

U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
WASHINGTON, D.C. 20202-2575

Archived Information

**FY 2006 APPLICATION KIT FOR NEW GRANTS
UNDER
THE NATIONAL INSTITUTE ON DISABILITY AND
REHABILITATION RESEARCH**

SPINAL CORD INJURY MODEL SYSTEMS

CFDA NUMBER: 84.133N



FORM APPROVED
OMB No. 1820-0027, EXP. DATE 02/28/2007
ED FORM 424, 02/28/2008

DATED MATERIAL - OPEN IMMEDIATELY

CLOSING DATE: APRIL 21, 2006

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**SECTION
A**

DEAR APPLICANT LETTER

Dear Applicant:

The Secretary invites applications for new awards for fiscal year (FY) 2006 for the Spinal Cord Injury Model Systems (CFDA 84.133N), authorized under the Rehabilitation Act of 1973, as amended, to fund demonstration projects that (a) provide comprehensive rehabilitation services to individuals with spinal cord injuries and (b) conduct spinal cord research, including clinical research and analysis of standardized data in collection with other related projects.

Each SCIMS center funded under this program must have a multidisciplinary system for providing rehabilitation services specifically designed to meet the special needs of individuals with SCI. These services include acute care as well as periodic inpatient or outpatient follow-up and vocational services. Centers demonstrate and evaluate existing, new, and improved methods and equipment essential to the care, management, and rehabilitation of individuals with SCI. Centers also demonstrate and evaluate methods of community outreach and education for individuals with SCI in connection with the problems these individuals experience in such areas as housing, transportation, recreation, employment, and community activities. SCIMS centers maintain close working relationships with other governmental and voluntary institutions and organizations to unify and coordinate scientific efforts, encourage joint planning, and promote the interchange of data and reports among SCI researchers.

SCIMS Centers will be funded at varying amounts up to the maximum award based on the numbers of subjects eligible for follow-up in the existing database. Existing centers with significantly larger numbers of subjects will receive higher funding within the specified range, as determined by NIDRR after the applicant is selected for funding. Applicants provide detailed budgets for each research project and for data collection costs associated with the longitudinal database. Funding will be determined individually for each successful applicant, up to the maximum allowed, based upon the documented workload associated with the follow-up data collection, the other costs of the grant, and the overall budgetary limits of the program.

Successful applicants under the SCIMS Centers competition will be invited by letter to apply for funding as a lead center under the SCIMS Multi-Site Research Projects priority. Under this priority, we anticipate funding two collaborative, multi-site research projects in SCI research, with an estimated available funding level of \$1.8 million. In addition, \$2.66 million is available to support start-up activities associated with mounting these collaborative multi-site research projects.

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, innovative strategies utilized, project outcomes, and dissemination.

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

APPLICATION PROCEDURES

This application kit contains information and the required forms for potential applicants to apply and be considered for a FY 2006 grant award under these competitions, including the published Federal Register notice dated Monday, February 27, 2006.

Potential applicants are advised to read the materials carefully, particularly 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 appropriate selection criteria (Section E) used by the reviewers to evaluate each application.

These instructions indicate that you can either submit your application electronically through the grants.gov system or you can mail (postmarked) or hand-deliver or by carrier service one original and two copies of your application on or before the application deadline date, to the address list in Section B, Notice Inviting Applications, and Section I - Application Transmittal Instructions. The closing date (application deadline) is **Friday, April 21, 2006**.

If you are submitting by paper

Applications must be postmarked by the closing date of **Friday, April 21, 2006**, if submitting in paper. Follow the Application Transmittal Instructions for submitting in paper or electronically found in Section I. Please include an electronic copy (disk) with your application. NIDRR would appreciate that you include 9 additional copies of your application to facilitate the peer review process (12 copies in all). In addition, NIDRR requests that you submit a disk copy of your application. Also, we would 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 uploaded on Grants.gov and then processed by Grants.gov successfully by 4:30 pm, Washington DC time on the closing date. It may take up to several hours for this process. Please allow several hours or a full day because if there is a submission error time will be needed to correct the error and resubmit either electronically or by paper to meet the deadline time and date. For additional information on electronic submission procedures, see the Grants.gov Submission Procedures and Tips for Applicants - Section I. A copy of your application must not be emailed directly to the Department only submit it electronically via Grants.gov. We strongly suggest that you carefully check your submission to ensure that you have attached the correct files in the appropriate fields.

We encourage you to read Section I -- 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

Pre-Application Meeting: The pre-application meeting will be held on Monday, March 20, 2006. Interested parties are invited to participate in a pre-application meeting to discuss the funding priority and to receive information and technical assistance through individual consultation. You must contact Donna Nangle in order to participate in this meeting either by conference call or in person at the NIDRR, Potomac Center Plaza, room 6075, 550 12th Street, SW., Washington, DC between 10 a.m. and 12 noon. After the meeting, NIDRR staff also will be available, with prior request, from 1:30 p.m. to 4:00 p.m. on that same day to provide information and technical assistance through individual consultation.

If you have any questions about the information in this application packet, 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.

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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 packet to the individual or office responsible for preparing an application, as they will need the entire packet to complete the grant application.

Thank you for your interest in these programs.

Sincerely,

/s/

Steven James Tingus, M.S., C.Phil.
Director,
National Institute on Disability
and Rehabilitation Research

**SECTION
B**

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

4000-01-U

DEPARTMENT OF EDUCATION

Office of Special Education and Rehabilitative Services

Overview Information

National Institute on Disability and Rehabilitation Research
(NIDRR)--Spinal Cord Injury Model Systems Centers (SCIMS
Centers).

Notice inviting applications for new awards for fiscal year (FY)
2006.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.133N-1

Dates:

Applications Available: February 27, 2006.

Deadline for Transmittal of Applications: April 21, 2006.

Date of Pre-Application Meeting: March 20, 2006.

Eligible Applicants: States; public or private agencies,
including for-profit agencies; public or private organizations,
including for-profit organizations; institutions of higher
education; and Indian tribes and tribal organizations.

Estimated Available Funds: \$6,500,000.

Estimated Range of Awards: \$439,000 - \$489,000.

Estimated Average Size of Awards: \$464,000.

Note: For planning purposes, NIDRR suggests that applicants
allot no more than 15 percent of their budget to the module
project.

Maximum Award: We will reject any application that proposes a
budget exceeding \$489,000 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 1: The maximum amount includes direct and indirect costs.

Note 2: SCIMS Centers will be funded at varying amounts up to
the maximum award based on the numbers of subjects eligible for
follow-up in the existing database. Existing centers with
significantly larger numbers of subjects will receive higher

funding within the specified range, as determined by NIDRR after the applicant is selected for funding.

Applicants should include in their budgets specific estimates of their costs for follow-up data collection. Funding will be determined individually for each successful applicant, up to the maximum allowed, based upon the documented workload associated with the follow-up data collection, the other costs of the grant, and the overall budgetary limits of the program.

Estimated Number of Awards: 14.

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

Project Period: Up to 60 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of this program is to provide assistance for demonstration projects that (a) provide comprehensive rehabilitation services to individuals with spinal cord injuries and (b) conduct spinal cord research, including clinical research and analysis of standardized data in collection with other related projects.

Priority: This priority is from the notice of final priorities for the SCIMS program and the Disability Rehabilitation Research Projects (DRRP) program, published elsewhere in this issue of the Federal Register.

Absolute Priority: For FY 2006 this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

SCIMS Centers.

