

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

**FY 2008 APPLICATION PACKAGE FOR NEW GRANTS
UNDER
THE NATIONAL INSTITUTE ON DISABILITY AND
REHABILITATION RESEARCH**

REHABILITATION RESEARCH AND TRAINING CENTER (RRTC)

**ENHANCING THE FUNCTIONAL AND EMPLOYMENT OUTCOMES OF
INDIVIDUALS WHO EXPERIENCE A STROKE
(CFDA NUMBER – 84.133B-7)**

**ENHANCING THE FUNCTIONAL AND EMPLOYMENT OUTCOMES OF
INDIVIDUALS WITH MULTIPLE SCLEROSIS
(CFDA NUMBER – 84.133B-8)**

**AGING WITH PHYSICAL DISABILITY: REDUCING SECONDARY
CONDITIONS AND ENHANCING HEALTH AND PARTICIPATION,
INCLUDING EMPLOYMENT (CFDA NUMBER – 84.133B-9)**

**PARTICIPATION AND COMMUNITY LIVING FOR INDIVIDUALS
WITH PSYCHIATRIC DISABILITIES (CFDA NUMBER – 84.133B-10)**



**FORM APPROVED
OMB No. 1820-0027, EXP. DATE 04/30/2010
SF FORM 424, 10/31/2009**

**DATED MATERIAL - OPEN IMMEDIATELY
CLOSING DATE: AUGUST 22, 2008**

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**SECTION
A**

DEAR APPLICANT LETTER

July 7, 2008

Dear Applicant:

The Secretary invites applications for a new award for fiscal year (FY) 2008 under the Rehabilitation Research and Training Center (RRTC) program for 4 Centers. The competition will only be open for 45 days and submitting electronically through Grants.gov is mandatory.

The RRTCs are:

- (1) Enhancing the Functional and Employment Outcomes of Individuals who Experience a Stroke (CFDA Number – 84.133B-7)
- (2) Enhancing the Functional and Employment Outcomes of Individuals with Multiple Sclerosis (CFDA Number – 84.133B-8)
- (3) Aging with Physical Disability: Reducing Secondary Conditions and Enhancing Health and Participation, Including Employment (CFDA Number – 84.133B-9)
- (4) Participation and Community Living for Individuals with Psychiatric Disabilities (CFDA Number – 84.133B-10)

The purpose of the RRTC program is to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended, through advanced research, training, technical assistance, and dissemination activities in general problem areas, as specified by NIDRR. Such activities are designed to benefit rehabilitation service providers, individuals with disabilities, and the family members or other authorized representatives of individuals with disabilities.

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

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

APPLICATION PROCEDURES

This application package contains information and the required forms for potential applicants to apply and be considered for a FY 2008 grant award under this competition, including the published Federal Register notices dated Tuesday, July 8, 2008. The background statement from the Notice of Proposed Priorities is in Section D.

Potential applicants are advised to read the materials carefully, particularly the information on the CFDA number and title of your application, types of organizations that are eligible to apply for these grants, how to prepare an application, the dollar amount for any year, the protection of human subjects, and the selection criteria. Applications should be written in the order of the

selection criteria in Section F and the general requirements for the RRTC program (that were published in Federal Register notice dated February 1, 2008) in Section E of this application package. The selection criteria will be used by the reviewers to evaluate each application.

Award Amounts, Restricted Indirect Cost Rate and Optional Cost Share

Please note that all of the RRTC competitions are listed in the same NIA and are five year awards. We will reject any application that proposes a budget exceeding \$850,000 for a single budget period of 12 months. The maximum amount includes direct and indirect costs. A grantee may not collect more than fifteen percent of the total grant award as indirect cost charges (34 CFR 350.23). Cost sharing is optional and should be included in the proposal and budget, if not it will be negotiated at the time of the grant award. Cost-match/share can be a reduced indirect cost rate, donated FTE, donated space, and/or donated equipment. **Please note the relevant CFDA number and title on your application.**

Application Submission:

The instructions indicate that you **MUST** submit your application electronically through the grants.gov system or obtain a waiver to send it in by mail, hand-delivery or carrier service. If you receive a waiver - you must submit one original and two copies of your application on or before the application deadline date, to the address listed in Section B, Notice Inviting Applications (NIA) and repeated in Section J - Application Transmittal Instructions.

If you are submitting by mail, hand-delivery or carrier service AFTER OBTAINING A WAIVER:

Applications must be postmarked by the closing date of **Friday, August 22, 2008**, if submitting by mail, hand-delivery or carrier service after obtaining a waiver. Follow the Application Transmittal Instructions for submitting in paper found in the NIA (Section B) or repeated in Section J if submitting by mail, hand-delivery or carrier service. Please include an electronic copy (disk) with your application. NIDRR would appreciate your including 9 additional copies of your application to facilitate the peer review process (12 copies in all).

Also, we would like to suggest that the original copy of the application be secured with a binder clip to facilitate any additional copying that might be required.

Mandatory Electronic Submission

You **MUST** submit your application electronically. Electronic copies must be fully uploaded on Grants.gov and then processed by Grants.gov to the Department of Education successfully by 4:30:00 pm, Washington DC time on the closing date. 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 J). Do not e-mail a copy of your application directly to the Department; electronic submissions can only be made to

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 J -- Grants.gov Submission Procedures and Tips for Applicants

TECHNICAL ASSISTANCE

Pre-Application Meeting: A pre-application meeting will be held between 10:00 a.m. and 12:00 p.m. on Tuesday, July 29, 2008 by teleconference. Interested parties are invited to participate in the pre-application meeting to discuss the funding priority and to receive information and technical assistance. You must contact Donna Nangle at either 202-245-7462 or Donna.Nangle@ed.gov by Monday, July 28, 2008 in order to participate in this meeting. NIDRR staff also will be available to provide information and technical assistance via individual phone consultations from 1:30 p.m. to 3:30 p.m. on July 28, 2008. Requests for individual consultations during this one hour window must be made in advance to Donna Nangle.

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

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

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.

OTHER INFORMATION

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

Thank you for your interest in these programs.

Sincerely,

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

**SECTION
B**

**FEDERAL REGISTER NOTICE INVITING
APPLICATIONS FOR NEW AWARDS FOR
REHABILITATION RESEARCH AND TRAINING
CENTERS (RRTCs)**

4000-01-U

DEPARTMENT OF EDUCATION

Office of Special Education and Rehabilitative Services Overview
Information

National Institute on Disability and Rehabilitation Research (NIDRR)--
Disability and Rehabilitation Research Projects and Centers Program--
Rehabilitation Research and Training Centers (RRTCs)

Notice inviting applications for new awards for fiscal year (FY) 2008.
Catalog of Federal Domestic Assistance (CFDA) Numbers: 84.133B-7,
84.133B-8, 84.133B-9, and 84.133B-10.

Note: This notice invites applications for four separate
competitions. For key dates, contact person information, and funding
information regarding each of the four competitions, see the chart in
the Award Information section of this notice.

Dates:

Applications Available: See chart (July X, 2008).

Date of Pre-Application Meeting: See chart (July 29, 2008).

Deadline for Transmittal of Applications: See chart (August X, 2008).

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of the RRTC program is to improve the
effectiveness of services authorized under the Rehabilitation Act of
1973, as amended, through advanced research, training, technical
assistance, and dissemination activities in general problem areas, as
specified by NIDRR. Such activities are designed to benefit
rehabilitation service providers, individuals with disabilities, and
the family members or other authorized representatives of individuals
with disabilities.

Additional information on the RRTC program can be found at:

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

Priorities: NIDRR has established five separate priorities for the
four competitions announced in this notice. The General RRTC
Requirements priority, which applies to all RRTC competitions, is from
the notice of final priorities (NFP) for the Disability and
Rehabilitation Research Projects and Centers Program, published in the

Federal Register on February 1, 2008 (73 FR 6132). The remaining four priorities are from the NFP for the Disability and Rehabilitation Research Projects and Centers Program, published elsewhere in this issue of the Federal Register.

Absolute Priorities: For FY 2008, these priorities are absolute priorities. Under 34 CFR 75.105(c)(3), for each competition (designated by CFDA number in the following chart), we consider only applications that meet both the General RRTC Requirements priority and the absolute priority designated for that competition.

