

REQUIRED APPLICATION MATERIALS

Explanations for each required element of an application for a Congressionally-directed grant are included at the e-Grants application site noted in OPE's letter to the presidents of recipient institutions (<http://e-grants.ed.gov>). The following comments are intended to reinforce certain elements of those instructions.

I. Each application must include the following forms and documents, completed per their instructions:

- A title page (ED 424) signed by an authorized institutional representative;
- A budget summary form (ED 524) showing, in Section A, project costs to be charged to the Congressionally-directed grant and, in Section B, any non-Federal funds intended as matching costs;
- A statement in response to the Department of Education's General Education Provisions ACT (GEPA), Section 427;
- Form 424B – Assurances, Non-construction programs;
- Certifications form regarding lobbying and other matters;
- Certifications form regarding debarment and other matters; and
- Form SF-LLL, Disclosure of Lobbying Activities.

Regarding the **title page** (ED 424), please note that no application can be processed without all the required information. If the organization named as recipient of the award does not already have D-U-N-S and T-I-N numbers, *numbers must be obtained before the application is submitted* (see instructions included with Form ED-424). The project director named on the application must be someone empowered to negotiate with the Department on the terms and conditions of the award, and should be someone who will be generally available for consultation during the application process. Communications will generally occur through e-mail, so it is important that a valid e-mail address for the project director be recorded on the title page.

The title page requires applicants to designate start and end dates for their Congressionally-directed grant project. *It is the expectation of Congress and the Department of Education that projects will be completed within one year of their start dates.* Some awards, due to their nature or size, may require a longer project period. Applicants are advised that initial project periods of up to three years can be approved in such cases; if you wish the grant to extend longer than one year, please explain in your statement of work why additional time is necessary to realize the goals set by Congress for the award.

Projects cannot start until they are approved by the Department. Applicants submitting on March 18, 2005, can therefore expect a start date around May 1, 2005. Applicants can request a later start date, but all projects must start by September 30, 2005.

II. In addition to the required forms and documents noted above, each application must include:

- **Abstract:** A one-paragraph abstract describing the purposes and activities for which the Congressional award will provide support. This statement will be sent to your Congressional sponsor and should begin: “X (institution) will use its Congressionally-directed grant of \$X to.....”
- **Statement of Work:** A statement of work (project narrative), not to exceed 10 double-spaced pages, describing the activities to be supported by the grant and their relationship to the Congressional purposes established for the award, the persons responsible for implementing those activities (including any subcontractors), etc. This narrative should answer the following questions in some detail: What is it the institution wishes to do with the grant funds? Who will be involved in carrying out these activities? What is the project timeline and when is it expected to be completed? *It is not necessary to address the need for the project or the qualifications of the recipient institution to carry it out; the Congressional appropriation has settled those issues and the Department will make no separate judgment. Note also that the materials submitted to Congress in soliciting an earmark are not sufficient to address this requirement and are not expected to be included with your application.*
- **Evaluation Plan:** Each application must include a description of how you plan to evaluate whether and to what extent you have realized the goals set by Congress for this award. *This statement should not exceed three double-spaced pages.* The scope of your evaluation process will depend on the purposes set by Congress and the nature of your workplan. If the grant serves simply to purchase equipment, there is little to evaluate other than to confirm that the task was accomplished. A grant “to expand nursing programs” should assess the impact of the grant on the nursing program, including changes in course offerings, numbers of students served, etc.
- **Line item budget and budget narrative:** The line item budget expands on the summary budget presented in Form ED 524, breaking down the costs in each budget category into their component parts. If any *salaries* are to be covered by the grant, the line item budget should indicate whose salaries are included, at what percentage of their time, the base annual salary, and the amount of their salary to be charged to the grant. Even if not included in the budget, the *percentage of time* that the project director will devote to the grant project should also be noted in the budget narrative. In the case of *equipment*, it is sufficient to describe the equipment in a general way (e.g., 20 laptop computers) with an approximate cost estimate. It is not necessary to specify manufacturers or model numbers; the Department will assume that you will choose machines appropriate to the task and at the best price available at the time of purchase. The separate budget narrative must relate these budget items to the purposes set by Congress for your award. (See “Post-Award Information” regarding changes in budgets after an award is made.)