The general and specific requirements for meeting this priority are in the notice of final priority for this program and the DRRP program, published elsewhere in this issue of the Federal Register.

Note: The Department will invite by letter successful applicants under the SCIMS Centers competition to apply for funding as a lead center under the SCIMS Multi-Site Research Projects priority established for the DRRP program and published elsewhere in this issue of the Federal Register. Under this priority, we anticipate funding two collaborative, multi-site research projects in SCI research, with an estimated available funding level of \$1.8 million. In addition, \$2.66 million is available to support start-up activities associated with mounting these collaborative multi-site research projects.

Program Authority: 29 U.S.C. 760, 764(a), and 764(b)(4).

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 SCIMS program and the DRRP program, published elsewhere in this issue of the Federal Register.

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$6,500,000.

Estimated Range of Awards: \$439,000 - \$489,000.

Estimated Average Size of Awards: \$464,000.

Note: For planning purposes, NIDRR suggests that applicants allot no more than 15 percent of their budget to the module project.

Maximum Award: We will reject any application that proposes a budget exceeding \$489,000 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 1: The maximum amount includes direct and indirect costs.

Note 2: SCIMS Centers will be funded at varying amounts up to the maximum award based on the numbers of subjects eligible for follow-up in the existing database. Existing centers with significantly larger numbers of subjects will receive higher funding within the specified range, as determined by NIDRR after the applicant is selected for funding.

Applicants should include in their budgets specific estimates of their costs for follow-up data collection. Funding will be determined individually for each successful applicant, up to the maximum allowed, based upon the documented workload associated with the follow-up data collection, the other costs of the grant, and the overall budgetary limits of the program.

Estimated Number of Awards: 14.

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

Project Period: Up to 60 months.

III. Eligibility Information

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

2. Cost Sharing or Matching: This competition does not involve cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: You may obtain an application package via Internet or from the ED Publications Center (ED Pubs). To obtain a copy via Internet use the following address:

<http://www.ed.gov/fund/grant/apply/grantapps/index.html>

To obtain a copy from ED Pubs, write or call the following: ED Pubs, 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), you may call (toll free): 1-877-576-7734.

You may also contact ED Pubs at its Web site:
www.ed.gov/pubs/edpubs.html or you may contact ED Pubs at its e-mail address: edpubs@inet.ed.gov

If you request an application from ED Pubs, be sure to identify this competition as follows: CFDA Number 84.133N.

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the program contact person listed under For Further Information Contact in section VII 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 application package for this competition.

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, including 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).

The suggested 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, you must include all of the application narrative in 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 (ED Standard Form 424); budget requirements (ED Form 524) and narrative justification, which also includes a detailed budget for research projects and data collection; other required forms; an abstract, Human Subjects narrative, Part III narrative; resumes of staff; and other related materials, if applicable.

3. Submission Dates and Times:

Applications Available: February 27, 2006.

Deadline for Transmittal of Applications: April 21, 2006.

Pre-Application Meeting: Interested parties are invited to participate in a pre-application meeting to discuss the funding priority and to receive information and technical assistance through individual consultation. The pre-application meeting will be held on March 20, 2006. Interested parties may participate in this meeting either by conference call or in person at the U.S. Department of Education, Office of Special Education and Rehabilitative Services, Potomac Center Plaza, room 6075, 550 12th Street, SW., Washington, DC between 10 a.m. and 12 noon. After the meeting, NIDRR staff also will be available from 1:30 p.m. to 4:00 p.m. on that same day to provide information and technical assistance through individual consultation. For further information or to make arrangements to attend either in person or by conference call, or for an individual consultation, contact Donna Nangle, U.S. Department of Education, Potomac Center Plaza, room 6030, 550 12th Street, SW., Washington, DC 20202. Telephone (202) 245-7462 or by e-mail:

donna.nangle@ed.gov

Assistance to Individuals With Disabilities at the Pre-Application Meeting

The meeting site is accessible to individuals with disabilities, and a sign language interpreter will be available. If you will need an auxiliary aid or service other than a sign

language interpreter in order to participate in the meeting (e.g., other interpreting service such as oral, cued speech, or tactile interpreter; assistive listening device; or materials in alternate format), notify the contact person listed in this notice at least two weeks before the scheduled meeting date. Although we will attempt to meet a request we receive after this date, we may not be able to make available the requested auxiliary aid or service because of insufficient time to arrange it.

Applications for grants under this competition 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 by mail or hand delivery, please refer to section IV. 6 Other Submission Requirements in this notice.

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

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

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: Applications for grants under this competition may be submitted electronically or in paper format by mail or hand delivery.

a. Electronic Submission of Applications.

We have been accepting applications electronically through the Department's e-Application system since FY 2000. In order to expand on those efforts and comply with the President's Management Agenda, we are continuing to participate as a partner in the new government wide Grants.gov Apply site in FY 2006. Spinal Cord Injury Model System Centers-CFDA Number 84.133N-1 is

one of the programs included in this project. We request your participation in Grants.gov.

If you choose to submit your application electronically, you must use the Grants.gov Apply site at <http://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 Spinal Cord Injury Model Systems Centers, 84.133N-1 at: <http://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. 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 time and date stamped. Your application must be fully uploaded and submitted, and must be date/time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date/time stamped by the Grants.gov system later than 4:30 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date/time stamped by the Grants.gov system after 4:30 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 application 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 of the steps in the Grants.gov registration process (see <http://www.Grants.gov/GetStarted>). These steps include (1) registering your organization, (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 <http://www.grants.gov/assets/GrantsgovCoBrandBrochure8X11.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 successfully submit an application via Grants.gov.

- 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.

- You may submit all documents electronically, including all information typically included on the Application for Federal Education Assistance (ED 424), Budget Information–Non-Construction Programs (ED 524), and all necessary assurances and certifications. If you choose to 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 above 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 an automatic acknowledgment from Grants.gov that contains a Grants.gov tracking number. The Department will retrieve your application from Grants.gov and send you a second confirmation by e-mail that will include 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 System Unavailability

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 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 as described elsewhere in this notice. If you submit an application after 4:30 p.m., Washington, DC time, on the deadline date, please contact the person listed elsewhere in this notice under For Further Information Contact, and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number (if available). 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 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: Extensions referred to 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 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 applicable following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.133N-1)
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center-Stop 4260
Attention: (CFDA Number 84.133N-1)
7100 Old Landover Road
Landover, MD 20785-1506

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, or
- (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, or
- (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 84.133N-1)
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, 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 4 of the Application for Federal Education Assistance (ED 424) the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

- (2) The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive

the grant application receipt acknowledgment 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

Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210 of EDGAR and 34 CFR 350.54 and are listed in the application package.

The Secretary is interested in hypothesis-driven research and development projects. To address this interest it is expected that applicants will articulate goals, objectives, and expected outcomes for the proposed research and development activities. It is critical that proposals describe expected public benefits, especially benefits for individuals with disabilities, and propose projects that are optimally designed to demonstrate outcomes that are consistent with the proposed goals. Applicants are encouraged to include information describing how they will measure outcomes, including the indicators that will represent the end-result, 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, including a discussion of measures of effectiveness. Submission of this information is voluntary except where required by the selection criteria listed in the application package.

VI. Award Administration Information

1. Award Notices: 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 also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the

application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of 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. Reporting: 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 in 34 CFR 75.118.