These priorities are:

Absolute Priority	Corresponding Competition CFDA Number
General RRTC Requirements	84.133B-7, 84.133B-8, 84.133B-9, 84.133B-10
Enhancing the Functional and Employment Outcomes of Individuals Who Experience a Stroke	84.133B-7
Enhancing the Functional and Employment Outcomes of Individuals With Multiple Sclerosis	84.133B-8
Aging With Physical Disability: Reducing Secondary Conditions and Enhancing Health and Participation, Including Employment	84.133B-9
Participation and Community Living for Individuals With Psychiatric Disabilities	84.133B-10

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

Program Authority: 29 U.S.C. 762(g) and 764(b)(2).

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 NFP for the Disability and Rehabilitation Research Projects and Centers program, published in the Federal Register on February 1, 2008 (73 FR 6132). (d) The NFP for the

Disability and Rehabilitation Research Projects and Centers program, published elsewhere in this issue of the Federal Register.

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$7,650,000.

Maximum Award: See chart.

Estimated Number of Awards: See chart.

Project Period: See chart.

**REHABILITATION RESEARCH AND TRAINING CENTERS
APPLICATION NOTICE FOR FISCAL YEAR 2008**

CFDA Number and Name	Applications Available	Deadline for Transmittal of Applications	Date of Pre-Application Meeting	Estimated Average Size of Awards	Maximum Award*	Estimated Number of Awards	Project Period	Contact Person
84.133B-7 Enhancing the Functional and Employment Outcomes of Individuals Who Experience a Stroke.	July 8, 2008	August 22, 2008	07/29/08	\$850,000	\$850,000*	1	Up to 60 mos.	Donna Nangle(202) 245-7462Rm 6029
84.133B-8 Enhancing the Functional and Employment Outcomes of Individuals With Multiple Sclerosis.	July 8, 2008	August 22, 2008	07/29/08	\$850,000	\$850,000*	1	Up to 60 mos.	
84.133B-9 Aging With Physical Disability: Reducing Secondary Conditions and Enhancing Health and Participation, Including Employment.	July 8, 2008	August 22, 2008	07/29/08	\$850,000	\$850,000*	1	Up to 60 mos.	
84.133B-10 Participation and Community Living for Individuals With Psychiatric Disabilities.	July 8, 2008	August 22, 2008	07/29/08	\$850,000	\$850,000*	1	Up to 60 mos.	

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

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

Note: The maximum amount includes direct and indirect costs. A grantee may not collect more than 15 percent of the total grant award as indirect cost charges (34 CFR 350.23).

III. Eligibility Information

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

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

IV. Application and Submission Information

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

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

To obtain a copy from ED Pubs, write, fax, or call the following: Education Publications Center, P.O. Box 1398, Jessup, MD 20794-1398. Telephone, toll free: 1-877-433-7827. FAX: (301) 470-1244. If you use a telecommunications device for the deaf (TDD), call, toll free: 1-877-576-7734.

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

If you request an application from ED Pubs, be sure to identify the competition to which you want to apply, as follows: CFDA number 84.133B-7, 84.133B-8, 84.133B-9, or 84.133B-10.

Individuals with disabilities can obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the person or team listed under Alternative Format in section VIII of this notice.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for each competition announced in this notice.

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 for each competition, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative. Single spacing may be used for titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

The recommended page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the application narrative section (Part III).

The application package will provide instructions for completing all components to be included in the application. Each application must include a cover sheet (Standard Form 424); budget requirements (ED Form 524) and a narrative budget justification; 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: See chart (July 8, 2008).

Date of Pre-Application Meeting: Interested parties are invited to participate in any of the pre-application meetings held for the competitions announced in this notice and to receive information and technical assistance through individual consultation with NIDRR staff. The dates for each of the competitions' pre-application meetings are listed in the chart in the Award Information section in this notice. Interested parties may participate in this meeting on **July 29, 2008** by conference call with NIDRR staff from the Office of Special Education and Rehabilitative Services between **10:00 a.m. and 12:00 p.m.**, Washington, DC time. For each meeting, NIDRR staff also will be available from 1:30 p.m. to 3:30 p.m., Washington, DC time, on the

same day, by telephone, to provide information and technical assistance through individual consultation. For further information or to make arrangements to participate in any of these meetings via conference call or for an individual consultation, contact Donna Nangle, U.S. Department of Education, Potomac Center Plaza (PCP), room 6029, 550 12th Street, SW., Washington, DC 20202. Telephone: (202) 245-7462 or by e-mail: Donna.Nangle@ed.gov

Deadline for Transmittal of Applications: August 22, 2008.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, 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.

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

4. 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 in this notice.

6. Other Submission Requirements: Applications for grants under the competitions announced in this notice must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the RRTC competitions (CFDA numbers 84.133B-7, 84.133B-8, 84.133B-9, and 84.133B-10) must be submitted electronically using the Governmentwide 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.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you 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. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the RRTC competitions (CFDA numbers 84.133B-7, 84.133B-8, 84.133B-9, and 84.133B-10) at <http://www.Grants.gov> You must search for the downloadable application package for the competition to which you are applying by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.133, not 84.133B).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application

from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for the competition to which you are applying to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at <http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf>

- To submit your application via Grants.gov, you must complete all steps in the Grants.gov registration process (see http://www.grants.gov/applicants/get_registered.jsp). These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>). You also must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov. In addition you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you

qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. Please note that two of these forms--the SF 424 and the Department of Education Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).

- You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

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

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

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

And

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Donna Nangle, U.S. Department of Education, 400 Maryland Avenue, SW., room 6029, PCP, Washington, DC 20202-2700. FAX: (202) 245-7323.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. 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 84.133B-7, 84.133B-8, 84.133B-9, or
84.133B-10)
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 84.133B-7, 84.133B-8, 84.133B-9, or
84.133B-10)
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.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

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

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

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

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

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You 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 84.133B-7, 84.133B-8, 84.133B-9, or
84.133B-10)
550 12th Street, SW
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for the competitions announced in this notice are from 34 CFR 350.54 and are listed in the application package.

2. Review and Selection Process: Additional factors we consider in determining the merits of an application are as follows--

The Secretary is interested in outcomes-oriented research or development projects that use rigorous scientific methodologies. To address this interest, applicants are encouraged to articulate goals, objectives, and expected outcomes for the proposed research or development activities. Proposals should describe how results and planned outputs are expected to contribute to advances in knowledge, improvements in policy and practice, and public benefits for individuals with disabilities. Applicants should propose projects that are designed to be consistent with these goals. We encourage applicants to include in their application a description of how results will measure progress towards achievement of anticipated outcomes (including a discussion of the proposed measures of effectiveness), the mechanisms that will be used to evaluate outcomes associated with specific problems or issues, and how the proposed activities will support new intervention approaches and strategies. Submission of the information identified in this section V. 2. Review and Selection Process is voluntary, except where required by the selection criteria listed in the application package.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notice (GAN). We may notify you informally, also.

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 in this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section in this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. 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 directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

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

4. Performance Measures: To evaluate the overall success of its research program, NIDRR assesses the quality of its funded projects through a review of grantee performance and products. Each year, NIDRR examines, a portion of its grantees to determine:

- The percentage of newly-awarded NIDRR projects that are conducting at least one multi-site, collaborative controlled trial of interventions and programs.
- The number of accomplishments (e.g., new or improved tools, methods, discoveries, standards, interventions, programs, or devices) developed or tested with NIDRR funding that have been judged by expert panels to be of high quality and to advance the field.
- The average number of publications per award based on NIDRR-funded research and development activities in refereed journals.
- The percentage of new grants that include studies funded by NIDRR that assess the effectiveness of interventions, programs, and devices using rigorous and appropriate methods.

NIDRR uses information submitted by grantees as part of their Annual Performance Reports (APRs) in support of these performance measures.

