two of
these forms--the SF 424 and the Department of Education Supplemental
Information for SF 424--have replaced the ED 424 (Application for
Federal Education Assistance).
    • If you submit your application electronically, you must attach
any narrative sections of your application as files in a .DOC
(document), .RTF (rich text), or .PDF (Portable Document) format. If
you upload a file type other than the three file types specified in
this paragraph or submit a password-protected file, we will not review
that material.
    • Your electronic application must comply with any page-limit
requirements described in this notice.
    • After you electronically submit your application, you will
receive from Grants.gov an automatic notification of receipt that
contains a Grants.gov tracking number. (This notification indicates
receipt by Grants.gov only, not receipt by the Department.) The
Department then will retrieve your application from Grants.gov and
send a second notification to you by e-mail. This second notification
indicates that the Department has received your application and has
assigned your application a PR/Award number (an ED-specified
identifying number unique to your application).
    • We may request that you provide us original signatures on forms
at a later date.
Application Deadline Date Extension in Case of Technical Issues with
the Grants.gov System: If you are experiencing problems submitting
your application through Grants.gov, please contact the Grants.gov
Support Desk, toll free, at 1-800-518-4726. You must obtain a
Grants.gov Support Desk Case Number and must keep a record of it.
    If you are prevented from electronically submitting your
application on the application deadline date because of technical
problems with the Grants.gov system, we will grant you an extension
until 4:30:00 p.m., Washington, DC time, the following business day to
enable you to transmit your application electronically or by hand
delivery. You also may mail your application by following the mailing
instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII in this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

   b. Submission of Paper Applications by Mail.

   If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

By mail through the U.S. Postal Service:

   U.S. Department of Education
   Application Control Center
   Attention: (CFDA number **84.133A-3** *or 84.133A-4*)
   LBJ Basement Level 1
   400 Maryland Avenue, SW
   Washington, DC 20202-4260

   You must show proof of mailing consisting of one of the following:
   (1) A legibly dated U.S. Postal Service postmark.
   (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
   (3) A dated shipping label, invoice, or receipt from a commercial carrier.
   (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.
   If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:
   (1) A private metered postmark.
    (2) A mail receipt that is not dated by the U.S. Postal Service.
   If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

   c. Submission of Paper Applications by Hand Delivery.

   If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of

your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA number **84.133A-3** *or 84.133A-4*)
550 12th Street, SW
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

   The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.
Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--
     (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
     (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.
V. Application Review Information
     1. Selection Criteria: The selection criteria for these competitions are from 34 CFR 350.54 and are listed in the application package.
     2. Review and Selection Process: Additional factors we consider in selecting an application for an award are as follows:
     The Secretary is interested in outcomes-oriented research or development projects that use rigorous scientific methodologies. To address this interest, applicants are encouraged to articulate goals, objectives, and expected outcomes for the proposed research or development activities. Proposals should describe how results and planned outputs are expected to contribute to advances in knowledge, improvements in policy and practice, and public benefits for individuals with disabilities. Applicants should propose projects that are designed to be consistent with these goals. We encourage applicants to include in their application a description of how results will measure progress towards achievement of anticipated outcomes (including a discussion of measures of effectiveness), the mechanisms that will be used to evaluate outcomes associated with specific problems or issues, and how the proposed activities will support new intervention approaches and strategies. Submission of the information identified in this section V. 2. Review and Selection Process is voluntary, except where required by the selection criteria listed in the application package.

VI. Award Administration Information
    1. <u>Award Notices</u>: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.
    If your application is not evaluated or not selected for funding, we notify you.
    2. <u>Administrative and National Policy Requirements</u>: We identify administrative and national policy requirements in the application package and reference these and other requirements in the <u>Applicable Regulations</u> section in this notice.
    We reference the regulations outlining the terms and conditions of an award in the <u>Applicable Regulations</u> section in this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.
    3. <u>Reporting</u>: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.
<u>Note</u>: NIDRR will provide information by letter to grantees on how and when to submit the final performance report.
    4. <u>Performance Measures</u>: To evaluate the overall success of its research program, NIDRR assesses the quality of its funded projects through review of grantee performance and products. Each year, NIDRR examines a portion of its grantees to determine:

• The percentage of newly-awarded NIDRR projects that are multi-site, collaborative, controlled studies of interventions and programs.

• The number of accomplishments (e.g., new or improved tools, methods, discoveries, standards, interventions, programs, or devices) developed or tested with NIDRR funding that have been judged by expert panels to be of high quality and to advance the field.

• The average number of publications per award based on NIDRR-funded research and development activities in refereed journals.

• The percentage of new grants that include studies funded by NIDRR that assess the effectiveness of interventions, programs, and devices using rigorous and appropriate methods.

    NIDRR uses information submitted by grantees as part of their Annual Performance Reports (APRs) in support of these performance measures.
    Updates on the Government Performance and Results Act of 1993 (GPRA) indicators, revisions, and methods appear on the NIDRR Program Review Web site:
www.neweditions.net/pr/commonfiles/pmconcepts.htm.
    Grantees should consult this site on a regular basis to obtain details and explanations on how NIDRR programs contribute to the

advancement of the Department's long-term and annual performance goals.

VII.   Agency Contact

For Further Information Contact: Donna Nangle, U.S. Department of Education, 400 Maryland Avenue, SW., room 6029, PCP, Washington, DC 20202. Telephone: (202) 245-7462 or by e-mail: Donna.Nangle@ed.gov.

    If you use a TDD, call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

VIII.   Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the applicable application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the Grants and Contracts Services Team, U.S. Department of Education, 400 Maryland Avenue, SW., room 5075, PCP, Washington, DC 20202-2550. Telephone: (202) 245-7363. If you use a TDD, call the FRS, toll-free, at 1-800-877-8339.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister.

    To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html.

Dated: December 24, 2008.

Tracy R. Justesen,
Assistant Secretary for
Special Education and
Rehabilitative Services.

SECTION C

Notice of Final Priorities

84.133A-3 - Research and Technical Assistance Center on Vocational Rehabilitation Program Management

Notice has been MODIFIED.
Go to http://www.ed.gov/news/fedregister/index.html **to see the original NOTICE OF FINAL PRIORITIES with 133A-4**

4000-01-U
DEPARTMENT OF EDUCATION
National Institute on Disability and Rehabilitation Research--
Disability and Rehabilitation Research Projects and Centers Program--
Disability Rehabilitation Research Projects (DRRPs)
AGENCY: Office of Special Education and Rehabilitative Services,
Department of Education.
ACTION: Notice of final priorities for DRRPs.
SUMMARY: The Assistant Secretary for Special Education and
Rehabilitative Services announces two priorities for the Disability
and Rehabilitation Research Projects and Centers Program administered
by the National Institute on Disability and Rehabilitation Research
(NIDRR). The Assistant Secretary may use one or more of these
priorities for competitions in fiscal year (FY) 2009 and later years.
We take this action to focus research attention on areas of national
need. We intend these priorities to improve rehabilitation services
and outcomes for individuals with disabilities.
EFFECTIVE DATE: These priorities are effective January 23, 2009.
FOR FURTHER INFORMATION CONTACT: Donna Nangle, U.S. Department of
Education, 400 Maryland Avenue, SW., room 6029, Potomac Center Plaza
(PCP), Washington, DC 20202-2700. Telephone: (202) 245-7462 or by e-
mail: donna.nangle@ed.gov
     If you use a telecommunications device for the deaf (TDD), call
the Federal Relay Service (FRS) at 1-800-877-8339.
     Individuals with disabilities can obtain this document in an
accessible format (e.g., braille, large print, audiotape, or computer
diskette) on request to the contact person listed under FOR FURTHER
INFORMATION CONTACT.
SUPPLEMENTARY INFORMATION:
Disability and Rehabilitation Research Projects (DRRP) Program
- The purpose of the DRRP Program is to improve the
effectiveness of services authorized under the Rehabilitation Act of
1973, as amended, by developing methods, procedures, and
rehabilitation technologies that advance a wide range of independent
living and employment outcomes for individuals with disabilities,
especially individuals with the most severe disabilities. DRRPs carry
out one or more of the following types of activities, as specified and
defined in 34 CFR 350.13 through 350.19: research, development,
demonstration, training, dissemination, utilization, and
technical assistance.
   An applicant for assistance under this program must demonstrate in
its application how it will address, in whole or in part, the needs of
individuals with disabilities from minority backgrounds (34 CFR
350.40(a)). The approaches an applicant may take to meet this
requirement are found in 34 CFR 350.40(b). In addition, NIDRR intends
to require all DRRP applicants to meet the requirements of the General
Disability and Rehabilitation Research Projects (DRRP) Requirements
priority that it published in a notice of final priorities in the
Federal Register on April 28, 2006 (71 FR 25472).
     Additional information on the DRRP Program can be found at:
http://www.ed.gov/rschstat/research/pubs/res-program.html#DRRP

We published a notice of proposed priorities (NPP) for NIDRR's Disability and Rehabilitation Research Projects and Centers Program in the Federal Register on May 30, 2008 (73 FR 31078). The NPP included background statements that described our rationale for the two priorities proposed in that notice.