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

4. Performance Measures: 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, through expert peer review, 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 percentage of grantee research and development that has appropriate study design, meets rigorous standards of scientific and/or engineering methods and builds on and contributes to knowledge in 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) for these reviews. NIDRR also determines, using information submitted as part of the APR, the number of publications in refereed journals that are based on NIDRR-funded research and development activities.

Department of Education program performance reports, which include information on NIDRR programs, are available on the Department's Web site:

<http://www.ed.gov/about/offices/list/opepd/sas/index.html>

Updates on the GPRA indicators, revisions and methods appear in the NIDRR Program Review Web site:

<http://www.neweditions.net/pr/commonfiles/pmconcepts.htm>

Grantees should consult these sites, 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 6030, Potomac Center Plaza, Washington, DC 20202. Telephone: (202) 245-7462 or via Internet:

donna.nangle@ed.gov

If you use a telecommunications device for the deaf (TDD), you may call the TDD number at (202) 245-7317 or the Federal Relay Service (FRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or

computer diskette) on request to the program contact person listed in this section.

VIII. Other Information

Electronic Access to This Document: You may 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.

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Dated:

//signed//_____

John H. Hager,
Assistant Secretary for
Special Education and
Rehabilitative Services.

**SECTION
C**

**FEDERAL REGISTER NOTICE OF FINAL
PRIORITIES**

4000-01-U

DEPARTMENT OF EDUCATION

National Institute on Disability and Rehabilitation Research--
Disability and Rehabilitation Research Projects and Centers
Program--Spinal Cord Injury Model Systems Centers (SCIMS Centers)
and Disability Rehabilitation Research Projects (DRRPs)

AGENCY: Office of Special Education and Rehabilitative Services,
Department of Education.

ACTION: Notice of final priorities for SCIMS Centers and DRRPs.

SUMMARY: The Assistant Secretary for Special Education and
Rehabilitative Services announces a final priority for Spinal
Cord Injury Model Systems Centers (SCIMS centers) and a final
priority and selection criterion for the Disability and
Rehabilitation Research Projects (DRRPs) administered by the
National Institute on Disability and Rehabilitation Research
(NIDRR). The Assistant Secretary may use these priorities and
selection criterion for competitions in fiscal year (FY) 2006 and
later years. We take this action to focus research attention on
areas of national need. We intend these priorities and selection
criterion to improve rehabilitation services and outcomes for
individuals with disabilities.

EFFECTIVE DATE: These priorities are effective March 28, 2006.

FOR FURTHER INFORMATION CONTACT: Donna Nangle, U.S. Department
of Education, 400 Maryland Avenue, SW., room 6030, Potomac Center
Plaza, 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), you
may call the Federal Relay Service (FRS) at 1-800-877-8339.

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an alternative format (e.g., Braille, large print, audiotape, or
computer diskette) on request to the contact person listed under
FOR FURTHER INFORMATION CONTACT.

SUPPLEMENTARY INFORMATION:

Spinal Cord Injury (SCI) Model Systems Program

The Spinal Cord Injury Model Systems (SCIMS) program is designed to study the course of recovery and outcomes following the delivery of a coordinated system of care for individuals with SCI. Under this program, SCIMS centers provide comprehensive rehabilitation services to individuals with SCI and conduct spinal cord research, including clinical research and the analysis of standardized data in collaboration with other related projects.

Each SCIMS center funded under this program establishes a multidisciplinary system for providing rehabilitation services specifically designed to meet the special needs of individuals with SCI. These services include acute care as well as periodic inpatient or outpatient follow-up and vocational services. Centers demonstrate and evaluate the benefits and cost effectiveness of their systems for providing rehabilitation services to individuals with SCI and demonstrate and evaluate existing, new, and improved methods and equipment essential to the care, management, and rehabilitation of individuals with SCI. Centers also demonstrate and evaluate methods of community outreach and education for individuals with SCI in connection with the problems these individuals experience in such areas as housing, transportation, recreation, employment, and community activities. SCIMS centers engage in initiatives and new approaches and maintain close working relationships with other governmental and voluntary institutions and organizations to unify and coordinate scientific efforts, encourage joint planning, and promote the interchange of data and reports among SCI researchers. Additional information on the SCIMS program can be found at:

<http://www.ed.gov/rschstat/research/pubs/res-program.html#model>

Disability and Rehabilitation Research Projects (DRRP) Program

The purpose of the DRRP Program is to plan and conduct research, demonstration projects, training, and related activities that help to maximize the full inclusion and integration of individuals with disabilities into society and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended (Act). 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:

<http://www.ed.gov/rschstat/research/pubs/res-program.html#DRRP>

We published a notice of proposed priorities (NPP) for these programs in the Federal Register on December 13, 2005 (70 FR 73738). The NPP included a background statement that described our rationale for proposing these priorities. This NPP contains several changes from the NPP. We fully explain these changes in the Analysis of Comments and Changes section that follows.

Analysis of Comments and Changes

In response to our invitation in the NPP, 12 parties submitted comments on the proposed priorities. An analysis of the comments and the changes in the priorities since publication of the NPP follows. We discuss major issues according to subject.

Generally, we do not address technical and other minor changes and suggested changes we are not authorized to make under the applicable statutory authority.

Priority One - Collaborative Research Module Projects
Comment: One commenter was unclear about the relationship between the module projects in Priority One and the multi-site collaborative projects in Priority Two.

Discussion: In Priority One, NIDRR is requiring that the SCIMS centers participate in at least one collaborative research module project. These modules are designed to encourage collaboration among the SCIMS centers during the funding cycle. All centers will participate in at least one module project. Centers will determine which module projects they wish to participate in once the project directors and NIDRR select the module projects at the beginning of the funding cycle. NIDRR is recommending that each center set aside up to 15 percent of its budget for participating in these module projects.

The Priority Two competition is a separate competition. While only SCIMS centers selected for funding under the Priority One competition may compete under Priority Two, there is no requirement that the SCIMS centers funded under Priority One compete in the Priority Two competition.

Change: None.

Comment: One commenter asked if NIDRR would clarify that, under Priority One, applicants must both propose at least one and participate in at least one collaborative module project.

Discussion: NIDRR agrees that clarification of this requirement would be helpful to applicants.

Change: The priority has been changed to clarify that, to meet the requirements of Priority One, an applicant must propose at least one collaborative research module project and participate in at least one collaborative research module project.

Comment: Five commenters raised concerns about the difficulty of budgeting for the collaborative research module project required under Priority One.

Discussion: NIDRR acknowledges that additional direction would facilitate budgeting and therefore planning for the module projects. For planning purposes, we suggest that applicants allot no more than 15 percent of their budget to the module project.

Change: None.

Comment: One commenter asked if the module projects as implemented will be held to the actual parameters as presented in the proposal.

Discussion: The module project proposals of applicants selected for funding under Priority One will be reviewed by all project directors and key NIDRR staff and projects will be selected for implementation. Since these are peer-reviewed projects, it is expected that the projects will be implemented as proposed with adjustments as necessary to accommodate unexpected contingencies. In accordance with NIDRR policy, any substantial changes to project scope must be approved by the assigned NIDRR project officer.

Change: None.

Comment: Two commenters asked whether the module projects can involve non-SCIMS centers.

Discussion: Participation in the module projects will be limited to the funded SCIMS centers.

Change: The priority has been modified to clarify that participation in these module projects is limited to funded SCIMS centers.

Comment: One commenter suggested that NIDRR require that some of the Priority One collaborative research module projects focus on SCI outcome measures.