Updates on the Government Performance and Results Act of 1993 (GPRA) indicators, revisions, and methods appear on the NIDRR Program Review Web site:

<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 6029, PCP, Washington, DC 20202. Telephone: (202) 245-7462 or by e-mail: Donna.Nangle@ed.gov

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

VIII. Other Information

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

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

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

Dated: July 8, 2008

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

**SECTION
C**

**FEDERAL REGISTER
FINAL PRIORITY NOTICE**

**ENHANCING THE FUNCTIONAL AND EMPLOYMENT OUTCOMES OF
INDIVIDUALS WHO EXPERIENCE A STROKE
(CFDA NUMBER – 84.133B-7)**

**ENHANCING THE FUNCTIONAL AND EMPLOYMENT OUTCOMES OF
INDIVIDUALS WITH MULTIPLE SCLEROSIS
(CFDA NUMBER – 84.133B-8)**

**AGING WITH PHYSICAL DISABILITY:
REDUCING SECONDARY CONDITIONS AND ENHANCING HEALTH
AND PARTICIPATION, INCLUDING EMPLOYMENT
(CFDA NUMBER – 84.133B-9)**

**PARTICIPATION AND COMMUNITY LIVING FOR
INDIVIDUALS WITH PSYCHIATRIC DISABILITIES
(CFDA NUMBER – 84.133B-10)**

4000-01-U

DEPARTMENT OF EDUCATION

National Institute on Disability and Rehabilitation Research (NIDRR)--
Disability and Rehabilitation Research Projects and Centers Program--
Rehabilitation Research and Training Centers (RRTCs)

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

ACTION: Notice of final priorities for RRTCs.

SUMMARY: The Assistant Secretary for Special Education and
Rehabilitative Services announces four priorities for RRTCs under the
Disability and Rehabilitation Research Projects and Centers Program
administered by NIDRR. The Assistant Secretary may use one or more of
these priorities for competitions in fiscal year (FY) 2008 and later
years. We take this action to focus research attention on areas of
national need. We intend these priorities to improve rehabilitation
services and outcomes for individuals with disabilities.

EFFECTIVE DATE: These priorities are effective **August 8, 2008**.

FOR FURTHER INFORMATION CONTACT: Donna Nangle, U.S. Department of
Education, 400 Maryland Avenue, SW., room 6029, Potomac Center Plaza
(PCP), Washington, DC 20202. Telephone: (202) 245-7462 or by e-mail:
donna.nangle@ed.gov.

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

Individuals with disabilities can obtain this document in 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:

We published a notice of proposed priorities (NPP) for NIDRR's
RRTC program in the Federal Register on April 28, 2008 (73 FR 22932).
The NPP included background statements that described our rationale
for the priorities proposed in that notice.

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

Analysis of Comments and Changes

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

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

General Comments

Comment: With regard to priorities 1 through 3, one commenter noted that "scientifically based research" is required only for research activities that require testing interventions. This commenter recommended that all research conducted under these priorities be "scientifically based."

Discussion: NIDRR only requires "scientifically based research" for research activities that involve testing interventions. The definition of "scientifically based research" used in all of the priorities in this notice emphasizes the use of "experimental or quasi-experimental designs in which individuals, entities, programs, or activities are assigned to different conditions and with appropriate controls to evaluate the effects of the condition of interest, with a preference for random-assignment experiments" (See section 9101(37) of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 for the definition of the term "scientifically based research."). NIDRR believes that experimental research designs are appropriate for research that involves testing interventions, but not necessarily for the other research activities to be carried out under these priorities. For example, experimental designs are not generally appropriate or necessary in the initial stages of developing new measures and methods, identifying or developing interventions, or determining the experiences and outcomes of individuals with disabilities who seek to return to work.

Changes: None.

Comment: One commenter noted that each of the proposed priorities included an incorrect reference for the Department's definition of the term scientifically based research.

Discussion: We agree and will make this change.

Changes: In all four priorities, we have changed the reference for the Department's definition of scientifically based research to section 9101(37) of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001.

Comment: Two commenters recommended that NIDRR remove all references to employment from priorities 1 through 3. One of these commenters noted that NIDRR's Long Range Plan for fiscal years 2005-2009 (Plan) acknowledges the continued need for research on medical rehabilitation interventions to improve function, as well as health research to improve outcomes such as health and wellness. This commenter suggested that including an employment-related outcome in the priorities that focus primarily on health and function topics will dilute the impact of research carried out under NIDRR's employment and health and function domains. This commenter also expressed concern that the focus on employment outcomes would preclude research on community participation outcomes and recommended that NIDRR include in each priority a statement from its Plan that acknowledges the importance of health and function among people with disabilities to achieve NIDRR's mission and the goals of employment and community participation.

Discussion: NIDRR does not agree with these comments and the associated recommendations. In the Plan, we state: "While the proposed plan is organized along domains of research [e.g., employment, health and function, participation and community living] for the sake of manageability, it also makes clear that disability is a holistic phenomenon that involves many overlapping and cross-domain issues." (See 71 FR 8166, 8166.) We also note, "In addition, with respect to those programs for which NIDRR establishes annual priorities--Rehabilitation Research and Training Centers (RRTC), Rehabilitation Engineering Research Centers (RERC), and Disability

and Rehabilitation Research Projects (DRRPs)--NIDRR may require applicants to focus on one or more target populations or issues that cut across domains." We indicate clearly in the Plan that RRTC's are expected to be multidisciplinary--in other words, to combine the strengths and perspectives of researchers from multiple disciplines and areas of expertise. (See 71 FR 8166, 8177) Therefore, we believe that a focus on employment in priorities 1 through 3 is consistent with the multidisciplinary approach in the Plan.

Although a mandatory focus on employment outcomes in these priorities may limit research activities related to outcomes in other domains, NIDRR believes that research involving both the health and function and employment domains will generate knowledge that can be used to improve both medical rehabilitation and vocational rehabilitation (VR) services for individuals with disabilities. NIDRR recognizes that there are many factors likely to affect the relationship between health and functional abilities, on the one hand, and employment outcomes, on the other. Research under these priorities can help provide insight into this relationship so that medical and VR services can be optimized and targeted appropriately.

Changes: None.

Comment: Referring to priorities 1 through 3, one commenter recommended removing the requirement that the centers recruit research participants from VR populations. The commenter noted that such a requirement would unnecessarily limit study populations, create recruitment barriers, and result in unnecessarily expensive and lengthy studies to demonstrate empirical relationships between health and functional status and employment outcomes.

Discussion: Proposed priorities 1 through 3 did not require recruitment of research participants from populations of individuals who are served by State VR programs. The priorities state that the center must conduct research on individuals who are served by the State VR Services program, or who receive rehabilitation services from other sources.

Changes: None.

Priority 2--Enhancing the Functional and Employment Outcomes of Individuals With Multiple Sclerosis

Comment: In reference to language in paragraph (b) of this priority, one commenter noted that research and clinical information indicate that the vast majority of individuals with multiple sclerosis (MS) already live in community settings. The commenter stated that it is important to support research that improves the ability of individuals with MS to participate in the community and suggested that NIDRR revise the priority to reflect that focus.

Discussion: We intended to emphasize the need for research to improve employment and community participation outcomes in this priority. We will change the priority to clarify our intent.

Changes: In paragraph (b) of this priority, we have clarified that the grantee must examine, among other things, interventions to enhance community participation.

Comment: One commenter stated that there is a need for research on strategies and assistive devices that enhance the functional and community participation outcomes among individuals with MS.

Discussion: While NIDRR agrees with the commenter that there is a need for research about strategies and assistive devices to enhance the functional and community participation outcomes for individuals with MS, NIDRR does not believe that it is necessary to revise the priority to address this specific need. Applicants under this priority already have flexibility to choose the types of interventions they propose to identify, or to develop and evaluate. Assistive devices are one specific type of intervention that could be examined under this priority.

Changes: None.

Priority 3--Aging With Physical Disability: Reducing Secondary Conditions and Enhancing Health and Participation, Including Employment

Comment: One commenter asked whether applicants under this priority must choose from the list of impairment groups in the second paragraph of the priority when selecting the groups that will be the focus of their research.

Discussion: The short list of impairment groups in the priority provides examples; applicants are not restricted to this list. Applicants are free to select the group or groups that will be the focus of their research.

Changes: None.

Comment: One commenter asked whether the focus of this priority is exclusively on individuals with disabilities who are 65 years of age or older, or if the focus is also on adults with disabilities in middle age.