There are differences between the NPP and this notice of final priorities (NFP) as discussed in the following section.

In this NFP, we are announcing two final priorities for DRRPs. The final priorities are:

- **Priority 1--Research and Technical Assistance Center on Vocational Rehabilitation Program Management.**

- *Priority 2--Center on the Effective Delivery of Rehabilitation Technology by State Vocational Rehabilitation Agencies to Improve Employment Outcomes.*

Analysis of Comments and Changes

In response to our invitation in the NPP, one party submitted comments on the proposed priorities for the DRRPs. An analysis of the comments and of any changes in the priorities since publication of the NPP follows.

- Generally, we do not address technical and other minor changes, or suggested changes the law does not authorize us to make under the applicable statutory authority. In addition, we do not address general comments that raised concerns not directly related to the proposed priorities.

Priority 1--Research and Technical Assistance Center on Vocational Rehabilitation Program Management

Comment: One commenter recommended that this Center be required to have an advisory panel.

Discussion: We agree and will make the change requested by the commenter.

Changes: We have added language requiring the Center to "[e]stablish an advisory committee comprised of individuals who are knowledgeable about VR program management practices including researchers, State VR agency representatives, VR providers, State Rehabilitation Council representatives, employers, individuals with disabilities, and parents of individuals with disabilities." Further we have added language stating that, "[t]his advisory committee must be designed to provide guidance to the Center on its research and [technical assistance] activities."

Comment: One commenter recommended that the Center be required to provide State VR agencies with information about costs associated with implementing new State vocational rehabilitation (VR) agency program management practices or policies that the Center develops.

Discussion: The cost of implementing any particular policy or practice is likely to vary substantially from one State VR agency to another. Such factors as the characteristics of each particular State VR agency (e.g., amount and training of developed by the Center, we agree that the States selected must be reasonably diverse.

Changes: We have added language requiring that the methods and criteria for selecting Partner State VR Agencies provide for

diversity, to the extent possible, in the size, location, and type of State agency.

Comment: One commenter recommended that the 5 to 10 State VR agencies that serve as partners in the technical assistance Center's activities be compensated by the Center.

Discussion: NIDRR allows applicants to determine how they will ensure the active collaboration of partner entities. Nothing in this priority would prevent an applicant from proposing to compensate the 5 to 10 Partner State VR Agencies. NIDRR will rely on the peer review process to evaluate the quality and feasibility of a proposed Center's collaborative efforts.

Changes: None.

Comment: One commenter recommended that the Center should coordinate with the Council of State Administrators of Vocational Rehabilitation (CSAVR) when selecting Partner State VR Agencies. This commenter also recommended that the Center work with CSAVR on an ongoing basis.

Discussion: The priority requires that applicants describe the methods and criteria they will use to recruit and select Partner State VR Agencies for collaboration and partnership. Applicants are free to coordinate with CSAVR as part of this effort to select and recruit State VR partners. However, NIDRR has no basis for requiring that all applicants propose such a partnership. Similarly, applicants are free to propose ongoing collaboration and partnership with CSAVR, though NIDRR has no basis for requiring all applicants to do so. NIDRR relies on the peer review process to determine the quality of the selection process for Partner State VR Agencies.

Changes: None.

Comment: One commenter recommended that NIDRR impose minimum qualifications for technical assistance Center applicants, including knowledge of people with disabilities and employment of people with disabilities; support letters from State VR agencies; a track record of effective service delivery; a history of providing quality training and technical assistance to States; and expertise in evaluating State-level programs.

Discussion: NIDRR recognizes the importance of the qualifications suggested by the commenter. However, NIDRR has no regulatory or statutory basis for requiring that applicants meet these specific minimum qualifications. NIDRR utilizes expert peer review panels, which apply peer review criteria to assess the qualifications and expertise of proposed project personnel. NIDRR utilizes peer review criteria from CFR 350.54(n) to rate the relevant expertise of proposed project staff. For example, one criterion requires peer reviewers to rate "the extent to which key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities." Other criteria require peer reviewers to rate "the extent to which the key personnel are knowledgeable about the methodology and literature of pertinent subject areas" and "the extent to which key personnel have up-to-date knowledge from research or effective practice in the subject area covered in the priority." These criteria are designed to ensure that applicants have the capacity to carry out the project.

Changes: None.

Priority 2--Center on the Effective Delivery of Rehabilitation Technology by State Vocational Rehabilitation Agencies to Improve Employment Outcomes

Comment: One commenter recommended that State Assistive Technology (AT) programs should be on the Center's advisory committee and that the Center should work closely with such programs.

Discussion: NIDRR agrees with the commenter's suggestion and has changed the priority accordingly.

Changes: We have modified the priority to require that the Center include a representative of State AT programs on its advisory committee. We have also changed the priority to require that the Center consult with its NIDRR Project Officer to coordinate its efforts with State AT programs.

Comment: One commenter recommended that the Center be required to provide information about the costs associated with implementing new practices or policies that support the effective use of rehabilitation technology that the Center identifies.

Discussion: The cost of implementing any particular policy or practice is likely to vary substantially from one State VR agency to another. Such factors as the characteristics of each particular State VR agency (e.g., amount and training of personnel, size and type of client population, size of agency) and the context each State agency operates in (e.g., location of agency in State government, whether the State is primarily urban or rural) would likely have an enormous impact on the costs associated with implementing any particular policy or practice. We agree that cost information could be critical, for example, in helping States make decisions regarding whether or how to implement the Center's management model or its components, and that cost effectiveness should be a consideration in developing the management model.

Changes: We have added language requiring that the Center consider cost-effectiveness in identifying effective practices and to provide information on the costs of practices, to the extent possible.

   Note: This notice does not solicit applications. In any year in which we choose to use these priorities, we invite applications through a notice in the Federal Register. When inviting applications we designate the priorities as absolute, competitive preference, or invitational. The effect of each type of priority follows:

   Absolute priority: Under an absolute priority, we consider only applications that meet the priority (34 CFR 75.105(c)(3)).

   Competitive preference priority: Under a competitive preference priority, we give competitive preference to an application by either (1) awarding additional points, depending on how well or the extent to which the application meets the competitive preference priority (34 CFR 75.105(c)(2)(i)); or (2) selecting an application that meets the competitive preference priority over an application of comparable merit that does not meet the priority (34 CFR 75.105(c)(2)(ii)).

   Invitational priority: Under an invitational priority, we are particularly interested in applications that meet the invitational priority. However, we do not give an application that meets the invitational priority a competitive or absolute preference over other applications (34 CFR 75.105(c)(1)).

This NFP is in concert with President George W. Bush's New Freedom Initiative (NFI) and NIDRR's Final Long-Range Plan for FY 2005-2009 (Plan). Background information on the NFI can be accessed on the Internet at the following site: http://www.whitehouse.gov/infocus/newfreedom

The Plan, which was published in the Federal Register on February 15, 2006 (71 FR 8165), can be accessed on the Internet at the following site: http://www.ed.gov/about/offices/list/osers/nidrr/policy.html

Through the implementation of the NFI and the Plan, NIDRR seeks to: (1) improve the quality and utility of disability and rehabilitation research; (2) foster an exchange of expertise, information, and training to facilitate the advancement of knowledge and understanding of the unique needs of traditionally underserved populations; (3) determine best strategies and programs to improve rehabilitation outcomes for underserved populations; (4) identify research gaps; (5) identify mechanisms of integrating research and practice; and (6) disseminate findings.

Priority 1--Research and Technical Assistance Center on Vocational Rehabilitation Program Management

The Assistant Secretary for Special Education and Rehabilitative Services announces a priority to establish, under the Disability and Rehabilitation Research Program (DRRP), a Research and Technical Assistance Center on Vocational Rehabilitation Program Management (Center). The Center must conduct research to develop a model of vocational rehabilitation (VR) program management, which must include a focus on quality assurance, strategic planning, and human resource management. The Center must then develop and test the model, and use it as the basis for training and technical assistance (TA) to improve management practices within individual State VR agencies.