Discussion: While NIDRR agrees that outcome measures might be an excellent subject for the Priority One module projects, it does not believe that all applicants should be required to propose module projects that focus only on outcomes. Nothing in the priority precludes an applicant from suggesting such a research focus, however. The peer review process will evaluate the merits of the proposals.

Change: None.

Comment: One commenter suggested that NIDRR clarify whether SCIMS centers funded under Priority One will be able to participate in more than one collaborative research module project.

Discussion: NIDRR does not stipulate that applicants participate in only one module project. The number and subject of the modules selected for implementation will not be known, however, until after the first Project Directors' meeting. Each successful applicant will work with NIDRR staff to determine if allocations of staffing and budget allow participation in more than one module project.

Change: None.

Comment: Two commenters asked NIDRR to clarify whether the Priority One module projects must focus on intervention studies or whether these module projects can truly be innovative and pilot in nature.

Discussion: While NIDRR supports the idea that the module projects can be innovative and pilot in nature, NIDRR is not prescribing that only these types of projects can be proposed under Priority One. NIDRR suggests that applicants clearly identify the research question the project will address, its importance, and its proposed outcomes and clarify the nature of the project so that reviewers can determine whether the scope and format of the project is appropriate.

Change: None.

Comment: One commenter asked whether applicants are expected to establish collaborative relationships with other centers prior to submitting their applications and whether applicants can propose the same module projects in their applications.

Discussion: NIDRR is not requiring applicants to identify or to have established relationships with their collaborators when they submit their applications. As stated in the priority, the decisions regarding selection of module projects for implementation will be made by the project directors of the newly

awarded centers in conjunction with NIDRR staff. Each center will then be required to participate in at least one of these projects. There is nothing to prohibit applicants under Priority One from proposing the same module project.

Change: None.

Priority One - SCIMS Database

Comment: Several commenters asked that NIDRR clarify whether the requirement that at least 30 subjects be enrolled per year applies to the longitudinal portion of the database (FORM I) or the registry portion of the database.

Discussion: This requirement is for full enrollment into the longitudinal portion of the database. Thus, these subjects must be enrolled with the expectation that they will be followed long-term.

Change: The priority has been changed to reflect this requirement.

Comment: One commenter recommended that NIDRR increase the required number of subjects enrolled in the longitudinal database to 40 instead of 30 subjects.

Discussion: This is the first time that NIDRR has specified a minimum number of subjects for database enrollment. NIDRR based the requirement on an analysis of historical trends within the database. At the present time, SCIMS centers are required to enroll all eligible subjects into the database, and many centers enroll more than 30 subjects. While nothing in the priority precludes an applicant from enrolling more than 30 subjects, NIDRR does not believe that all applicants should be required to enroll at least 40.

Change: None.

Comment: Two commenters asked NIDRR whether there will be differential funding for centers with markedly different workloads for follow-up data collection associated with the longitudinal database. This differential workload occurs when

existing centers have large numbers of enrolled subjects in the longitudinal database compared to new centers with none.

Discussion: NIDRR agrees that there should be differential funding associated with the longitudinal database portion of the priority. Information on these funding level differences will be provided in any notice we publish in the Federal Register inviting applications for funding under Priority One.

Change: None.

Comment: One commenter recommended that there be a maximum number of enrollees per year in order to relieve the burden on centers that are successful in enrolling large numbers of subjects.

Discussion: NIDRR agrees that this is an issue and plans to work with the project directors and others to determine a scientific basis for limiting enrollment in the database. For the purpose of this priority, however, it is recommended that centers budget for enrolling all eligible subjects into the database, with appropriate adjustment, based on previous experience, for refusals to participate.

Change: None.

Comment: One commenter asked whether subjects enrolled into the longitudinal database must have a traumatic etiology or could have a nontraumatic etiology.

Discussion: The inclusion criteria specify that subjects entered into the database must have a clinically discernible degree of neurologic impairment caused by a traumatic event.

Change: None.

Priority One - Site-Specific Research Projects

Comment: One commenter expressed concern that the requirement to conduct no more than one site-specific project would force existing SCIMS centers that receive funding under this priority to interrupt or eliminate specific ongoing research projects. The concern is that research that is ongoing and is designed to be carried out in a step-wise fashion over multiple funding

cycles will not be continued because of the limit on site-specific projects.

Discussion: NIDRR agrees that this is a valid concern. The decision to limit the number of projects reflects a concern that SCIMS centers devote sufficient resources to site-specific research to allow rigorous methods to be used and to conduct research that is robust enough to engender confidence in the results.

Change: NIDRR will balance these concerns by allowing applicants to propose no more than two site-specific research projects and will allow the peer review process to judge the scientific merit of the proposals and the feasibility of the implementation of up to two projects. NIDRR will not accept applications that propose more than two site-specific projects. The priority has been changed to reflect the requirement regarding the maximum number of site-specific projects that an applicant may propose.

Comment: One commenter asked NIDRR to clarify whether there will be weighting of priorities so that preference is given to intervention studies as the subject of the site-specific research project.

Discussion: NIDRR is encouraging applicants to test innovative approaches to treatment and evaluation of SCI outcomes. This focus on treatment supports an emphasis on interventions research; however, NIDRR suggests that applicants could consider the ways in which prognostic or diagnostic research can support the development of interventions that improve outcomes for persons with SCI. Nothing in the priority would preclude an applicant from suggesting such an approach. The peer review process will evaluate merits of the proposals.

Change: This priority has been changed to clarify the focus on rehabilitation interventions.

Priority One -- General

Comment: One commenter suggested that NIDRR require that projects submitted under Priority One focus on the unique issues,

including health disparities, faced by persons with SCI from minority backgrounds who live in rural areas.

Discussion: NIDRR agrees that persons with SCI who live in rural areas may experience unique issues, including significant health disparities. NIDRR also agrees that these disparities may be significant for individuals from minority populations. Nothing in the priority precludes an applicant from addressing these issues. However, NIDRR does not believe that all SCIMS centers should be required to address these problems. The peer review process will evaluate the merits of the proposals.

Change: None.

Comment: One commenter suggested that NIDRR require that SCIMS centers have the technology and capacity to lead clinical trials.

Discussion: NIDRR agrees that SCIMS centers must have the capacity to conduct rigorous research. However, NIDRR does not believe that all centers should be required to demonstrate their ability to lead clinical trials.

Change: None.

Comment: One commenter expressed concern regarding requirements for dissemination activities within the SCIMS program.

Discussion: On February 7, 2006, NIDRR published a combined notice of proposed priorities, which included a priority for the funding of a Model Systems Knowledge Translation Center (MSKTC)(71 FR 6317) that will focus on cross-model system dissemination efforts. Applicants are encouraged to review this priority and determine and discuss in their applications what resources will be required to provide information to this center.

Change: None.

Comment: Several commenters noted that the criteria for inclusion in the model SCI systems database, which were described in the background section of the proposed priority, were overly inclusive and did not reflect recent changes to the inclusion criteria.

Discussion: NIDRR acknowledges that there has been recent tightening of the inclusion criteria to require that subjects enrolled into the database must complete inpatient acute rehabilitation at the Model SCI system, not just receive care at one component of the model system of care. These criteria are now as follows:

Eligible subjects must -

(a) Complete inpatient acute rehabilitation at the model SCI system, expire during Model SCI system hospitalization, or achieve complete recovery or minimal deficit status at the time of discharge from the model SCI system; (b) Be treated at a Model SCI system within one year of the injury; (c) Sign a consent form and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) authorization; (d) Reside in a geographic catchment area of the model system at the time of the injury; and (e) Be a U.S. citizen.