Discussion: NIDRR does not intend for this center to focus only on individuals with disabilities who are 65 years of age or older. As we describe in the background statement for this priority, NIDRR is interested in the experience of individuals who acquired their disability at birth, childhood, or early adulthood and who are now aging. We will add language to the priority to make this clear.

Changes: We have changed the language to clarify that the center funded under this priority must focus its research on individuals with a physical disability, including those who acquired their disability at birth, in childhood, or in early adulthood and who are now aging into middle or late adulthood.

Comment: One commenter noted that the prevention of falls among individuals with physical disabilities should be a key research priority.

Discussion: NIDRR agrees that the prevention of falls is a topic that is relevant to individuals who are aging with physical disabilities. Applicants are free to propose research on this topic under this priority.

Changes: None.

Priority 4--Participation and Community Living for Individuals With Psychiatric Disabilities

Comment: One commenter requested that NIDRR provide references to the Substance Abuse and Mental Health Services Administration's (SAMHSA's) Best Practices Planning and Implementation Grants program, to facilitate collaboration of the center funded under this priority with this program.

Discussion: NIDRR agrees that SAMHSA's Best Practices Planning and Implementation Grants program may be a potential source of information for, or potential collaborator of, the center funded under this priority. NIDRR typically references in its priorities only those programs or entities with which the grantee is required to collaborate. In this case, NIDRR does not believe it is appropriate to require all applicants to propose to collaborate with this SAMHSA program. For this reason, NIDRR declines to reference the SAMHSA program in the text of this priority.

Changes: None.

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

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

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

The Plan, which was published in the Federal Register on February 15, 2006 (71 FR 8165), can be accessed on the Internet at the following site:

<http://www.ed.gov/about/offices/list/osers/nidrr/policy.html>

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

PRIORITIES:

In this notice, we are announcing four priorities for RRTCs.

- Priority 1--Enhancing the Functional and Employment Outcomes of Individuals Who Experience a Stroke.

- Priority 2--Enhancing the Functional and Employment Outcomes of Individuals With Multiple Sclerosis.

- Priority 3--Aging With Physical Disability: Reducing Secondary Conditions and Enhancing Health and Participation, Including Employment.

- Priority 4--Participation and Community Living for Individuals With Psychiatric Disabilities.

Rehabilitation Research and Training Centers (RRTCs)

The purpose of the RRTC program is to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended, through advanced research, training, technical assistance, and dissemination activities in general problem areas, as specified by NIDRR. Such activities are designed to benefit rehabilitation service providers, individuals with disabilities, and the family members or other authorized representatives of individuals with disabilities. In addition, NIDRR intends to require all RRTC applicants to meet the requirements of the General Rehabilitation Research and Training

Centers (RRTC) Requirements priority, which was published in a notice of final priorities in the Federal Register on February 1, 2008 (73 FR 6132). Additional information on the RRTC program can be found at:

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

Statutory and Regulatory Requirements of RRTCs

RRTCs must--

- Carry out coordinated advanced programs of rehabilitation research;
- Provide training, including graduate, pre-service, and in-service training, to help rehabilitation personnel more effectively provide rehabilitation services to individuals with disabilities;
- Provide technical assistance to individuals with disabilities, their representatives, providers, and other interested parties;
- Demonstrate in their applications how they will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds;
- Disseminate informational materials to individuals with disabilities, their representatives, providers, and other interested parties; and
- Serve as centers of national excellence in rehabilitation research for individuals with disabilities, their representatives, providers, and other interested parties.

Priorities

Priority 1--Enhancing the Functional and Employment Outcomes of Individuals Who Experience a Stroke

The Assistant Secretary for Special Education and Rehabilitative Services announces a priority for a Rehabilitation Research and Training Center (RRTC) on Enhancing the Functional and Employment Outcomes of Individuals Who Experience a Stroke. This RRTC must conduct rigorous research, training, technical assistance, and dissemination activities to enhance the functional and employment outcomes of individuals who experience a stroke.

In doing so, the RRTC must focus on no more than two of the following dimensions: improved mobility, secondary conditions (e.g.,

pain, fatigue), and emotional well-being. Under this priority, the RRTC must be designed to contribute to the following outcomes:

(a) Improved outcome measures for use with individuals who experience a stroke. The RRTC must contribute to this outcome by identifying or developing and testing methods and measures to assess outcomes in the dimensions that the RRTC chooses to focus on (e.g., mobility, secondary conditions, emotional well-being).

(b) Improved medical rehabilitation or community-based rehabilitation interventions for individuals who experience a stroke. The RRTC must contribute to this outcome by identifying or developing and testing new rehabilitation interventions that are designed to improve mobility, reduce the onset of secondary conditions, or improve emotional well-being among individuals who experience a stroke. Where possible, the RRTC must use scientifically based research (as this term is defined in section 9101(37) of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001) methods to test these interventions.

(c) Improved employment outcomes among individuals who experience a stroke. The RRTC must contribute to this outcome by conducting research on the experiences and outcomes of individuals who experience a stroke and who seek to return to work. The RRTC's research must include research on individuals who are served by the State Vocational Rehabilitation (VR) Services program or who receive stroke/neuro-rehabilitation services from other sources, and must identify neuro-rehabilitation services that are associated with positive outcomes in the treatment of specific stroke-related impairments and functional limitations thereby allowing individuals to return to work.

Priority 2--Enhancing the Functional and Employment Outcomes of Individuals With Multiple Sclerosis

The Assistant Secretary for Special Education and Rehabilitative Services announces a priority for a Rehabilitation Research and Training Center (RRTC) on Enhancing the Functional and Employment Outcomes of Individuals With Multiple Sclerosis. This RRTC must conduct rigorous research, training, technical assistance, and

dissemination activities to enhance the functional and employment outcomes of individuals with multiple sclerosis (MS).

In doing so, the RRTC must focus on how one or both of the following dimensions affect the employment outcomes of individuals with MS: the prevention or reduction of secondary conditions (e.g., pain, fatigue, depression, cognitive impairment) and improved mobility. Under this priority, the RRTC must be designed to contribute to the following outcomes:

(a) Improved outcome measures for use with individuals with MS. The RRTC must contribute to this outcome by identifying or developing and testing methods and measures to assess outcomes in the dimensions on which the RRTC chooses to focus.

(b) Improved medical rehabilitation or community-based rehabilitation interventions. The RRTC must contribute to this outcome by improving the ability of individuals with MS to remain in the workforce and to participate in the community through identifying or developing and testing new rehabilitation interventions. Where possible, the Center must use scientifically based research (as this term is defined in section 9101(37) of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001) methods to test these interventions.

(c) Improved employment outcomes among individuals with MS. The RRTC must contribute to this outcome by conducting research on the experiences and outcomes of individuals with MS who are served by the State Vocational Rehabilitation Services (VR) program or who receive MS-rehabilitation services from other sources, and by identifying rehabilitation services that are associated with the reduction of specific MS-related symptoms and functional limitations. Research must include investigation of job modifications and accommodations associated with successful employment.

Priority 3--Aging With Physical Disability: Reducing Secondary Conditions and Enhancing Health and Participation, Including Employment

The Assistant Secretary for Special Education and Rehabilitative Services announces a priority for a Rehabilitation Research and

Training Center (RRTC) on Aging With Physical Disability: Reducing Secondary Conditions and Enhancing Health and Participation, Including Employment. This RRTC must conduct rigorous research, training, technical assistance, and dissemination activities to improve rehabilitation outcome measures and rehabilitation interventions that can be applied in clinical or community-based settings and used by other researchers. The intended outcome of the RRTC is to enhance community participation, including employment, of individuals aging with long-term physical disabilities by advancing knowledge about the identification, assessment, treatment, and improved management of the secondary conditions likely experienced by individuals aging with a physical disability. Individuals aging with a physical disability include those who acquired their disability at birth, in childhood, or in early adulthood and who are now aging into middle or late adulthood.