Under this priority, the Center must be designed to contribute to the following outcomes:

(a) New knowledge of effective VR program management. The Center must contribute to this outcome by identifying effective VR program management practices, including at a minimum, practices in the areas of quality assurance, strategic planning, and human resource management. The Center must propose specific criteria for identifying effective VR program management practices, including consideration of their cost effectiveness. The Center's work in this area must be designed to result in knowledge that could be used to assist State VR agencies to--

• Develop agency goals and strategies, and evaluate progress made toward achieving these goals;

• Develop key performance measures and use performance data for program improvement;

• Develop methodologies to ensure that performance data are accurate and analyses of the data are sound;

- Implement effective quality assurance processes;
- Implement effective fiscal planning and accountability mechanisms;
- Implement effective employee training, staff development, and career development; and
- Implement effective leadership development and succession planning.

(b) A new evidence-based model of effective VR program management (VR Program Management Model). The Center must contribute to this outcome by partnering with approximately 5 to 10 State VR agencies to develop a VR Program Management Model that, to the maximum extent possible, is informed by evidence of the effectiveness of specific management practices, including cost effectiveness. Applicants must describe in their applications the methods and criteria they will use to recruit and select State VR agencies with which they will partner (Partner State VR Agencies) for this activity. At a minimum, such methods and criteria must provide for diversity, to the extent possible, in the size, location, and type of State VR agencies to be selected. NIDRR will review and approve the final selection of Partner State VR Agencies. The Center must work with the Partner State VR Agencies to identify, describe, and document the components of the VR Program Management Model, which must include, at a minimum, quality assurance, strategic planning, and human resource management components.

(c) Enhanced VR program management through Implementation of the VR Program Management Model. The Center must contribute to this outcome by developing exemplars, tools, and guidance that other State VR agencies (i.e., State VR agencies that are not Partner State VR Agencies) can use to implement the VR Program Management Model within their unique contexts, including information on the costs of implementing the management model and its components, to the extent possible. The Center must provide training and TA to individual State VR agencies to facilitate the implementation of some or all of the components of the VR Program Management Model, depending on the unique needs of the agency's VR program.

In addition, the Center must--
- Establish an advisory committee comprised of individuals who are knowledgeable about VR program management practices including researchers, State VR agency representatives, VR providers, State Rehabilitation Council representatives, employers, individuals with disabilities, and parents of individuals with disabilities. This advisory committee must be designed to provide guidance to the Center on its research and TA activities;

- Disseminate TA materials that it has developed on program management topics under paragraph (c) of this priority to other projects that provide TA to State VR agencies (e.g., the Technical Assistance and Continuing Education (TACE) projects that RSA funded in FY 2008);

- Coordinate TA with all entities that comprise the national VR TA network, including: the regionally based TACE projects that RSA funded in FY 2008 and FY 2009 under title III of the Act; the IL-Net Training and Technical Assistance projects for centers for independent living and statewide independent living councils funded by RSA under title VII of the Act; the national VR TA center that RSA funded in FY 2008 under section 12 of the Act; and NIDRR's Rehabilitation Research and Training Centers focused on employment. Coordination is intended to ensure consistency of TA provided nationally on VR program management; and

- Each year, after year one of the project period, plan to present findings at a three-day national conference of State VR administrators to be held in Washington, DC.

Executive Order 12866

This NFP has been reviewed in accordance with Executive Order 12866. Under the terms of the order, we have assessed the potential costs and benefits of this regulatory action.

The potential costs associated with this NFP are those resulting from statutory requirements and those we have determined as necessary for administering this program effectively and efficiently.

In assessing the potential costs and benefits--both quantitative and qualitative--of this NFP, we have determined that the benefits of the final priorities justify the costs.

Summary of potential costs and benefits:

The benefits of the Disability and Rehabilitation Research Projects and Centers Program have been well established over the years in that similar projects have been completed successfully. These final priorities will generate new knowledge and technologies through research, development, dissemination, utilization, and technical assistance projects.

Another benefit of these final priorities is that the establishment of new DRRPs will support the President's NFI and will improve the lives of individuals with disabilities. The new DRRPs will generate, disseminate, and promote the use of new information that will improve the options for individuals with disabilities to perform regular activities in the community.

Applicable Program Regulations: 34 CFR part 350.

(Catalog of Federal Domestic Assistance Number 84.133A Disability
Rehabilitation Research Projects)
PROGRAM AUTHORITY: 29 U.S.C. 762(g) and 764(a).
Dated: December 24, 2008.

Tracy R. Justesen,
Assistant Secretary for
Special Education and
Rehabilitative Services.

Section D

Background Statement

**As published in the May 30, 2008
Notice of Proposed Priorities
http://www.ed.gov/legislation/FedRegister/proprule/2008-2/053008c.html**

Research and Technical Assistance Center on Vocational Rehabilitation Program Management.

Background:

The State Vocational Rehabilitation (VR) Services program, authorized by title I of the Rehabilitation Act of 1973, as amended (the Act), provides a wide range of services designed to help individuals with disabilities prepare for and engage in gainful employment. The program is carried out by VR agencies designated by each State. There are currently a total of 80 State agencies. Thirty-two States operate a "combined" agency serving individuals with disabilities, without regard to their disability. Twenty-four States operate a separate agency for individuals who are blind or visually impaired, and a "general" agency for individuals with all other disabilities.

State VR agencies face numerous challenges in their efforts to assist individuals with disabilities, particularly individuals with significant disabilities, to achieve employment outcomes.[1] These challenges include: determining what criteria should be used to categorize individuals' disabilities as "most significant" or "significant" when implementing an order of selection[2]; attracting and retaining qualified personnel; and evaluating the effectiveness of services provided. These challenges affect the ability of State VR agencies to pursue the overall goal of the VR Services program, which is to help persons with disabilities prepare for and engage in gainful employment.

Preliminary FY 2007 data from the Rehabilitation Services Administration's (RSA) Cumulative Caseload Report (RSA-113) show that approximately 981,054 individuals received VR services, including 346,835 individuals whose cases were closed after receiving services. Of individuals whose cases were closed, 205,448 (59.6 percent) achieved an employment outcome after receiving services through the State VR program.

It is important to note that, in FY 2006, 18 percent of State VR agencies failed to achieve the minimum required employment outcome rate of 55.8 percent among individuals served by the program, and there is significant variation among State VR agencies in key programmatic outcomes such as employment and cost per employment outcome. For example, in FY 2006, while four State VR agencies succeeded in obtaining employment outcomes for at least 70 percent of individuals served, approximately seven State VR agencies failed to obtain employment outcomes for half (50 percent) of the individuals served, and several State VR agencies failed to obtain

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[1] In the regulations for the Department's State VR program, an employment outcome is defined as entering or retaining full-time or, if appropriate, part-time competitive employment, as defined in 34 CFR 361.5(b)(11), in the integrated labor market, supported employment, or any other type of employment in an integrated setting, including self-employment, telecommunicating, or business ownership, that is consistent with an individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice (see 34 CFR 361.5(b)(16)).

[2] Federal law and regulations (section 101(a)(5) of the Act and 34 CFR 361.36) stipulate that if a State VR agency does not have the resources to serve all eligible VR consumers, it must serve first those who have "the most significant disabilities."

employment outcomes for even 40 percent of the individuals served. Likewise, in FY 2006, the average cost per employment outcome for general and combined State VR agencies (excluding the outlying areas) ranged from approximately $5,215 to $34,414.

RSA monitoring reviews and reviews of annual State plans suggest that these differences in State outcomes may be attributable to differences in State VR agency management practices, particularly practices relating to planning, analysis, and use of data for making management decisions. Persistent State VR agency management-related needs include, at a minimum: developing and implementing effective quality assurance processes; conducting high quality strategic planning; and improving the overall quality of human resource development and retention strategies. We believe that promoting improvement in these critical areas would enhance State agency capacity, increase the cost-effectiveness of service delivery mechanisms, and ultimately improve the ability of State VR agencies to achieve high quality employment outcomes for individuals with disabilities.

Section 101(a)(15) of the Act requires State VR agencies to engage in a variety of planning activities, including, but not limited to: conducting a comprehensive statewide needs assessment every three years; identifying goals and priorities that the State VR agency will pursue in carrying out the program; describing strategies to address the needs identified in the comprehensive statewide needs assessment; and evaluating the effectiveness of the VR program, including whether the program goals were achieved and the extent to which specific strategies contributed to meeting these goals.