Change: None.

Priority Two -- General

Comment: Two commenters stated that the timeline for making the awards may not allow sufficient time for applicants to develop successful proposals for collaborative projects for the Priority Two competition.

Discussion: NIDRR recognizes that the timeline for these competitions is tight. NIDRR, however, believes that there is sufficient time to conduct these competitions in the remainder of this fiscal year, and anticipates that applicants for the Priority Two competition will have 60 days to submit their applications following notification of their success in the Priority One competition. Because the priorities for these two competitions are being announced simultaneously, potential applicants will have many months to consider their applications for Priority Two.

Change: None.

Comment: One commenter urged NIDRR to require that applicants for funding under Priority Two recognize clinical practice guidelines (CPGs) in formulating their proposals.

Discussion: While NIDRR agrees that CPGs may be proposed for research under Priority Two, NIDRR does not believe that all applicants should be required to take this approach. Nothing in the priority precludes an applicant from suggesting such an approach. The peer review process will evaluate merits of the proposals.

Change: None.

Comment: None.

Discussion: The NPP specified in paragraph 4 of Priority Two that an applicant must not request an amount in excess of \$800,000 to cover startup costs. Upon internal review we are removing this dollar amount to provide applicants with greater flexibility to estimate their startup costs.

Change: We have modified paragraph 4 in Priority Two to remove the reference to the \$800,000 cap on startup costs.

Note: This notice does not solicit applications. In any year in which we choose to use these final priorities and selection criterion, we invite applications through a notice in the Federal Register. When inviting applications we designate the priority 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 priority (34 CFR 75.105(c)(2)(i)); or (2) selecting an application that meets the competitive 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)).

Note: This notice of final priorities 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). 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 8166), 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.

PRIORITIES

Priorities and Selection Criterion

In accordance with section 204(b)(4) of the Act, and 34 CFR part 359, Priority One will provide for the funding of SCIMS centers that will build upon the work of the currently-funded SCIMS centers, to provide comprehensive rehabilitation services to individuals with SCI and conduct spinal cord research, including clinical research and the analysis of standardized data in collaboration with other related projects.

Priority Two, authorized under section 204(a) of the Act and 34 CFR part 350, will provide for the funding of DRRPs to conduct multi-site research that contributes to evidence-based rehabilitation interventions and clinical practice guidelines that improve the lives of individuals with SCI. These projects will serve the overall purpose of the DRRP program, which 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 Act. DRRPs carry out one or more of the following types of activities, as specified in 34 CFR 350.13 through 350.19: research, development, demonstration, training, dissemination, utilization, and technical assistance.

The Department is interested in ensuring that grantees use rigorous methods to carry out multi-site research conducted under Priority Two. Therefore, we are establishing an additional selection criterion to address methods for carrying out multi-site research collaboration for Priority Two. This criterion is intended to emphasize the importance of multi-site research collaboration.

To be eligible under Priority Two, an applicant must have received a grant under Priority One. The Department intends to announce the competition for Priority Two awards after selecting the grantees from the Priority One competition. Only successful applicants from the Priority One competition will be eligible to apply for awards under the Priority Two competition.

Priority One--SCIMS Centers

The Assistant Secretary establishes a priority for the funding of Spinal Cord Injury Model Systems (SCIMS) centers to conduct research that contributes to evidence-based

rehabilitation interventions and clinical and practice guidelines that improve the lives of individuals with spinal cord injury (SCI). Each SCIMS center must--

1. Contribute to continued assessment of long-term outcomes of SCI by enrolling at least 30 subjects per year into the longitudinal portion of the SCIMS database, following established protocols for the collection of enrollment and follow-up data on subjects;

2. Contribute to improved outcomes for persons with SCI by proposing at least one collaborative research module project and participating in at least one collaborative research module project, which may range from pilot research to more extensive studies. (At the beginning of the funding cycle, the SCI model systems directors, in conjunction with NIDRR, will select specific modules for implementation from the approved applications.) Participation in these module projects is limited to funded SCIMS centers; and

3. Contribute to improved long-term outcomes of individuals with SCI by conducting no more than two site-specific research projects to test innovative approaches that contribute to rehabilitation interventions and evaluating SCI outcomes in accordance with the focus areas identified in NIDRR's Final Long-Range Plan for FY 2005-2009 (Plan). Applicants who propose more than two site-specific projects will be disqualified.

In carrying out these activities, applicants may select from the following research domains related to specific areas of the Plan: health and function, employment, participation and community living, and technology for access and function.

In addition, applicants must address the following requirements:

- Provide a multidisciplinary system of rehabilitation care specifically designed to meet the needs of individuals with SCI. The system must encompass a continuum of care, including

emergency medical services, acute care services, acute medical rehabilitation services, and post-acute services.

- Address the needs of people with disabilities including individuals from traditionally underserved populations.

- Coordinate with the NIDRR-funded Model Systems Knowledge Translation Center to provide scientific results and information for dissemination to clinical and consumer audiences.

- Ensure participation of individuals with disabilities in all aspects of SCIMS research.

Priority Two-- Spinal Cord Injury Model Systems (SCIMS) Multi-Site Research Projects -- and Selection Criterion for SCIMS Multi-Site Research Projects

Priority

The Assistant Secretary establishes a priority for the funding of Spinal Cord Injury Model Systems (SCIMS) multi-site research projects to conduct research that contributes to evidence-based rehabilitation interventions and clinical practice guidelines that improve the lives of individuals with spinal cord injury (SCI).

To be eligible under this priority, an applicant must have received a grant under the SCIMS Centers priority. Following completion of a competition under the SCIMS Centers priority, the Department will invite successful applicants under that competition to apply for funding as a lead center under this SCIMS Multi-Site Research Projects priority.

Each SCIMS multi-site research project must--

1. Ensure utilization of SCIMS capacity by collaborating with three or more of the NIDRR-funded SCIMS centers (for a minimum of four SCIMS sites). Applicants may propose to include other SCI research sites that are not participating in a NIDRR-funded program in their multi-site research projects;

2. Contribute to improved long-term outcomes of individuals with SCI by conducting multi-site research on questions of significance to SCI rehabilitation, using clearly

identified research designs. The research must focus on one or more specific domains identified in NIDRR's Final Long-Range Plan for FY 2005-2009 (Plan), including health and function, participation and community living, technology, and employment, and ensure that the research study has appropriate research hypotheses and methods to generate reliable and valid findings;

3. Demonstrate the capacity to carry out multi-site research projects, including the ability to coordinate research among centers; maintain data quality; and adhere to research protocols, confidentiality requirements, and data safety requirements; and

4. Specify startup activities that will be required to mount the proposed multi-site research project, including infrastructure requirements and measurement tools. Applicants must specify in their applications the amount requested to cover these startup costs.

In addition, applicants must address the following requirements:

- Address the needs of people with disabilities, including individuals from traditionally underserved populations.
- Coordinate with the NIDRR-funded Model Systems Knowledge Translation Center by providing scientific results and information for dissemination to clinical and consumer audiences.
- Ensure participation of individuals with disabilities in all aspects of model systems research.