In addressing this priority, the RRTC must propose a limited number of high-quality, cross-disability research projects to address the secondary conditions that are most relevant to the lives of individuals with physical disabilities. To ensure the feasibility of the RRTC's proposed activities and increase the likelihood of achieving the planned outcomes, the RRTC must focus on two to four discrete impairment groups (e.g., spinal cord injury, cerebral palsy, multiple sclerosis, rheumatoid arthritis, stroke, post-polio) and must limit intervention strategies to no more than two of the following modalities: exercise, health promotion, psychological adaptation, life planning or self-management skills, and environmental or technological supports. Under this priority, the RRTC must be designed to contribute to the following outcomes:

(a) Enhanced understanding of the natural course of aging with a physical disability. The RRTC must contribute to this outcome by documenting the life trajectories and average age of onset of the major types of secondary conditions experienced by individuals living with long-term physical disabilities in the selected impairment groups, and examining the interrelationships among different types of

secondary conditions and the consequences of variations in timing of onset for health and community participation.

(b) Improved tools and measures for use with individuals aging with long-term physical disabilities. The RRTC must contribute to this outcome by identifying, developing or modifying, and testing measurement tools that improve the identification and assessment of the major types of secondary conditions affecting individuals in the selected impairment groups, as well as the outcomes of interventions designed to prevent or reduce these conditions.

(c) Improved rehabilitation or community-based interventions that enhance the health and participation in work and the community of individuals aging with physical disabilities. The RRTC must contribute to this outcome by identifying, developing or modifying, and testing interventions that show promise in preventing the onset of or improving the management and reducing the impact of secondary conditions on individuals in the selected impairment groups. Where possible, the RRTC must use scientifically based research (as this term is defined in section 9101(37) of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001) methods to test these interventions.

(d) Improved employment outcomes among working-age individuals aging with long-term physical disabilities. The RRTC must contribute to this outcome by conducting research on the experiences, including employment outcomes, of individuals aging with long-term physical disabilities in the selected impairment groups who are served by the State Vocational Rehabilitation (VR) Services program or who receive rehabilitation services from other sources, and by identifying specific secondary conditions that require improved and unique VR services and approaches.

Priority 4--Participation and Community Living for Individuals With Psychiatric Disabilities

The Assistant Secretary for Special Education and Rehabilitative Services announces a priority for a Rehabilitation Research and Training Center (RRTC) on Participation and Community Living for Individuals With Psychiatric Disabilities. The RRTC must conduct

rigorous research, training, technical assistance, and dissemination activities that contribute to improved community participation and community living outcomes for individuals with psychiatric disabilities. Under this priority, the RRTC must be designed to contribute to the following outcomes:

(a) Improved individual and system capacity to maximize the participation of individuals with psychiatric disabilities in community life. The RRTC must contribute to this outcome by:

(1) Generating new knowledge through research on effective strategies to meet the needs of individuals with psychiatric disabilities who are served by centers for independent living and identifying independent living services and service-delivery approaches that meet the unique needs of this population.

(2) Increasing the knowledge base and advancing the application of theories, measures, methods, or interventions that facilitate participation and community living of individuals with psychiatric disabilities. In this regard, the RRTC must focus its efforts on at least three of the following areas: employment, housing, education, health and mental health care, recreation, social relationships, or other public and private sector activities related to community living. If the RRTC engages in testing interventions, the RRTC must use scientifically based research (as this term is defined in section 9101(37) of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001) methods.

(3) Reducing disparities in service delivery and program development by focusing its work on one or more of the following understudied areas: (i) emergency preparedness for individuals with psychiatric disabilities; (ii) individuals with psychiatric disabilities from diverse racial, ethnic, and linguistic backgrounds; or (iii) individuals with psychiatric disabilities who have co-occurring sensory or physical disabilities.

(b) Increased incorporation of mental health research findings into practice or policy. The RRTC must contribute to this outcome by coordinating with appropriate NIDRR-funded knowledge translation grantees to advance or add to their work in the following areas:

(1) Developing and implementing procedures to evaluate the readiness of mental health research findings for translation into practice.

(2) Collaborating with stakeholder groups to develop, evaluate, or implement strategies to increase utilization of mental health research findings.

(3) Conducting training, technical assistance, and dissemination activities to increase utilization of mental health research findings.

Information on knowledge translation projects funded by NIDRR can be found at <http://www.naric.com/research/pd/priority.cfm>

Executive Order 12866

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

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

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

Summary of potential costs and benefits:

The benefits of the Disability and Rehabilitation Research Projects and Centers 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 is that the establishment of new RRTC's will support the President's NFI and improve the lives of individuals with disabilities. The new RRTC's will generate, disseminate, and promote the use of new information that will improve employment and community living options for individuals with disabilities.

Applicable Program Regulations: 34 CFR part 350.

Electronic Access to This Document

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www.ed.gov/news/fedregister

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www.gpoaccess.gov/nara/index.html

(Catalog of Federal Domestic Assistance Numbers 84.133B Rehabilitation Research and Training Centers Program)

PROGRAM AUTHORITY: 29 U.S.C. 762(g) and 764(b)(2).

Dated: July 8, 2008

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

**SECTION
D**

BACKGROUND STATEMENT

Rehabilitation Research and Training Centers (133B-7)

Priority 1--Enhancing the Functional and Employment Outcomes of Individuals Who Experience a Stroke

Background:

According to the American Heart Association's most recent estimates, each year approximately 780,000 individuals in the United States (U.S.) experience a stroke and nearly 5.7 million individuals in the U.S. today have survived a stroke. Stroke patients continue to be the largest diagnostic group in medical rehabilitation, and stroke is a leading cause of serious, long-term physical and cognitive disabilities (American Heart Association, 2008).

Significant progress has been made in the development of rehabilitation interventions and in the assessment of outcomes for those who experience a stroke. An example of recent advances in rehabilitation interventions includes constraint-induced movement therapy. This repetitive training of the arms on task-oriented activities has been shown to improve the functional abilities of stroke survivors (Wolf et al., 2006). Another novel and promising technology that is in development is the BION, a family of implantable neuromuscular microstimulation devices that are designed to treat complications of paralysis and disuse atrophy, including shoulder subluxation, hand contractures, drop foot and osteoarthritis (Loeb et al., 2006).

Given the large and growing incidence of stroke in the U.S. and the high levels of physical and cognitive disabilities often

associated with strokes, there is a need for further research on promising new interventions, such as CI therapy, bodyweight supported treadmill training (BWS-TT), electrical stimulation, and robotic technology (Bassett, 2006). In addition, research is needed to develop more sensitive measures of neuro-recovery and post-stroke secondary health conditions, as well as interventions to prevent a variety of post-stroke secondary health conditions, such as fatigue (Gladstone et al., 2002; Roth, 2005; Campbell, Sheets, & Strong, 1999).

Individuals who experience a stroke are at increased risk for depression, and depression among stroke survivors is associated with poor functional outcomes (Goodwin & Devanand, 2008).

Typical clinical assessments of depression ask patients questions to detect the presence of negative affect and the absence of positive affect. However, the connection between emotional well-being and stroke outcomes is not yet very well understood. Additional research is needed to investigate whether interventions aimed at improving an individual's level of positive affect can improve recovery from stroke.

Post-stroke rehabilitation interventions that focus on health and function and emotional well-being may improve employment outcomes of this population. Emotional well-being in the general population is related to many positive outcomes, including employment (Seligman, 1991, 2002). However, this connection has not been validated nor explored for the population of individuals with disabilities, including individuals who experience a stroke. The employment

statistics for the post-stroke population are poor. Estimates of rates of return to work following stroke vary widely (Wozniak & Kittner, 2002). According to the U.S. Department of Education's Rehabilitation Services Administration's Case Service Report, also called the RSA-911 database, in 2006, of the more than 5,300 individuals with disabilities caused by a stroke who exited the State Vocational Rehabilitation Services program after receiving services, only about 25 percent were employed when they left the program.

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Rehabilitation Research and Training Centers (133B-8)

Priority 2--Enhancing the Functional and Employment Outcomes of
Individuals With Multiple Sclerosis

Background:

While prevalence estimates vary, according to the National Multiple Sclerosis Society, approximately 400,000 Americans have multiple sclerosis (MS) (National Multiple Sclerosis Society, 2005). For most individuals, the age of onset for the disease is in early adulthood. Individuals with MS may have symptoms such as fatigue, motor weakness, spasticity, poor balance, heat sensitivity, pain, cognitive impairments, and mood disorders (Wynn, 2006; Mikol, 2006). The variety of symptoms that an individual with MS may experience and the uncertain prognosis of MS can impair an individual's routine activities; vocational, social, and interpersonal functioning; and quality of life (Kalb, 2004).