After reviewing FY 2007 and 2008 annual VR State plans, RSA recommended that 25 State VR agencies improve one or more of the following: the quality of their goals and strategies; the connection between the results of their comprehensive needs assessment and their goals and priorities; and the extent to which they evaluated the effectiveness of their strategies. In addition, of the 23 State VR agencies that RSA monitored in FY 2007, RSA determined that 17 (74 percent) need technical assistance (TA) in developing strategic goals.

Recent RSA monitoring also suggests that there is a great deal of variability in the effectiveness of State VR agency quality assurance (QA) systems, and that most State agency's QA systems need to be improved in several critical ways. For example, while the QA mechanisms in many State VR agencies examine documentation of services provided, few State QA systems use data to evaluate the quality of other aspects of service delivery and program performance.

In addition, section 101(a)(7) of the Act, containing the Comprehensive System of Personnel Development (CSPD), in part, requires State VR agencies to establish qualified personnel standards for rehabilitation personnel, including VR counselors, that are consistent with any national or State-approved or recognized certification, licensing, or registration that apply to a particular profession.

For years, the demand for new State VR agency counselors has far exceeded the supply. According to a study conducted in 2002 by the American Institutes for Research, <u>A Profile of the Demand for and Supply of Qualified State Rehabilitation Counselors</u>, (Chan & Ruedel, 2007), State VR agencies reported that they expected to lose approximately 43 percent of VR counselors through attrition or retirement by 2007. According to this same study, 27 percent of current State VR agency staff do not meet their State's CSPD personnel standards and require retraining, 88 percent of those who meet their State's personnel standards require continuing education to maintain their credentials, and rehabilitation training programs are producing only enough graduates to meet 30 percent of the need for new counselors.

During RSA's FY 2007 monitoring reviews, RSA identified needs in the following areas related to human resource management: implementing the State's CSPD; developing training to improve staff skills in areas such as job placement; developing and implementing effective recruitment and retention strategies for qualified staff, including staff with diverse backgrounds; maintaining efficient caseload management strategies; and evaluating the relationship between staffing patterns and program performance.

During FY 2007 monitoring, State VR agencies overwhelmingly requested information regarding promising practices utilized by other State VR agencies that could be replicated in their own agencies to improve performance in human resource management. Among other things, they requested information on successful recruitment and retention strategies, and caseload management strategies.

NIDRR is proposing to establish a Research and Technical Assistance Center on Vocational Rehabilitation Program Management that will help State VR agencies improve their management in a number of areas, including quality assurance, strategic planning, and human resource development and retention.

References

Chan, T., & Ruedel, K. (2007). A Profile of the Demand for and Supply of Qualified State Rehabilitation Counselors. Washington, DC: U.S. Department of Education.

Section E

General DRRP Requirements

GENERAL DISABILITY AND REHABILITATION RESEARCH PROJECTS (DRRP) REQUIREMENTS

Background:

NIDRR proposes the following <u>General DRRP Requirements</u> priority because it believes that the effectiveness of any DRRP (including any DBTAC) depends on, among other things, how well the DRRP coordinates its research efforts with the research of other NIDRR-funded projects, involves individuals with disabilities in its activities, and identifies specific anticipated outcomes that are linked to its objectives in applying for DRRP funding. Accordingly, NIDRR intends to use proposed <u>Priority 1--General DRRP Requirements</u> in conjunction with each of the other DRRP priorities proposed in this notice (i.e., priorities 2 through 11).

Priority:

To meet this priority, the Disability and Rehabilitation Research Projects (DRRP) must—

    (a) Coordinate on research projects of mutual interest with relevant NIDRR-funded projects, as identified through consultation with the NIDRR project officer;

    (b) Involve individuals with disabilities in planning and implementing the DRRP's research, training, and dissemination activities, and in evaluating its work; and

    (c) Identify anticipated outcomes (i.e., advances in knowledge or changes and improvements in policy, practice, behavior, and system capacity) that are linked to the applicant's stated grant objectives.

Section F

Selection Criteria

SELECTION CRITERIA: Research and Technical Assistance Center on Vocational Rehabilitation Program Management (CFDA 84.133A-3)

(a) Importance of the problem (4 points total).

(1) The Secretary considers the importance of the problem.
(2) In determining the importance of the problem, the Secretary considers one or more of the following factors:
    (i) The extent to which the applicant clearly describes the need and target population (**2 points**).
    (ii) The extent to which the proposed project will have beneficial impact on the target population (**2 points**).

(b) Responsiveness to an absolute or competitive priority (6 points total).

(1) The Secretary considers the responsiveness of the application to an absolute or competitive priority published in the Federal Register.
(2) In determining the application's responsiveness to the absolute or competitive priority, the Secretary considers one or more of the following factors:
    (i) The extent to which the applicant addresses all requirements of the absolute or competitive priority (**3 points**).
    (ii) The extent to which the applicant's proposed activities are likely to achieve the purposes of the absolute or competitive priority (**3 points**).

(c) Design of research activities (40 points total).

(1) The Secretary considers the extent to which the design of research activities is likely to be effective in accomplishing the objectives of the project.
(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
    (i) The extent to which the research activities constitute a coherent, sustained approach to research in the field, including a substantial addition to the state-of-the-art (**8 points**).
    (ii) The extent to which the methodology of each proposed research activity is meritorious, including consideration of the extent to which--
        (A) The proposed design includes a comprehensive and informed review of the current literature, demonstrating knowledge of the state-of-the-art (**4 points**);
        (B) Each sample population is appropriate and of sufficient size (**8 points**);
        (C) The data collection and measurement techniques are appropriate and likely to be effective (**15 points**); and
        (D) The data analysis methods are appropriate (**5 points**).

(d) Design of training activities (6 points total).

(1) The Secretary considers the extent to which the design of training activities is likely to be effective in accomplishing the objectives of the project.
(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
  (i) The extent to which the proposed training methods are of sufficient quality, intensity, and duration (**2 points**).
  (ii) The extent to which the proposed training content--
    (A) If relevant, is based on new knowledge derived from research activities of the proposed project (**2 points**).
  (iii) The extent to which the proposed training materials and methods are accessible to individuals with disabilities (**2 points**).

(e) Design of dissemination activities (6 points total).

(1) The Secretary considers the extent to which the design of dissemination activities is likely to be effective in accomplishing the objectives of the project.
(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
  (i) The extent to which the materials to be disseminated are likely to be effective and usable, including consideration of their quality, clarity, variety, and format (**4 points**).
  (ii) The extent to which the information to be disseminated will be accessible to individuals with disabilities (**2 points**).

(f) Design of technical assistance activities (10 points total).

(1) The Secretary considers the extent to which the design of technical assistance activities is likely to be effective in accomplishing the objectives of the project.
(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
  (i) The extent to which the methods for providing technical assistance are of sufficient quality, intensity, and duration (**4 points**).
  (ii) The extent to which the technical assistance is appropriate to the target population, including consideration of the knowledge level of the target population, needs of the target population, and format for providing information **(4 points**).
  (iii) The extent to which the technical assistance is accessible to individuals with disabilities (**2 points**).

(g) Plan of operation (6 points total).

(1) The Secretary considers the quality of the plan of operation.
(2) In determining the quality of the plan of operation, the Secretary considers one or more of the following factors:
   (i) The adequacy of the plan of operation to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, and timelines for accomplishing project tasks (**3 points**).
   (ii) The adequacy of the plan of operation to provide for using resources, equipment, and personnel to achieve each objective (**3 points**).

(h) Adequacy and reasonableness of the budget (4 points).

(1) The Secretary considers the adequacy and the reasonableness of the proposed budget.
(2) In determining the adequacy and the reasonableness of the proposed budget, the Secretary considers one or more of the following factors:
   (i) The extent to which the costs are reasonable in relation to the proposed project activities (**2 points**).
   (ii) The extent to which the budget for the project, including any subcontracts, is adequately justified to support the proposed project activities (**2 points**).

(i) Plan of evaluation (6 points).

(1) The Secretary considers the quality of the plan of evaluation.
(2) In determining the quality of the plan of evaluation, the Secretary considers one or more of the following factors:
   (i) The extent to which the plan of evaluation provides for periodic assessment of progress toward--
      (A) Implementing the plan of operation (**2 points**); and
      (B) Achieving the project's intended outcomes and expected impacts (**2 points**).
   (ii) The extent to which the plan of evaluation provides for periodic assessment of a project's progress that is based on identified performance measures that—
      (A) Are clearly related to the intended outcomes of the project and expected impacts on the target population (**1 point**); and
      (B) Are objective, and quantifiable or qualitative, as appropriate (**1 points**).

(j) Project staff (8 points total).