Selection Criterion

In accordance with the provisions of 34 CFR 350.53 and 350.54 and in addition to the selection criteria specified in those sections, the Secretary will consider the following factor in evaluating applications submitted under the SCIMS Multi-Site Research Projects priority:

The extent to which the applicant clearly documents its capacity to manage multi-site research projects, including administrative capabilities, experience with management of multi-site research protocols, and demonstrated ability to maintain

standards for quality and confidentiality of data gathered from multiple sites.

Executive Order 12866

This notice of final priorities 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 the notice of final priorities are those resulting from statutory requirements and those we have determined as necessary for administering these programs effectively and efficiently.

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

Summary of potential costs and benefits:

The potential costs associated with these final priorities are minimal while the benefits are significant.

The benefits of the SCIMS and DRRP programs 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 are that the establishment of new SCIMS centers and the DRRPs conducting SCIMS multi-site research projects will support the President's NFI and will improve the lives of persons with disabilities. These centers and 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 parts 350 and 359.

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(Catalog of Federal Domestic Assistance Number 84.133N, Model Spinal Cord Injury Centers and 84.133A, Disability Rehabilitation Research Projects)

PROGRAM AUTHORITY: 29 U.S.C. 760, 764(a), and 764(b)(4).

Dated: February 27, 2006.

John H. Hager,
Assistant Secretary for
Special Education and
Rehabilitative Services.

**SECTION
D**

BACKGROUND STATEMENT

BACKGROUND

The SCIMS Program

In 1972, the U.S. Department of Health, Education, and Welfare established the national Spinal Cord Injury Model Systems (SCIMS) Program by funding four projects to provide comprehensive, multidisciplinary rehabilitation services to persons who experience Spinal Cord Injury (SCI) and to conduct research to foster advances in SCI rehabilitation. The SCIMS program became part of the research portfolio of NIDRR when NIDRR was established (initially as the National Institute of Handicapped Research) within the Department of Health, Education, and Welfare (now Education) in 1978.

The SCIMS program is designed to study the course of recovery and outcomes following the delivery of a coordinated system of care for individuals with SCI, which for purposes of this program is defined as a clinically discernible degree of neurologic impairment following a traumatic event. Since 1973, SCIMS programs have collected and contributed information on common data elements for a centralized SCI database, the SCIMS database, which is maintained through a NIDRR-funded grant for a National Data and Statistical Center. (Additional information on the SCIMS database can be found at <http://www.spinalcord.uab.edu>.) The data collected and contributed to the database thus far have involved more than 23,000 cases, with follow up data on some subjects covering a 30-year period post injury. There are certain criteria that must be met in order for a SCIMS program to include information relating to a particular subject in the database. Eligible subjects must--

(a) Be admitted to and receive care in at least one component of a model SCI system, including acute or surgical care, inpatient rehabilitation, outpatient rehabilitation, or day-hospitalization rehabilitation; (b) Be treated at a model SCI system within one

year of the injury; (c) Sign a consent form and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) authorization; (d) Reside in a geographic catchment area of the model system at the time of the injury; and (e) Be a U.S. citizen.

SCIMS Centers

There are currently 16 SCIMS centers funded by NIDRR. These centers provide comprehensive rehabilitation services to individuals with SCI and conduct spinal cord research, including clinical research and the analysis of standardized data in collaboration with other related projects.

Each SCIMS Center funded under this program establishes a multidisciplinary system for providing rehabilitation services specifically designed to meet the special needs of individuals with SCI. These services include acute care as well as periodic inpatient or outpatient follow up and vocational services. Centers demonstrate and evaluate the benefits and cost effectiveness of their systems for providing rehabilitation services to individuals with SCI and demonstrate and evaluate existing, new, and improved methods and equipment essential to the care, management, and rehabilitation of individuals with SCI. Centers also demonstrate and evaluate methods of community outreach and education for individuals with SCI in connection with the problems these individuals experience in such areas as housing, transportation, recreation, employment, and community activities. SCIMS centers engage in initiatives and new approaches and maintain close working relationships with other governmental and voluntary institutions and organizations to unify and coordinate scientific efforts, encourage joint planning, and promote the interchange of data and reports among SCI researchers.

The Conference Report accompanying the 2005 Appropriations Act noted that NIDRR was receiving additional funding for the SCIMS program and stated that the conferees intended that the

additional funds be used to support investments that could facilitate multi-center research on SCI therapies and interventions, and the use of technology in providing SCI rehabilitation services. In order to plan for this expanded funding, NIDRR conducted a review of its current program and met with SCI organizations and Federal partners. The priorities and selection criterion proposed in this notice are the result of this review and subsequent discussions. It is NIDRR's intention that, through funding of projects under these priorities, the SCIMS program will serve as a platform for multi-site research that contributes to the formulation of practice guidelines to improve outcomes for individuals with SCI.

Proposed Priorities and Selection Criterion

In accordance with section 204(b)(4) of the Rehabilitation Act of 1973, as amended (Act), and 34 CFR part 359, Priority One will provide for the funding of SCIMS centers that will build upon the work of the current centers, to provide comprehensive rehabilitation services to individuals with SCI and conduct spinal cord research, including clinical research and the analysis of standardized data in collaboration with other related projects. Priority Two, authorized under section 202 of the Act and 34 CFR part 350, will provide for the funding of Disability and Rehabilitation Research Projects (DRRP) that will conduct multi-site research that contributes to evidence-based rehabilitation interventions and clinical practice guidelines that improve the lives of individuals with SCI. These projects will serve the overall purpose of the DRRP program, which 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 Act. DRRPs carry out one or more of the following types of activities, as specified in 34 CFR 350.13 through 350.19: research, development, demonstration, training, dissemination, utilization, and technical assistance. Additional information on the DRRP program can be found at:

<http://www.ed.gov/rschstat/research/pubs/res-program.html#DRRP>

The Department is interested in ensuring that grantees use rigorous methods to carry out multi-site research conducted under Priority Two. Therefore, we propose an additional criterion to address methods for carrying out multi-site research collaboration for Priority Two. This proposed criterion is intended to emphasize the importance of multi-site research collaboration. To be eligible under Priority Two, an applicant must have received a grant under Priority One. The Department intends to announce the competition for Priority Two awards after selecting the grantees from the Priority One competition. Only successful applicants from the Priority One competition will be eligible to apply for awards under the Priority Two competition.

**SECTION
E**

SECTION CRITERIA

SELECTION CRITERIA

The Secretary uses the following criteria to evaluate an application.

(a) Project design (20 points). The Secretary reviews each application to determine to what degree--

(1) There is a clear description of how the objectives of the project relate to the purpose of the program;

(2) The research is likely to produce new and useful information;

(3) The need and target population are adequately defined;

(4) The outcomes are likely to benefit the defined target population;

(5) The research hypotheses are sound; and

(6) The research methodology is sound in the sample design and selection, the data collection plan, the measurement instruments, and the data analysis plan.

(b) Service comprehensiveness (20 points). The Secretary reviews each application to determine to what degree--

(1) The services to be provided within the project are comprehensive in scope, and include emergency medical services, intensive and acute medical care, rehabilitation management, psychosocial and community reintegration, and follow up;

(2) A broad range of vocational and other rehabilitation services will be available to individuals with severe disabilities within the project; and

(3) Services will be coordinated with those services provided by other appropriate community resources.