While some research has been conducted regarding the functional outcomes of individuals with MS, there is a significant need for further research in the areas of outcomes measurement and rehabilitation interventions to maximize the health, well-being, and community and workplace participation of individuals with MS. Experienced MS care providers participating in a recent survey identified a number of areas in which clinical consultation and continuing medical education (CME) would improve their ability to treat individuals with MS, and the wide range of symptoms associated with MS (Turner et al., 2006). Fatigue, depression, cognitive

impairment, and pain were among the most frequently cited areas for consultation and CME (Mikol, 2006). Research that addresses the frequent co-occurrence of these four symptoms, and the effect of central-nervous-system-active medications that are typically used to treat them, is also needed (Oken et al., 2006). For individuals with MS, there is a "continued need for effective therapeutic approaches to symptom management" (Joy & Johnston, 2001).

The relatively early age of onset, the variety of symptoms and secondary conditions associated with MS, and the intermittent and uncertain course of the disease present a variety of challenges to continuous participation by individuals with MS in the labor force. Estimates are that as many as 50 percent of individuals with MS report they cannot work due to their disabilities (Buchanan et al., 2006). Interventions to improve the health and function of individuals with MS may improve their employment outcomes. Recent data from the U.S. Department of Education's Rehabilitation Services Administration's Case Service Report, also called the RSA-911 database, suggest that vocational rehabilitation services can be improved for this population. According to the RSA-911 database, in 2006, of the more than 3,000 individuals with MS who exited the State Vocational Rehabilitation Services program, after being determined eligible and receiving a service, only one-third were employed when they exited the program.

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Rehabilitation Research and Training Centers (133B-9)

Priority 3--Aging With Physical Disability: Reducing Secondary Conditions and Enhancing Health and Participation, Including Employment

Background:

With recent medical and technological advancements, many individuals with early onset of physical disabilities acquired at birth or in childhood or young adulthood are surviving long enough to experience the rewards and challenges of aging (Campbell, Sheets, & Strong, 1999). Determining the size of this emerging segment of the disabled population has been difficult due to the lack of sufficient population data on age of onset and duration of disability (Kemp, 2005). The only national estimate available to date comes from a secondary analysis of the 1990 U.S. Census data, which suggests that there may be as many as 25,000,000 Americans who are aging with various long-term physical disabilities (McNeil, 1994).

As many researchers have documented, a primary challenge associated with increased longevity among this population is an increased risk of secondary conditions (Kemp & Mosqueda, 2004). Although there is widespread agreement that secondary conditions can be debilitating, costly in terms of financial and social consequences, and potentially fatal in some circumstances, how to define secondary conditions remains an active debate within the disability community (Wilber et al., 2002; Rimmer, 2005).

While a precise definition of secondary conditions is still evolving, the emerging consensus is that secondary conditions often increase the severity of an individual's physical disability (Brandt & Pope, 1997). As individuals with long-term physical disabilities age into middle and later adulthood, there is an enormous physical and psychological burden associated with having to manage various secondary health conditions, in addition to managing the chronic health effects related to the aging process generally (Rimmer, 2005). There is, however, widespread agreement that certain secondary conditions are preventable, and that learning how to prevent the onset or reduce the severity and impact of these new or increased impairments, functional limitations, and age-related health problems is vital to enhancing the health and participation of individuals aging with long-term physical disabilities (Simeonsson et al., 1999; Lollar, 2002; Wilber et al., 2002).

To date there are no national estimates of the number of individuals with long-term physical disabilities who are experiencing one or more types of secondary conditions. Most of what is known about the prevalence and consequences of secondary conditions for health and participation comes from clinical studies of patients, a handful of community-based studies and secondary analyses of population surveys, and the evolving theoretical understanding of the general aging process (Cristian, 2005; Kemp, 2005; Seekins et al., 1994; Campbell, Sheets, & Strong, 1999; Wilber et al., 2002; Verbrugge & Yang, 2002; Kinne et al., 2004).

Results of these studies underscore the importance of improving treatment options to prevent or reduce the consequences of secondary conditions. Exercise, lifestyle and behavioral changes, and psychosocial and environmental factors are known to influence the development of secondary health conditions (Seekins et al., 1994; Wilber et al., 2002; Kemp, 2005; Rimmer, 2005). However, research on these factors has been limited by the lack of measurement tools to characterize the types and severity of secondary conditions experienced by individuals aging with physical disabilities, and the lack of experimental and quasi-experimental studies to test the effectiveness of various intervention strategies (Wilber et al., 2002; Rimmer, 2005).

The variety of secondary conditions that individuals aging with physical disability are at risk of developing, and the relatively early age of onset of those conditions, pose challenges to maintaining their participation in the labor force. In some cases, secondary conditions can lead to premature retirement and the loss of economic self-sufficiency. The employment consequences of aging with a physical disability have yet to be examined in large-scale national surveys. However, results of a recent quasi-experimental study indicate that those aging with polio, cerebral palsy, rheumatoid arthritis, and stroke reported a 50 percent reduction in employment compared to a 35 percent reduction for the non-disabled comparison group (Mitchell, Adkins, & Kemp, 2006). Given the economic consequences of premature disruptions in labor force participation, vocational rehabilitation strategies need to be identified and tested

for their effectiveness in improving the employment outcomes of the growing segment of the population experiencing the challenges of aging with long-term physical disabilities.

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Rehabilitation Research and Training Centers (133B-10)

Priority 4--Participation and Community Living for Individuals With Psychiatric Disabilities

Background:

Individuals with psychiatric disabilities have one of the lowest rates of employment of any disability group--only one in three individuals with psychiatric disabilities in the United States is employed (Kaye, 2002). They also comprise the largest diagnostic category of working-age adults receiving Supplemental Security Income or Social Security Disability Insurance (McAlpine and Warner, 2001).

In addition, individuals with psychiatric disabilities constitute a large proportion of the homeless population. Of 2 million adults experiencing an episode of homelessness, for example, 46 percent have a psychiatric disability (Burt, 2001).

In April 2002, the President signed Executive Order 13263 establishing a New Freedom Commission on Mental Health, and charged the Commission with completing a comprehensive study of the mental health service delivery system in the United States. The Commission's report, Achieving the Promise: Transforming Mental Health Care in America, set the course for public and private efforts across the country to improve the state of mental health care (New Freedom Commission on Mental Health, 2003). The Commission calls for a transformation of the mental health service delivery system, focusing on recovery and resilience for individuals with psychiatric disabilities. As stated in the Commission's report, recovery is, in part, "the process in which people are able to live, work, learn, and

participate fully in their communities," while resilience indicates "the personal and community qualities that enable us to rebound from adversity, trauma, tragedy, threats, or other stresses--and to go on with life with a sense of mastery, competence, and hope" (New Freedom Commission on Mental Health, 2003).

Federal legislation has long aimed to facilitate the full inclusion of individuals with psychiatric disabilities into the mainstream of society. For example, the centers for independent living, established by title VII of the Rehabilitation Act of 1973, as amended, provide information and referral, advocacy, peer support, and independent living skill building to individuals with disabilities, including individuals with psychiatric disabilities. Grantee-reported data from the U.S. Department of Education's Centers for Independent Living program indicate that nearly 31,000 individuals with psychiatric disabilities were served by centers for independent living in 2006. However, there is a general lack of evidence on what independent living services are most effective in addressing the needs of individuals with psychiatric disabilities. Increased knowledge in this area could lead to more effective independent living services for individuals with psychiatric disabilities, and result in enhanced community living and participation for this population.

In addition, there is a strong need for research on understudied aspects of community participation and community living for individuals with psychiatric disabilities. Two examples, among many, are emergency preparedness and mental health disparities for traditionally underserved populations (e.g., individuals from diverse

racial, ethnic, and linguistic backgrounds, and individuals with multiple disabilities) with psychiatric disabilities (National Council on Disability, 2006; New Freedom Commission on Mental Health, 2003; U.S. Public Health Service, Office of the Surgeon General, 2001).