(1) The Secretary considers the quality of the project staff.
(2) In determining the quality of the project staff, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability (**2 points**).
(3) In addition, the Secretary considers one or more of the following:

(i) The extent to which the key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities (**2 points**).

(ii) The extent to which the commitment of staff time is adequate to accomplish all the proposed activities of the project (**2 points**).

(iii) The extent to which the key personnel are knowledgeable about the methodology and literature of pertinent subject areas (**2 points**).

(k) Adequacy and accessibility of resources (4 points total).

(1) The Secretary considers the adequacy and accessibility of the applicant's resources to implement the proposed project.

(2) In determining the adequacy and accessibility of resources, the Secretary considers one or more of the following factors:

(i) The extent to which the applicant is committed to provide adequate facilities, equipment, other resources, including administrative support, and laboratories, if appropriate (**2 points**).

(ii) The extent to which the facilities, equipment, and other resources are appropriately accessible to individuals with disabilities who may use the facilities, equipment, and other resources of the project (**2 points**).

**SECTION
G**

PROTECTION OF HUMAN SUBJECTS

PROTECTION OF HUMAN SUBJECTS

Research activities involving human subjects supported by awards under these programs are subject to Department of Education Regulations for the Protection of Human Subjects.

If you are applying on Grants.gov there is a separate place to include exempt and non-exempt narratives.

Applicants answering "Yes" to item 3 on form ED Supplemental to the SF 424 on Grants.gov or item 13 on form ED 424 whose research activities are nonexempt must complete the seven-point narrative on protection of human subjects. Additionally, seven point narratives are required for each participating partner if research is being conducted at other sites.

Copies of the Department of Education regulations for the Protection of Human Subjects are available from the Grants Policy and Oversight Staff (GPOS), Office of the Chief Financial Officer, Washington, D.C., telephone: (202) 260-3353 and on the Protection of Human Subjects in research Web Site at:

http://www.ed.gov/about/offices/list/ocfo/humansub.html

SECTION H

APPLICATION FORMAT

APPLICATION FORMAT

<u>Applications for an award must be postmarked or hand delivered by the closing date of</u> **Monday, February 23, 2009.** Electronic copies must be uploaded on Grants.gov by 4:30:00 pm, Washington DC time on the closing date and then processed by Grants.gov successfully.

It is recommended that your electronic (Grants.gov) or paper application be organized in the following manner and include the following:

1. **<u>Application for Federal Education Assistance (Form SF 424)</u>**
   - This application cover sheet requires basic identifying information about the applicant and the application.
   - Applicants should clearly indicate the CFDA number of the program (Research 84.133A-3 in block 11 of the SF 424 form. If this information is not provided, your application may be assigned and reviewed under a different program. For electronic submissions, you must download the correct application package from Grants.gov, Competition ID 84.133A2009-3.

2. **<u>Table of Contents</u>**
   - The Table of Contents shows where and how the important sections of your proposal are organized.
   - While the application will be submitted electronically, the reviewers will use printed copies during the review process. The Table of Contents will assist them in more efficiently and effectively evaluating your application.

3. **<u>Project Abstract</u>**
   - The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced.
   - If applying through Grants.gov attach a document with the title "Abstract".

4. **<u>Budget Form and Information (ED 524</u>***)*
   - Remember that you must provide complete budget information for each year of the proposed project.
   - Please report on any Federal and Non-Federal funds that will be used.
   - Specific instructions for completing the budget forms are provided within this application package.

   <u>Name</u>: Enter the Name of the applicant organization(s) or institution(s) in the space provided.

Personnel (Line 1):   Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (Line 2):   The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (Line 3):   Indicate the travel costs of employees and participants only. Include travel of persons such as consultants and trainees on line 6.

Equipment (Line 4):   Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or $5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible personal property except that on line 4.

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract in not in place for services), stipends, training, and communication and printing costs.

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10):   There is no restricted indirect cost rate for this program. You should use your federal negotiated indirect cost rate.

Training Stipends (line 11): There are three types of projects that might included budget requests for stipends, tuition allowance, or other types of similar charges to support the objectives of the project:
   Fellowship or Scholarship Programs
   Educational Training Projects
   Projects where students receive tuition remission or other forms of compensation, as, or in lieu of wages.

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1* (a), should also be equal to item 18a on the application cover sheet (SF Form 424).

Cost Share or Matching: You are required to provide third party cost share or matching in the amount of up to the mininum1% of your total budget amount. However, you may include more than 1% but "up to 1%" represents the requirement. Please include this information on the ED Form 524, Section B – Budget Summary, Non-Federal Funds.

5. Budget Narrative
- This part requires an itemized budget breakdown for the project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures.
- Address Cost Share or Matching in a separate budget narrative labeled "Cost Share or Matching". Please provide an itemized budget breakdown for each project year.
- Descriptions of purchases may be included but is not required.
- If applying through Grants.gov use the Budget Narrative Attachment form to attach your detailed budget narrative/justification.

6. Application Narrative
- The application narrative responds to the selection criteria found in Section E (General Requirements for DRRPs) and Section F of this application package. The reviewers will use this section to evaluate your application.
- If applying through Grants.gov use the Project Narrative Attachment form to attach your narrative.

Each applicant is encouraged to limit the application narrative to the equivalent of no more than 125 pages, using the following standards:
- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double-space (no more than three lines per vertical inch) all text in the application narrative. Single spacing may be used for titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Begin numbering the first page in Arabic numerals ("1") and number the pages consecutively throughout the document.
- Include all critical information in the program narrative, minimizing the need for additional appendices.
- Include a complete bibliography listing all materials that were referenced in the project narrative.

NOTE: The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the application narrative section.

7. **Vitae/Bibliography/Letters of Support**
   - Vitae of staff or consultants should include the individual's title and role in the proposed project, and other information that is specifically pertinent to this proposed project. The budgets for all years should be included.
   - If applying through Grants.gov use the Other Narrative Attachment form to attach your vitas.
   - If collaboration with another organization is involved in the proposed activity, the application should include assurances of participation by the other parties, including written agreements or assurances of cooperation.

8 **Assurances, Certifications, Disclosures**
   - Assurances - Non-Construction Programs; Certifications Regarding Lobbying; or Grants.gov Lobbying form
   - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction; Disclosure of Lobbying Activities;

9 **Reporting Requirements**

At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary under 34. CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.72 (c). For specific requirements on reporting please go to http://www.ed.gov/fund/grant/apply/appforms/ed524b_instructions.pdf

Note: NIDRR will provide information by letter to grantees on how and when to submit the report.

SECTION I

FREQUENTLY ASKED QUESTIONS

POINTS TO REMEMBER IN
APPLICATION PREPARATION

DUNS NUMBER INSTRUCTIONS

FREQUENTLY ASKED QUESTIONS

1. CAN I GET AN EXTENSION OF THE DUE DATE?

In the case of most competitions the answer is no. On rare occasions the Department of Education may extend a closing date for all applicants. If that occurs, a notice of the revised due date is published in the Federal Register, this extension applies to all applications for a given competition. There are no extensions or exceptions to the due date made for individual applicants. Additionally, there are provisions for extension for Grants.gov, per the guidance included in the application package.

2. WHAT SHOULD BE INCLUDED IN THE APPLICATION?

The application should include a project narrative, vitae of key personnel, and a budget, as well as all other forms identified in this package. Vitae of staff or consultants should include the individual's title and role in the proposed projects, and other information that is specifically pertinent to this proposed project. The budgets for all years, including a detailed budget narrative, should be included. The 133F (Research Fellowship) is the exemption to the required budget. If collaboration with another organization or individual is involved in any proposed activity, the application should include assurances of participation by the other parties, including written agreements or letters of cooperation. It is not useful to include general letters of support or endorsement in the application. If the applicant proposes to use unique tests or other measurement instruments that are not widely known in the field, it would be helpful to include the instrument in the application. Many applications contain voluminous appendices that are not helpful and in many cases cannot even be mailed to the reviewers. It is generally not helpful to include such things as brochures, general capability statements of collaborating organizations, maps, copies of publications, or descriptions of other projects completed by the applicant.

3. WHAT FORMAT SHOULD BE USED FOR THE APPLICATION?

NIDRR generally advises applicants to organize the application to follow the selection criteria that will be used. The project narrative should address the specific selection criteria for the competition. The specific review criteria vary according to the specific programs and are contained in this application package. Additionally, applicants should provide clearly stated hypotheses, goals, objectives, expected outcomes, and public benefit of the research or development project. The application should be organized to provide a thorough description of the methods and target population(s) and supported by evidence of need for the project, as identified in the relevant literature; citations are useful and may strengthen the proposal. Specific information on the format can be found in the application format section of this application package.