(c) Plan of operation (15 points). The Secretary reviews each application to determine to what degree--

(1) There is an effective plan of operation that ensures proper and efficient administration of the project;

(2) The applicant's planned use of its resources and personnel is likely to achieve each objective;

(3) Collaboration between institutions, if proposed, is likely to be effective;

(4) Participation in the National Spinal Cord Injury Database is clearly and adequately described; and

(5) There is a clear description of how the applicant will include eligible project participants who have been traditionally underrepresented, such as--

(i) Members of racial or ethnic minority groups;

(ii) Women;

(iii) Individuals with disabilities; and

(iv) The elderly.

(d) Quality of key personnel (10 points). The Secretary reviews each application to determine to what degree--

(1) The principal investigator and other key staff have adequate training or experience, or both, in spinal cord injury care and rehabilitation and demonstrate appropriate potential to conduct the proposed research, demonstration, training, development, or dissemination activity;

(2) The principal investigator and other key staff are familiar with pertinent literature or methods, or both;

(3) All the disciplines necessary to establish the multidisciplinary system described in Sec. 359.11(a) are effectively represented;

(4) Commitments of staff time are adequate for the project; and

(5) The applicant is likely, as part of its non-discriminatory employment practices, to encourage applications for employment from persons who are members of groups that traditionally have been underrepresented, such as--

(i) Members of racial or ethnic minority groups;

(ii) Women;

(iii) Individuals with disabilities; and

(iv) The elderly.

(e) Adequacy of resources (10 points). The Secretary reviews each application to determine to what degree--

(1) The facilities planned for use are adequate;

(2) The equipment and supplies planned for use are adequate; and

(3) The commitment of the applicant to provide administrative and other necessary support is evident.

(f) Budget/cost effectiveness (10 points). The Secretary reviews each application to determine to what degree--

(1) The budget for the project is adequate to support the activities;

(2) The costs are reasonable in relation to the objectives of the project; and

(3) The budget for subcontracts (if required) is detailed and appropriate.

(g) Dissemination/utilization (5 points). The Secretary reviews each application to determine to what degree--

(1) There is a clearly defined plan for dissemination and utilization of project findings;

(2) The research results are likely to become available to others working in the field;

(3) The means to disseminate and promote utilization by others are defined; and

(4) The utilization approach is likely to address the defined need.

(h) Evaluation plan (10 points). The Secretary reviews each application to determine to what degree--

(1) There is a mechanism to evaluate plans, progress, and results;

(2) The evaluation methods and objectives are likely to produce data that are quantifiable; and

(3) The evaluation results, where relevant, are likely to be assessed in a service setting.

**SECTION
F**

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) 245-6154 and on the Protection of Human Subjects in research Web Site at:

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

**SECTION
G**

APPLICATION FORMAT

APPLICATION FORMAT

Applications for an award must be postmarked or hand delivered by the closing date of **Friday, April 21, 2006.**

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

Note: In Grants.gov the forms will appear in the order that they are built in the template- so they won't be the exact order below and the applicant won't be able to change the order.

1. Application for Federal Education Assistance (Form ED 424-paper submission or SF 424 -electronic submission)

- This application cover sheet requires basic identifying information about the applicant and the application.
- Applicants should clearly indicate, in block #4 (ED 424) of this form, the CFDA number of the program (84.133N). If this information is not provided, your application may be assigned and reviewed under a different program. Grants.gov will pre-populate block 11 of the SF 424.

2. Table of Contents

- 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.
- If applying through Grants.gov use the Project Narrative Attachments form to attach your Table of Contents.

3. Project 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.

4. Budget Form and Information (ED 524)

- 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.

Name: 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 is 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 include 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 13a on the application cover sheet (ED Form 424).

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.

- Descriptions of purchases may be included but are not required.
- Budget narratives should be detailed both by each research project and specific data collection cost estimates associated with the longitudinal database.
- 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 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 and adhere to the following guidelines:

- 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 space 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).

The recommended 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.

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;

**SECTION
H**

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?

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. However, there are no extensions or exceptions to the due date made for individual applicants. Additionally, there are provisions for extension for e-applications, per the guidance included in this 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 the Assurances forms in this package. 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 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. 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 that they may organize the application to follow the selection criteria that will be used. The project narrative should address the specific selection criteria for research or development projects. The specific review criteria vary according to the specific program, 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 research or development project, as identified in the research literature; citations are useful and may strengthen the proposal. The specific review criteria vary according to the specific program, and are contained in this application package.

4. MAY I SUBMIT APPLICATIONS TO MORE THAN ONE NIDRR PROGRAM COMPETITION OR MORE THAN ONE APPLICATION TO A PROGRAM?

Yes, you may submit applications to any program for which they are responsive to the program requirements. You may submit the same application to as many competitions as you believe appropriate. You may also submit more than one application in any given competition.

5. WHAT IS THE ALLOWABLE INDIRECT COST RATE?

The limits on indirect costs vary according to the program and the type of application. The 84.133N project program should limit indirect charges to the organization's approved rate. If the organization does not have an approved rate, the application should include an estimated actual rate. The maximum amount includes both the direct and indirect costs.

6. CAN PROFITMAKING 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.

7. CAN INDIVIDUALS APPLY FOR GRANTS?

No. Only organizations are eligible to apply for grants under NIDRR programs. However, individuals are the only entities eligible to apply for fellowships (84.133F).

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

No. NIDRR staff can 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.

9. HOW DO I ASSURE THAT MY APPLICATION WILL BE REFERRED TO THE MOST APPROPRIATE PANEL FOR REVIEW?

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.

10. 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 five to six months of the closing date. Unsuccessful applicants generally will be notified within that time frame as well. For the purpose of estimating a project start date, the applicant should estimate approximately six months from the closing date, but no later than the following September 30.

11. CAN I CALL NIDRR TO FIND OUT IF MY APPLICATION IS BEING FUNDED?

No. 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.

12. 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.

13. WILL ALL APPROVED APPLICATIONS BE FUNDED?

No. It often happens that the peer review panels result in more applications being determined to be worthy of consideration for funding than NIDRR can fund within available resources. Unsuccessful applicants are encouraged to consider submitting applications in future competitions.

POINTS TO REMEMBER IN APPLICATION PREPARATION

RELEVANT TO PROGRAM

1. CFDA Number: In the title block on the 424 form, please note the appropriate CFDA 84.133N. For electronic submissions, you must download the correct application package from Grants.gov, Funding Opportunity number ED-GRANTS-022706-001.
2. Indirect Cost: 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/jcindex.html>
3. Application Narrative - Organize your narrative in accordance with the selection criteria in Section E 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. We recommend that you 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 space 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).

Closing Date/Transmittal of Application

4. Applications must be postmarked by the closing date of **Friday, April 21, 2006, if submitting in paper**. Follow the transmittal instructions for submitting in paper or electronically found in Section I. Please include an electronic copy (disk) with your application.
5. Electronic copies must be uploaded on Grants.gov by 4:30 pm, Washington DC time on the closing date and then 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 section I. A copy of your application should not be emailed directly to the Department. Must submit it electronically via Grants.gov

Forms

ED 424 (If applying by paper)

6. CFDA Number: In the title block of #4 on the 424 form, please note the appropriate CFDA.
7. DUNS number: It is important to verify with your fiscal office the DUNS number, which goes in Block #2 on the ED 424 form. If you do not have one, call 1-800-333-0505 to set one up. This number is required.

8. Novice applicant. Please leave Block #6 blank. Does not apply to NIDRR programs.
9. EO 12372: Mark Block #11, the EO 12372 as no and not covered. This program is not covered.
10. Human Subjects: Remember to include a seven-point narrative on the protection of Human Subjects as it pertains to your grant if you check “yes” on ED 424 block number 13. You must include a separate narrative for each site where the research is being conducted. If you check “no” please include a paragraph of why it is not required.
11. Block # 15a : The total amount 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.