According to the Institute on Medicine report, Crossing the Quality Chasm: A New Health System for the 21st Century, the time lag between the discovery of effective medical treatments and the incorporation of those treatments into practice is 15 to 20 years. The President's New Freedom Commission on Mental Health called for a reduction in this delay as part of an overall transformation of mental health care in America (Substance Abuse and Mental Health Services Administration, 2005; New Freedom Commission on Mental Health, 2003; Institute of Medicine, 2001).

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**SECTION
E**

**PRIORITY 1
GENERAL REQUIREMENTS FOR EACH RRTC**

General Rehabilitation Research and Training Center (RRTC)
Requirements

Background:

NIDRR proposes the following General RRTC Requirements priority because it believes that the effectiveness of any RRTC depends on, among other things, how well the RRTC coordinates its research efforts with the research of other NIDRR-funded projects, involves individuals with disabilities in its activities, and identifies specific anticipated outcomes that are linked to its objectives in applying for RRTC funding. Accordingly, NIDRR intends to use proposed Priority 11--General RRTC Requirements in conjunction with each of the other RRTC priorities proposed in this notice (i.e., priorities 15 through 18).

Final Priority:

To meet this priority, the Rehabilitation Research and Training Center (RRTC) must--

(a) Conduct a state-of-the-science conference on its respective area of research by the fourth year of the grant cycle and publish a comprehensive report on the final outcomes of the conference by the end of the fourth year of the grant cycle. This conference must include materials from the experts internal and external to the RRTC;

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

(c) Involve individuals with disabilities in planning and implementing its research, training, and dissemination activities, and in evaluating the RRTC; and

(d) Coordinate with the appropriate NIDRR-funded Knowledge Translation Centers and professional and consumer organizations,

to provide scientific results and information for dissemination to policymakers, service providers, researchers, and others.

**SECTION
F**

SECTION CRITERIA

FOR ALL RRTCS IN THIS APPLICATION PACKAGE

SELECTION CRITERIA

We use the following selection criteria to evaluate applications under RRTC program. The maximum score for all of these criteria is 100 points. The maximum score for each criterion is indicated in parentheses.

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

(1) The Secretary considers the importance of the problem.

(2) In determining the importance of the problem, the Secretary considers one or more of the following factors:

(i) The extent to which the applicant clearly describes the need and target population **(2 points)**.

(ii) The extent to which the proposed project will have beneficial impact on the target population **(2 points)**.

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

(1) The Secretary considers the responsiveness of the application to an absolute or competitive priority published in the Federal Register.

(2) In determining the application's responsiveness to the absolute or competitive priority, the Secretary considers one or more of the following factors:

(i) The extent to which the applicant addresses all requirements of the absolute or competitive priority **(3 points)**.

(ii) The extent to which the applicant's proposed activities are likely to achieve the purposes of the absolute or competitive priority **(3 points)**.

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

(1) The Secretary considers the extent to which the design of research activities is likely to be effective in accomplishing the objectives of the project.

(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:

(i) The extent to which the research activities constitute a coherent, sustained approach to research in the field, including a substantial addition to the state-of-the-art **(8 points)**.

(ii) The extent to which the methodology of each proposed research activity is meritorious, including consideration of the extent to which--

(A) The proposed design includes a comprehensive and informed review of the current literature, demonstrating knowledge of the state-of-the-art **(4 points)**;

(B) Each sample population is appropriate and of sufficient size **(8 points)**;

(D) The data collection and measurement techniques are appropriate and likely to be effective **(15 points)**; and

(E) The data analysis methods are appropriate **(5 points)**.

(d) Design of training activities (8 points total).

(1) The Secretary considers the extent to which the design of training activities is likely to be effective in accomplishing the objectives of the project.

(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:

(i) The extent to which the proposed training methods are of sufficient quality, intensity, and duration (**4 points**).

(ii) The extent to which the proposed training content--

(A) If relevant, is based on new knowledge derived from research activities of the proposed project (**2 points**).

(iii) The extent to which the proposed training materials and methods are accessible to individuals with disabilities (**2 points**).

(e) Design of dissemination activities (5 points total).

(1) The Secretary considers the extent to which the design of dissemination activities is likely to be effective in accomplishing the objectives of the project.

(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:

(i) The extent to which the materials to be disseminated are likely to be effective and usable, including consideration of their quality, clarity, variety, and format (**3 points**).

(ii) The extent to which the information to be disseminated will be accessible to individuals with disabilities (**2 points**).

(f) Design of technical assistance activities (8 points total).

(1) The Secretary considers the extent to which the design of technical assistance activities is likely to be effective in accomplishing the objectives of the project.

(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:

(i) The extent to which the methods for providing technical assistance are of sufficient quality, intensity, and duration (**2 points**).

(ii) The extent to which the technical assistance is appropriate to the target population, including consideration of the knowledge level of the target population, needs of the target population, and format for providing information (**4 points**).

(iii) The extent to which the technical assistance is accessible to individuals with disabilities

(**2 points**).

(g) Plan of operation (7 points total).

(1) The Secretary considers the quality of the plan of operation.

(2) In determining the quality of the plan of operation, the Secretary considers one or more of the following factors:

(i) The adequacy of the plan of operation to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, and timelines for accomplishing project tasks (**4 points**).

(ii) The adequacy of the plan of operation to provide for using resources, equipment, and personnel to achieve each objective (**3 points**).

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

(1) The Secretary considers the adequacy and the reasonableness of the proposed budget.

(2) In determining the adequacy and the reasonableness of the proposed budget, the Secretary considers one or more of the following factors:

(i) The extent to which the costs are reasonable in relation to the proposed project activities (**2 points**).

(ii) The extent to which the budget for the project, including any subcontracts, is adequately justified to support the proposed project activities (**2 points**).

(i) Plan of evaluation (6 points).

(1) The Secretary considers the quality of the plan of evaluation.

(2) In determining the quality of the plan of evaluation, the Secretary considers one or more of the following factors:

(i) The extent to which the plan of evaluation provides for periodic assessment of progress toward--

(A) Implementing the plan of operation (**2 points**); and

(B) Achieving the project's intended outcomes and expected impacts (**2 points**).

(ii) The extent to which the plan of evaluation provides for periodic assessment of a project's progress that is based on identified performance measures that—

(A) Are clearly related to the intended outcomes of the project and expected impacts on the target population (**1 point**); and

(B) Are objective, and quantifiable or qualitative, as appropriate (**1 point**).

(j) Project staff (8 points total).

(1) The Secretary considers the quality of the project staff.

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

(3) In addition, the Secretary considers one or more of the following:

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

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

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

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

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

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

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

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

**SECTION
G**

PROTECTION OF HUMAN SUBJECTS

Protection of Human Subjects

Research activities involving human subjects supported by awards under these programs are subject to Department of Education Regulations for the Protection of Human Subjects. If you are applying on Grants.gov there is a separate place to include exempt and non-exempt narratives.

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

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

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

**SECTION
H
APPLICATION FORMAT**

APPLICATION FORMAT

MANDATORY GRANTS.GOV SUBMISSION

Applications for an award must be sent by grants.gov or with a waiver postmarked or hand delivered by the closing date of *Friday, August 22, 2008.*

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 SF 424)

- This application cover sheet requires basic identifying information about the applicant and the application.
- Applicants should clearly indicate the **RELEVANT** CFDA number of the program 84.133B-7, 84.133B-8, 84.133B-9 or 84.133B-10 in block 11. If this information is not provided, your application may be assigned and reviewed under a different program. For electronic submissions, you must download the correct application package from Grants.gov.
- Applicants should use the **RELEVANT** CFDA Title from the NFP/NIA as the title.

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.

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 attach a document with the title "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 a restricted indirect cost rate of 15% for this program.

Training Stipends (line 11): There are three types of projects that might included budget requests for stipends, tuition allowance, or other types of similar charges to support the objectives of the project:

Fellowship or Scholarship Programs

Educational Training Projects

Projects where students receive tuition remission or other forms of compensation, as, or in lieu of wages.

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

Cost Share or Matching: If you include a voluntary cost share or matching, please, include this information on the ED Form 524, Section B – Budget Summary, Non-Federal Funds.