4.   ARE THERE PAGE LIMITS TO MY APPLICATION?

NIDRR has two competitions with mandatory page limitations, Research Fellowships (133F) and Small Business Innovative Research (133S). All other competitions will suggest page limitations for the narrative sections of the proposal. The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. The Notice Inviting Applications will describe the mandatory or suggested limitations, such as page size, spacing, and font size. The suggested page limit does not apply to the cover sheet; the human subjects narrative; the budget narrative; the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all pertinent information in the application narrative.

5.   MAY I SUBMIT APPLICATIONS TO MORE THAN ONE OPEN NIDRR PROGRAM COMPETITIONS AT A TIME OR MORE THAN ONE APPLICATION TO A PARTICULAR PROGRAM COMPETITION?

Yes. You may submit more than one application in any given competition. You may submit to as many open competitions, which an application is responsive to the program requirements. However, each competition is unique and the selection criteria will vary from one competition to another. It is import that each separate application include the required materials for that particular competition.

6.   DO I NEED AN ABSTRACT AND WHAT SHOULD IT INCLUDE?

Yes. The abstract is used by both the peer reviewers and the program staff in the review and processing of the application. The ONE-PAGE abstract should be a comprehensive description of the project (all years), not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced. If applying through Grants.gov, use the ED Abstract form to attach your abstract.

7.   WHAT IS THE ALLOWABLE INDIRECT COST RATE?

The limits on indirect costs vary according to the program. NIDRR currently has two programs with a restricted indirect cost rate. An applicant for a Rehabilitation Research and Training Center (133B) program may not collect more than 15% of the total grant award as indirect cost charges. An applicant for Advanced Rehabilitation Research Training project (133P) is limited to a training grant indirect rate of 8%, less tuition, stipend, and fees. For all other programs, Disability Rehabilitation Research Projects (133A), Rehabilitation Engineering Research Centers (133E), Field Initiated projects (133G) and Small Business Innovative Research (133S), applicants must have a current indirect cost rate agreement to charge indirect costs. The maximum amount of the award includes both direct and indirect costs. The Department's Indirect Cost office has more information on indirect cost rates.

8.   CAN PROFIT MAKING BUSINESSES APPLY FOR GRANTS?

Yes; however, for-profit organizations will not be able to collect a fee or profit on the grant. It varies by program.

9.   CAN INDIVIDUALS APPLY FOR GRANTS?

Individuals are not eligible to apply for most grant competitions under NIDRR programs (133A, B, E, G, N, P, or S). The one exception is the Research Fellowship program (84.133F), which is available only to individuals.

10.   CAN NIDRR STAFF ADVISE ME WHETHER MY PROJECT IS OF INTEREST TO NIDRR OR LIKELY TO BE FUNDED?

No. NIDRR staff can only advise you of the requirements of the program in which you propose to submit your application. However, staff cannot advise you of whether your subject area or proposed approach is likely to receive approval.

11.   HOW DO I ENSURE THAT MY APPLICATION WILL BE REVIEWED UNDER THE CORRECT COMPETITION?

Applicants should be sure that their applications are referred to the correct competition by clearly including the competition title and CFDA number, including alphabetical code, on the Standard Form 424, and include a project title that describes the project, based on the competition. If reapplying for the Field Initiated (133G), you should identify if the application is a resubmittal from a previous fiscal year.

12.   HOW SOON AFTER SUBMITTING MY APPLICATION CAN I FIND OUT IF IT WILL BE FUNDED?

The time from closing date to grant award date varies from program to program. Generally speaking, NIDRR endeavors to have awards made within six to seven months of the closing date.   Unsuccessful applicants generally will be notified within that time frame as well. When NIDRR is able to release information on the status of grant applications, it will notify applicants by letter.   The results of the peer review cannot be released except through this formal notification. This information is **not** posted on the NIDRR homepage or the Grants.gov website.

13.   WHAT START DATE SHOULD I USE ON MY APPLICATION?

For the purpose of estimating a project start date, the applicant should estimate approximately six to seven months from the closing date, preferably October 1. The SBIR (133S) program has an April 1 start date. The ARRT (133P) has some start date options, but no later than December 1. You must have a start date that allows you to complete an Annual Performance Report (APR) by May 31st with six month of activities to report on.

14. IF MY APPLICATION IS SUCCESSFUL, CAN I ASSUME I WILL GET THE REQUESTED BUDGET AMOUNT IN SUBSEQUENT YEARS?

No. Funding in subsequent years is subject to availability of funds and project performance.

15. WILL ALL APPROVED APPLICATIONS BE FUNDED?

No. Peer review panels can result in more applications being determined to be worthy of consideration for funding than available resources allow.. Unsuccessful applicants are encouraged to consider resubmitting applications in future competitions. Funded applications will be notified in the manner described in #12.

16. HOW DOES THE REPORTING REQUIREMENTS IN SUBSEQUENT YEARS IMPACT ON MY APPLICATION?

Successful applicants with multi-year grants must submit an Annual Performance Report (APR) demonstrating and documenting their progress in meeting approved project objectives and their success in addressing the performance measures outlined in the Notice Inviting Applications. Grantees must also provide the most current financial and performance measure data for each year of the project. Grantees will also be required to submit a final performance report, 90 days after the end of the project period. For NIDRR, the APR is submitted electronically via a web-based system. This system is maintained by a contractor and grantees are notified after receiving an award with the appropriate URL and personal password to access the system. The contractor will also send a letter to the grantee informing them when and how to submit their APR. The Department will use the applicant's performance data for program management and administration, in such areas as determining new and continuation funding and planning technical assistance. Grantees will participate fully in any evaluation of the NIDRR program carried out by the Department of Education.

17. DO I HAVE TO INCLUDE COST SHARE/MATCHING IN MY APPLICATION?

NIDRR has cost share/matching requirements on two of its programs, the Disability Rehabilitation Research Projects (133A) and the Field Initiated program (133G). This information should be reflected on the ED 524 form in the Section B – Budget Summary Non-Federal Funds and in the budget narrative for each year. An amount of up to 1% of the total yearly budget amount is requested; however, you may include more than 1%. If the cost share amount is changed for a competition, it will be announced in the Notice Inviting Applications. For more information, see EDGAR 74.23 and 84.24.

18. **WHAT DO I NEED TO DO ABOUT HUMAN SUBJECTS PROTECTION IN MY RESEARCH?**

If you are planning research involving human subjects at any time during the project period, you check "Yes" in the Human Subjects section of the 424 form. If you checked "Yes," you need to indicate whether the research is exempt or not exempt from the protection of human subjects requirements of EDGAR part 97 and if you have an IRB number. You will need to fill out the human subjects narrative for each site where the research is being conducted. The program and the Department's human subjects staff review the applicant's response against the application itself to determine its accuracy. They contact you for additional information or clarification, if needed. More information can be found in the instructions for the SF 424 form and in this application package in the Human Subjects section.

19. **SHOULD I SUBMIT MY APPLICATION VIA GRANTS.GOV?**

The Federal Government is moving towards mandatory electronic submission for it's grant applications. The Notice Inviting Applications (NIA) provides information on how to submit via Grants.gov and the application package includes helpful tips. The NIA will also identify if paper submission is allowed. If you do submit by paper, include a disk copy of your application. **We strongly suggest**: (1) Read the Grants.gov instructions carefully; (2) Check with your organization or institution if they are already registered in Grants.gov; if not, **do not wait** to set up your account because it can take five or more days to register; (3) Review the form sections before sending the application to ensure that all information has been uploaded correctly and completely; and (4) Submit early; electronic applications must be uploaded on Grants.gov by 4:30:00 pm, Washington, D.C. time on the closing date and processed by Grants.gov successfully. Please allow several hours or a full day for this process; if there is a submission error, time will be needed to correct the error and resubmit to meet the deadline. Applications received/logged in after 4:30:00 pm (Washington, DC time) will not be reviewed.

If there is any doubt that your application was not successfully submitted to Grants.gov, you can submit this application by paper following the appropriate instructions in this application package.

POINTS TO REMEMBER IN APPLICATION PREPARATION

RELEVANT TO PROGRAM

1. <u>CFDA Number</u>: In the title block on the SF 424 form, please note the appropriate CFDA 84.133A-3. For electronic submissions, you must download the correct application package from Grants.gov. Please not that NIDRR has multiple competitions available at this time. The Federal Funding Opportunity Number for this grant competitions is: CFDA 84.133A-3—ED-GRANTS-122408-001.