SF 424 and ED Supplemental (If applying through Grants.gov)

12. DUNS #: You must enter the DUNS number for your organization used when it registered with the Central Contractor Registry.
13. Legal Name: Block #8a is for the name of institution or entity. **Please note** the CFDA. 84.133, will automatically populate on Block #11 of the SF 424.
14. Project Director: Project director information is on the ED supplemental form in Block #1. You are the person to contact, the project director and the authorized representative.
15. Novice applicant. Block #2 on the ED Supplemental - Please leave this one blank. Does not apply to NIDRR programs.
16. Block #15a: The total amount 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.
17. EO 12372: Mark Block #19, the EO 12372 as b. no and not covered.
18. Human Subjects: Block #3 on the ED Supplemental. You must include a separate narrative for each site where the research is being conducted. If you check “no”, please include a paragraph of why it is not required.

SF or ED 424 and ED 524

19. Budget Information: **BE SURE TO CHECK THE MATH** - the application will not be reviewed if the request for funds on block 15a of either the ED 424 or 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. By requesting detailed budget information in the initial application for the total project period, the need for formal non-competing continuation applications in the remaining years will be eliminated. A performance report that will be required annually will be used in place of the continuation application to determine progress.

20. Only the primary institution fills out the required forms. Any partner or collaborating groups will be a subcontractor to the primary. The only paperwork subcontractor needs to fill out is what is required by the primary institution. You should include a letter of intent in the application from any collaborating group saying that if awarded what they will be doing for your project and for what amount.

Abstract/Narrative/Appendices

21. 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.
22. Number all pages to make it easier for the reader to refer to a page number if comments are given (including the appendices).
23. 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 vitae.
24. 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 vitae.
- 25 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.
26. 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

27. **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.

28. Electronic applications must be uploaded on Grants.gov by 4:30 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.
29. 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.
30. 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

31. 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>
32. 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.
33. 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).
34. 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.

35. 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.

36. To see what NIDRR has funded or are currently funding on SCI, 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 Spinal Cord Injury. 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 – Model Spinal Cord Injury Systems.

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

I

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

Please note that the Grants.gov site works differently than the U.S. Department of Education’s (Department) e-Application system. 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.

- 1) **REGISTER EARLY** – Grants.gov registration is a one-time process that may take five or more 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 Get Started steps are complete. For detailed information on the Get Started Steps, please go to: <http://www.grants.gov/GetStarted>.
- 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 pm 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 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 Check Application Status link. For a successful submission, the date/time received should be earlier than 4:30 p.m. 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 p.m. Washington, D.C. time, on the closing 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/assets/ApplicationErrorTips.doc>. 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 use the customer support available on the Web site: <http://www.grants.gov/CustomerSupport>.

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 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. (This is different from e-Application, where you are working online and saving data to the Department's database.) **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/ForApplicants> for help with Grants.gov and click on the links in the lower right corner of the screen under Applicant Tips and Tools. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application Tips found on the Grants.gov homepage <http://www.grants.gov>.

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 will need to use a Windows Emulation program to submit an application using Grants.gov. For additional information, review the PureEdge Support for Macintosh white paper published by Pure Edge: http://www.grants.gov/GrantsGov_UST_Grantee!/SSL!/WebHelp/MacSupportforPureEdge.pdf, and/or contact Grants.gov Customer Support (<http://www.grants.gov/CustomerSupport>) for more information. **If you do not have a Windows emulation program and electronic submission is required, 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.)

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 applicable following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.133N1)
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center–Stop 4260
Attention: (CFDA Number 84.133N)
7100 Old Landover Road
Landover, MD 20785-1506

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, or
- (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, or
- (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.

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 84.133N)
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, 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 4 of the Application for Federal Education Assistance (ED 424) the CFDA number — and suffix letter, if any — of the competition under which you are submitting your application.

(2) The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive the grant application receipt acknowledgment 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
J**

**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

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, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1820-0027, Washington, D.C. 20503.

REQUIRED FORMS:

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

Federal Assistance Face Page (ED 424)
Application for Federal Assistance SF-424 (grants.gov)
Instruction for the SF-424 (grants.gov)
Budget Information (ED 524)
Assurances - Non-Construction Programs (SF 424b)
Certifications Regarding Lobbying; or Grants.gov Lobbying form
Voluntary Exclusion -- Lower Tier Covered Transactions (ED 80-0014)
Disclosure of Lobbying Activities (SF LLL)
Survey on Ensuring Equal Opportunity for Applicants

INSTRUCTIONS FOR THE SF-424

<p>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.</p>
<p align="center">PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.</p>

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

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.		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 12 th district, NC-103 for North Carolina's 103 rd district. 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. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000.														
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.																
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.																
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.)														
	<table border="0"> <tr> <td data-bbox="280 1451 479 1493">State Government</td> <td data-bbox="483 1451 820 1493">Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="280 1503 479 1545">County Government</td> <td data-bbox="483 1503 820 1545">Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="280 1556 479 1598">City or Township</td> <td data-bbox="483 1556 820 1598">Private Institution of Higher Education</td> </tr> <tr> <td data-bbox="280 1608 479 1650">Government Special District</td> <td data-bbox="483 1608 820 1650">Individual</td> </tr> <tr> <td data-bbox="280 1661 479 1703">Government Regional Organization</td> <td data-bbox="483 1661 820 1703">For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td data-bbox="280 1713 479 1755">U.S. Territory or Possession</td> <td data-bbox="483 1713 820 1755">Small Business</td> </tr> <tr> <td data-bbox="280 1766 479 1810">Independent</td> <td data-bbox="483 1766 820 1810">Hispanic-serving Institution Historically Black Colleges and Universities (HBCUs)</td> </tr> </table>	State Government	Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	County Government	Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	City or Township	Private Institution of Higher Education	Government Special District	Individual	Government Regional Organization	For-Profit Organization (Other than Small Business)	U.S. Territory or Possession	Small Business	Independent	Hispanic-serving Institution Historically Black Colleges and Universities (HBCUs)		
State Government	Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)																
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Independent	Hispanic-serving Institution Historically Black Colleges and Universities (HBCUs)																

	School District Public/State Controlled Institution of Higher Education Indian/Native American Tribal Government (Federally Recognized) Indian/Native American Tribal Government (Other than Federally Recognized) Indian/Native American Tribally Designated Organization Public/Indian Housing Authority	Tribally Controlled Colleges and Universities (TCCUs) Alaska Native and Native Hawaiian Serving Institutions Non-domestic (non-US) Entity Other (specify)		
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**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. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, D.C. 20202-4260.

**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

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0004. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing 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, D.C. 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, S.W., Washington, D.C. 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.
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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
K**

APPLICATION CHECKLIST

APPLICATION CHECKLIST

Does your application include each of the following?

- Cover page (ED 424) marked appropriately with 84.133N, if applying by paper?
Or did you download the correct package for 84.133N if applying electronically?
- Is the Priority Topic in the Descriptive Title block#14 in the ED 424 or 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 **Friday, April 21, 2006?**
- If submitting by paper, provide one (1) original plus 2 copies of the application (One original and 10 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 before the 4:30 pm, Washington, D.C. time on the closing date and processed and validated successfully by Grants.gov?**
- Used correct mailing address from Section C?**

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)