2. <u>Indirect Cost</u>: There is no restricted indirect cost rate for this program. You should use your federal negotiated indirect cost rate. Indirect cost office: http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html

3. <u>Application Narrative</u> - Organize your narrative in accordance with the selection criteria in Section E (General Requirements for DRRPS) and Section F of this package. Address all criteria. Include a table of contents in your application in order to highlight where the application narrative can be found in the application. If applying through Grants.gov use the Project Narrative form to attach your narrative. Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We <u>recommend</u> that you limit Part III to the equivalent of no more than 125 pages. Use the following standards: A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Double-space (no more than three lines per vertical inch) all text in the application narrative. Single spacing may be used for titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs. Use a font that is either 12-point or larger or no smaller than 10-pitch (characters per inch). Begin numbering the first page in Arabic numbers ("1") and number the pages consecutively throughout the document. Include all critical information in the program narrative, minimizing the need for additional appendices. Include a complete bibliography listing all materials that were referenced in the project narrative.

Closing Date/Transmittal of Application

4. Applications must be <u>postmarked</u> by the closing date of **Monday, February 23, 2009, if submitting in paper**. Follow the transmittal instructions for submitting in paper or electronically found in the notice inviting applications. Please include an electronic copy (disk) with your application.

5. Electronic copies must be fully uploaded on Grants.gov by 4:30:00 pm, Washington DC time on the closing date and then processed by Grants.gov successfully. For additional information on electronic submission procedures, see the section J. A copy of your application should not be emailed directly to the Department. You must submit it electronically via Grants.gov

Forms

6. <u>Only the primary institution fills out the required forms.</u> Any partner or collaborating groups will be a subcontractor to the primary. The only paperwork the subcontractor should complete is that required by the primary institution. You should include a letter of intent in the application from any collaborating group saying that if awarded what goals/duties they will be responsible for and the dollar amount associated with their involvement.

Application for Federal Assistance SF 424

7. <u>Leave these blocks blank or enter N/A</u>: **block 4**-Applicant Identifier, **block 5**-Applicant Identifier, **block 5a**- Federal Entity, **block 5b**- Federal Award Identifier, **block 6**-Date Received by State, and **block 7**,-State Application Number.

8. <u>CFDA Number</u>: In the title block of #11 on the SF 424 form, please note the appropriate CFDA. If applying via Grants.gov this area will populate automatically.

9. <u>Legal Name</u>: Block #8a is for the name of institution or entity that will be responsible for this grant if funded. If applying via Grants.gov this will match with information in the Central Contractor Registry (CCR).

10. <u>DUNS number</u>: It is important to verify with your fiscal office the DUNS number, which goes in Block #8c on the ED 424 form. If you do not have one, call 1-800-333-0505 to set one up. This number is required. If applying via Grants.gov you must enter the DUNS number for your organization used when it registered with the CCR.

11. <u>Block #18a</u>: The total amount of Federal funds requested includes both direct and indirect costs for the first year only. The totals on the ED 524 form must include direct and indirect costs and no year can be over the maximum amount.

12. <u>Block #18b</u>: The amount of cost share/matching that the applicant is providing. This amount should be on the "B" side of the ED 524 form and described in the budget narrative.

13. <u>Block #18f</u>: The amount of program income that is estimated to be generated by this application if funded. It should be described in the budget narrative.

14. <u>EO 12372</u>: Mark Block #19, the EO 12372 as no and not covered. This program is not covered.

ED Supplemental

15. <u>Project Director</u>: Block #1, Project director information. The Project Director is the primary person responsible for meeting the goals and objectives of the grant.

16. Novice applicant: Block #2. Please leave Block #6 blank. Does not apply to NIDRR programs.

17. Human Subjects: Block #3. You must include a separate 7-point narrative for each site where the research is being conducted. If you check "no", please include a paragraph of why it is not required. IRB approval is not required at the time of award, but must be in place before research begins.

ED 524

18. **Budget Information**: **BE SURE TO CHECK THE MATH** - the application will not be reviewed if the request for funds on block 18a of the SF 424 form, the ED 524 form or the budget justifications goes over the maximum amount for any year (direct and indirect costs). A detailed budget narrative is needed for the total grant period years requested. A performance report that will be required annually will be used in place of the continuation application to determine progress.

Abstract/Narrative/Appendices

19. Abstract: The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced. If applying through Grants.gov use the ED Abstract form to attach your abstract.

20. Number all pages to make it easier for the reader to refer to a page number if comments are given (including the appendices).

21. Vitae: Remember to include pertinent information in your narrative of the qualifications of the key personnel. A more extensive 2-4 page vitae can be included in the appendices. If applying through Grants.gov use the Other Narrative form to attach your vitaes.

22. Advisory Board: We suggest that you limit your list of advisory board members in the application. You can give a description of the type/qualification of the person. Remember that an extensive listing of proposed names effects our peer reviewer selection. If applying through Grants.gov use the Other Narrative form to attach your letters of commitment and vitaes.

23 Letters of Commitment/Support: If you have identified a partner, sub-contractor or consultant you should include a letter of commitment from them stating what they'll be doing on your project. We suggest that you only include key letters of support. Remember that letters of support diminish our peer reviewer pool. If applying through Grants.gov use the Other Narrative form to attach your letters.

24. Use Of Person Loading Charts. It is important for applicants to include proposed time commitments for all project personnel. Also, program officials and applicants often find person loading charts useful formats for showing project personnel and their time commitments to individual activities. A personal loading chart is a tabular representation of major evaluation activities by number of days spent by each key person involved in each activity.

GRANTS.GOV

25. **We strongly suggest**: (1) Read the instructions carefully; (2) Don't wait until close to the due date to set up your account - It can take five or more days to register; (3) Review the application before sending final version to ensure that all information has been uploaded correctly and completely; and (4) Submit early.

26. Electronic applications must be uploaded on Grants.gov by 4:30:00 pm, Washington, D.C. time on the closing date and processed by Grants.gov successfully. Please allow several hours or a full day for this process, if there is a submission error time will be needed to correct the error and resubmit to meet the deadline. For additional information on electronic submission procedures, see the transmittal section of the Notice Inviting Applications.

27. The application information will be uploaded in four areas: ED Abstract Form; Budget Narrative Attachment Form; Program Narrative Attachment Form; and Other Narrative Attachment Form. The ED Abstract Form is for the abstract. The Budget Narrative Attachment Form is for the budget justification. The Program Narrative Attachment Form is for the application narrative based on the selection criteria along with a table of contents - this section has the recommended 125-page limit recommendation. The Other Narrative Attachment Form will include vitas; letters, and any other appendices.

28. **Document Format**: You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format, if you upload a file type other than these three file types, such as Excel, or submit a password protected file, we will not review that material.

29. UNSUBMIT: Please note that Grants.gov does not allow you to unsubmit your application if you find an error before the due date and time. You will have to submit another "new" application and notify NIDRR that you have submitted two applications and which one is the "correct" one to review.

Miscellaneous Information and Reminders

30. Rehabilitation Act: To find information on the Rehab Act of 1973, as amended, as well as other NIDRR policy & legislation, go to: http://www.ed.gov/about/offices/list/osers/nidrr/policy.html and http://www.ed.gov/policy/speced/reg/narrative.html?exp=0

31. Help in Preparing Applications. We are happy to provide general program information. Clearly it would not be appropriate for staff to participate in the actual writing of an application, but we can respond to specific questions about our application requirements and evaluation criteria, or about the announced priorities. Applicants should understand that such previous contact is not required, nor does it guarantee the success of an application.

32. Possibility Of Learning The Outcome Of Review Panels Prior To Official Notification. Every year we are called by a number of applicants who have legitimate reasons for needing to know the outcome of the review prior to official notification. Some applicants need to make job decisions, some need to notify a partner, etc. Regardless of the reason, we cannot share information about the review with anyone until the Assistant Secretary has approved a slate of projects recommended for funding. You will be notified as quickly as possible either by telephone (if your application is recommended for funding), or through a letter (if your application is not successful).

33. Return of Non-Funded Applications. We do not return original copies of applications. Thus, applicants should retain at least one copy of the application. Copies of reviewer comments will be mailed to all applicants.

34. Successful Applications And Estimated/Projected Budget Amounts In Subsequent Years. There is a maximum award amount specified for the priority/competitions included in this package. The Department rejects and does not consider an application that proposes a budget exceeding the maximum amount for any single budget period of 12 months for the priorities included in this package. Since the yearly budgets for multi-year projects will be negotiated at the time of the initial award, applicants must include detailed budgets for each year of their proposed project. Generally, out-year funding levels most likely will not exceed 1st year budgets. However, budget modifications during the negotiation process, the findings from the previous year, or needed changes in the study design can affect your budget requirements in subsequent years, but in no case will out-year budgets exceed the maximum award amount.

35. To see what NIDRR has funded or are currently funding on this priority topic, we have an on-line program directory at www.naric.com

Once there - click on NIDRR. Under grantee resources click on search for other research projects. This will connect you to the program directory. Click on search all fields then type in a topic, ie., Vocational Rehabilitation or employment. By clicking on a grant number you can see information on who has the grant, how to contact them and a brief description of their project. Instead of search all field you can select searching by project type – Disability Rehabilitation Research Projects.

DUNS NUMBER INSTRUCTIONS

NOTE: Check with your fiscal office to see if your institution has an assigned DUNS before contacting Dun & Bradstreet

D-U-N-S No.:Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

http://www.dnb.com/US/duns_update/index.html

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

Note: Electronic submission via Grants.gov must use DUNS number your organization used when it registered in the Central Contractor Registry.

SECTION J

GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

APPLICATION TRANSMITTAL INSTRUCTIONS

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education
GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Applicants will no longer need to use the PureEdge software to create or submit an application. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

   Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be

earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on why an application may be rejected, you can review Application Error Tips http://www.grants.gov/section910/ApplicationErrorTips.pdf. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or http://www.grants.gov/contactus/contactus.jsp, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection.

If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. **(See the Federal Register notice for detailed instructions.)**

MAC Users

If you do not have a Windows operating System, you may need to use the Citrix solution discussed on Grants.gov to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users
http://www.grants.gov/help/download_software.jsp.

If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). Also, do not upload any password protected files to your application.

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

3. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

APPLICATION TRANSMITTAL INSTRUCTIONS FOR MAIL OR HAND DELIVERY

Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

By mail through the U.S. Postal Service:

    U.S. Department of Education
    Application Control Center
    Attention: (CFDA number 84.133A-3)
    LBJ Basement Level 1
    400 Maryland Avenue, SW
    Washington, DC 20202-4260

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. <u>**Submission of Paper Applications by Hand Delivery**</u>.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.133A-3)
550 12th Street, SW
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, D.C. time, except Saturdays, Sundays, and federal holidays.

<u>**Note for Mail or Hand Delivery of Paper Applications**</u>: If you mail or hand deliver your application to the Department—

(1) You must indicate on the envelope and--if not provided by the Department -- in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

SECTION I

REQUIRED FORMS
and
FORM INSTRUCTIONS

APPLICATION FORMS

The enclosed forms shall be used by all applicants for Federal Assistance under all NIDRR programs.   A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

This application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. These parts are as follows:

Part I - Federal Assistance Application Face Page (SF 424)
       - ED Supplemental
Part II - Budget Information
Part III- Application Narrative
Part IV - Assurances, Certifications and Disclosures

Each submitted application should include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0027. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Under terms of the Paperwork Reduction Act of 1980, as amended, and the regulations implementing that Act, the Department of Education invites comment on the public reporting burden in this collection of information. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1820-0027, Washington, DC 20503.

REQUIRED FORMS:

http://www.ed.gov/fund/grant/apply/appforms/appforms.html

► Federal Assistance Face Page (SF 424)
► ED Supplemental to the SF-424
► Instruction for the SF-424
► Budget Information (ED 524)
► Assurances - Non-Construction Programs (SF 424b)
► Certifications Regarding Lobbying; or Grants.gov Lobbying form
► Disclosure of Lobbying Activities (SF LLL)
► Survey on Ensuring Equal Opportunity for Applicants

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.	10.	**Name Of Federal Agency**: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	**Type of Application**: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)	12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	**Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	**Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	**Applicant Identifier**: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a	**Federal Entity Identifier**: Enter the number assigned to your organization by the Federal Agency, if any.	16.	**Congressional Districts Of**: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12th district, NC-103 for North Carolina's 103rd district.
5b.	**Federal Award Identifier**: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		• If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.		• If nationwide, i.e. all districts within all states are affected,

Item	Entry:	Item	Entry:
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.		enter US-all. • If the program/project is outside the US, enter 00-000.
8.	**Applicant Information**: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.		
	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).	19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable**)** that will undertake the assistance activity, if applicable.		
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.	20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions **.**	21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

Type of Applicant table (Item 9):

A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
B. County Government	
C. City or Township Government	
D. Special District Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
E. Regional Organization	
F. U.S. Territory or Possession	O. Private Institution of Higher Education
G. Independent School District	P. Individual
H. Public/State Controlled Institution of Higher Education	Q. For-Profit Organization (Other than Small Business)
	R. Small Business
I. Indian/Native	S. Hispanic-serving

Item	Entry:		Item	Entry:
	American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)		

INSTRUCTIONS FOR DEPARTMENT OF EDUCATION
SUPPLEMENTAL INFORMATION FOR SF 424

1. **Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2. **Novice Applicant.** Check **"Yes"** or "**No**" only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

    Check "**Yes"** if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for Department of Education Supplemental Information for SF 424." By checking "Yes" the applicant certifies that it meets these novice applicant requirements. Check "**No**" if you do not meet the requirements for novice applicants**.**

3. **Human Subjects Research.** (See I. A. "Definitions" in attached page entitled "Definitions for Department of Education Supplemental Information For SF 424.")

    If Not Human Subjects Research. Check "**No**" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

    If Human Subjects Research. Check "**Yes**" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "**Yes**" even if the research is exempt from the regulations for the protection of human subjects. (See I. B. "Exemptions" in attached page entitled "Definitions for Department of Education Supplemental Information For SF 424.")

3a. **If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check "**Yes**" if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. "Exemptions." In addition, follow the instructions in II. A. "Exempt Research Narrative" in the attached page entitled "Definitions for Department of Education Supplemental Information For SF 424."

3a. **If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check "**No**" if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. "Nonexempt Research Narrative" in the page entitled "Definitions for Department of Education Supplemental Information For SF 424

3a. **Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S.

Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

PAPERWORK BURDEN STATEMENT.

DEFINITIONS FOR DEPARTMENT OF EDUCATION
SUPPLEMENTAL INFORMATION FOR SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;

- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and

- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." *(1) If an activity involves*

obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met. [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of *exemptions* are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. *If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.* [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise

examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent**: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional

Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks**: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained**: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:
www.ed.gov/about/offices/list/OCFO/humansub.html

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

INSTRUCTIONS FOR ED 524

GENERAL INSTRUCTIONS

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

SECTION A - BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information:

If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

SECTION B - BUDGET SUMMARY
NON-FEDERAL FUNDS

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

SECTION C - BUDGET NARRATIVE
[ATTACH SEPARATE SHEET(S)]
PAY ATTENTION TO APPLICABLE PROGRAM SPECIFIC INSTRUCTIONS, IF ATTACHED.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

    When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: http://www.ed.gov/fund/grant/apply/appforms/appforms.html.
    You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

4. Provide other explanations or comments you deem necessary.

PAPERWORK BURDEN STATEMENT

data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:

U.S. Department of Education
Washington, DC 20202-4651

If you have comments or concerns regarding the status of your individual submission of this form, write directly to:

(insert program office)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the

Office of Management and Budget
Paperwork Reduction Project (0348-0046)
Washington, DC 20503

SECTION J

APPLICATION CHECKLIST

APPLICATION CHECKLIST

Does your application include each of the following?

[ ] Cover page (SF 424) marked appropriately with 84.133A-3?

[ ] Is the Priority Topic in the Descriptive Title Block 11 in the SF 424?

[ ] Budget form (ED form 524) dollar amounts not exceeding the maximum in any year

[ ] Budget narrative for each year (MATH CHECKED)

[ ] Program narrative, including abstract and responses to the selection criteria

[ ] Assurances and Certifications [list]

[ ] If submitting on Grants.gov, did you upload the correct file?

Did You --

[ ] Mail or submit application on or before **Monday, February 23, 2009**?

[ ] If submitting by paper, provide one (1) original plus 2 copies of the application (One original and 9 copies are requested)?

[ ] If submitting by paper, include all required forms with original signatures and dates?

[ ] Include narrative on the Protection of Human Subjects?

[ ] If submitting on Grants.gov was your upload **fully completed <u>before the 4:30:00 pm</u>, Washington, D.C. time on the closing date date and processed and validated successfully by Grants.gov**?

[ ] Used correct mailing address from Section B?

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application within fifteen (15) days from the closing date, call:

      U.S. Department of Education
      Application Control Center
      (202) 245-6288

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

      ED Internet Home Page   http://www.ed.gov   (WWW address)