5. Budget Narrative

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

6. Application Narrative

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

Each applicant is encouraged to limit the application narrative to the equivalent of no more than 125 pages, using the following standards:

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

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

7. Vitae/Bibliography/Letters of Support

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

8 Assurances, Certifications, Disclosures

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

9 Reporting Requirements

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

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

SECTION

I

FREQUENTLY ASKED QUESTIONS

POINTS TO REMEMBER IN APPLICATION PREPARATION

DUNS NUMBER INSTRUCTIONS

FREQUENTLY ASKED QUESTIONS

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

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

2. WHAT SHOULD BE INCLUDED IN THE APPLICATION?

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

3. WHAT FORMAT SHOULD BE USED FOR THE APPLICATION?

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

4. ARE THERE PAGE LIMITS TO MY APPLICATION?

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

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

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

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

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

7. WHAT IS THE ALLOWABLE INDIRECT COST RATE?

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

8. CAN PROFIT MAKING BUSINESSES APPLY FOR GRANTS?

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

9. CAN INDIVIDUALS APPLY FOR GRANTS?

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

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

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

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

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

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

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

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

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

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

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

15. WILL ALL APPROVED APPLICATIONS BE FUNDED?

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

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

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

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

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

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

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

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

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

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

POINTS TO REMEMBER IN APPLICATION PREPARATION

Relevant To Program

1. **CFDA Number:** In the title block on the SF 424 form, please note the appropriate CFDA 84.133B-7, 84.133B-8, 84.133B-9 or 84.133B-10 and use the title from the NFP/NIA as the title. For electronic submissions, you must download the correct application package from Grants.gov. Please note that NIDRR has multiple competitions available at this time.
2. **Indirect Cost:** The maximum amount includes direct and indirect costs. A grantee may not collect more than fifteen percent of the total grant award as indirect cost charges (34 CFR 350.23). Indirect cost office: <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>
3. **Application Narrative** - Organize your narrative in accordance with the selection criteria in Section E (General Requirements for RRTCS) and Section F of this package. Address all criteria. Include a table of contents in your application in order to highlight where the application narrative can be found in the application. If applying through Grants.gov use the Project Narrative form to attach your narrative. 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 spacing may be used for titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs. Use a font that is either 12-point or larger or no smaller than 10-pitch (characters per inch). Begin numbering the first page in Arabic numbers ("1") and number the pages consecutively throughout the document. Include all critical information in the program narrative, minimizing the need for additional appendices. Include a complete bibliography listing all materials that were referenced in the project narrative.

Closing Date/Transmittal of Application

4. Applications must be postmarked by the closing date of **Friday, August 22, 2008, if submitting in paper after obtaining a waiver**. Follow the transmittal instructions for submitting in paper or electronically found in the notice inviting applications. Please include an electronic copy (disk) with your application.
5. Mandatory electronic copies must be fully uploaded on Grants.gov by 4:30:00 pm, Washington DC time on the closing date and then processed by Grants.gov successfully. For additional information on electronic submission procedures, see the section H. A copy of your application should not be emailed directly to the Department. You must submit it electronically via Grants.gov

Forms

6. **Only the primary institution fills out the required forms.** Any partner or collaborating groups will be a subcontractor to the primary. The only paperwork the subcontractor should

complete is that required by the primary institution. You should include a letter of intent in the application from any collaborating group saying that if awarded what goals/duties they will be responsible for and the dollar amount associated with their involvement.

Application for Federal Assistance SF 424

7. Leave these blocks blank or enter N/A: **block 4**-Applicant Identifier, **block 5**-Applicant Identifier, **block 5a**- Federal Entity, **block 5b**- Federal Award Identifier, **block 6**-Date Received by State, and **block 7**,-State Application Number.
8. CFDA Number: In the title block of #11 on the SF 424 form, please note the appropriate CFDA. If applying via Grants.gov this area will populate automatically.
9. Legal Name: Block #8a is for the name of institution or entity that will be responsible for this grant if funded. If applying via Grants.gov this will match with information in the Central Contractor Registry (CCR).
10. DUNS number: It is important to verify with your fiscal office the DUNS number, which goes in Block #8c on the ED 424 form. If you do not have one, call 1-800-333-0505 to set one up. This number is required. If applying via Grants.gov you must enter the DUNS number for your organization used when it registered with the CCR.
11. Block #18a: The total amount of Federal funds requested includes both direct and indirect costs for the first year only. The totals on the ED 524 form must include direct and indirect costs and no year can be over the maximum amount.
12. Block #18b: The amount of cost share/matching that the applicant is providing. This amount should be on the “B” side of the ED 524 form and described in the budget narrative.
13. Block #18f: The amount of program income that is estimated to be generated by this application if funded. It should be described in the budget narrative.
14. EO 12372: Mark Block #19, the EO 12372 as no and not covered. This program is not covered.

ED Supplemental

15. Project Director: Block #1, Project director information. The Project Director is the primary person responsible for meeting the goals and objectives of the grant.
16. Novice applicant: Block #2. Please leave Block #6 blank. Does not apply to NIDRR programs.
17. Human Subjects: Block #3. You must include a separate 7-point narrative for each site where the research is being conducted. If you check “no”, please include a paragraph of why it is

not required. IRB approval is not required at the time of award, but must be in place before research begins.

ED 524

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

Abstract/Narrative/Appendices

19. **Abstract**: The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced. If applying through Grants.gov use the ED Abstract form to attach your abstract.
20. **Number all pages** to make it easier for the reader to refer to a page number if comments are given (including the appendices).
21. **Vitae**: Remember to include pertinent information in your narrative of the qualifications of the key personnel. A more extensive 2-4 page vitae can be included in the appendices. If applying through Grants.gov use the Other Narrative form to attach your vitae.
22. **Advisory Board**: We suggest that you limit your list of advisory board members in the application. You can give a description of the type/qualification of the person. Remember that an extensive listing of proposed names effects our peer reviewer selection. If applying through Grants.gov use the Other Narrative form to attach your letters of commitment and vitae.
23. **Letters of Commitment/Support**: If you have identified a partner, sub-contractor or consultant you should include a letter of commitment from them stating what they'll be doing on your project. We suggest that you only include key letters of support. Remember that letters of support diminish our peer reviewer pool. If applying through Grants.gov use the Other Narrative form to attach your letters.
24. **Use Of Person Loading Charts**. It is important for applicants to include proposed time commitments for all project personnel. Also, program officials and applicants often find person loading charts useful formats for showing project personnel and their time commitments to individual activities. A personal loading chart is a tabular representation of major evaluation activities by number of days spent by each key person involved in each activity.

GRANTS.GOV

MANDATORY GRANTS.GOV SUBMISSION

25. **We strongly suggest:** (1) Read the instructions carefully; (2) Don't wait until close to the due date to verify or set up your account - It can take five or more days to register; (3) Review the application before sending final version to ensure that all information has been uploaded correctly and completely; and (4) Submit early.
26. Electronic applications must be uploaded on Grants.gov by 4:30:00 pm, Washington, D.C. time on the closing date and processed by Grants.gov successfully. Please allow several hours or a full day for this process, if there is a submission error time will be needed to correct the error and resubmit to meet the deadline. For additional information on electronic submission procedures, see the transmittal section of the Notice Inviting Applications.
27. The application information will be uploaded in four areas: ED Abstract Form; Budget Narrative Attachment Form; Program Narrative Attachment Form; and Other Narrative Attachment Form. The ED Abstract Form is for the abstract. The Budget Narrative Attachment Form is for the budget justification. The Program Narrative Attachment Form is for the application narrative based on the selection criteria along with a table of contents - this section has the recommended 125-page limit recommendation. The Other Narrative Attachment Form will include vitas; letters, and any other appendices.
28. **Document Format:** You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format, if you upload a file type other than these three file types, such as Excel, or submit a password protected file, we will not review that material.
29. **UNSUBMIT:** Please note that Grants.gov does not allow you to unsubmit your application if you find an error before the due date and time. You will have to submit another "new" application and notify NIDRR that you have submitted two applications and which one is the "correct" one to review.

Miscellaneous Information and Reminders

30. **Rehabilitation Act:** To find information on the Rehab Act of 1973, as amended, as well as other NIDRR policy & legislation, go to:
<http://www.ed.gov/about/offices/list/osers/nidrr/policy.html> and
<http://www.ed.gov/policy/speced/reg/narrative.html?exp=0>
31. **Help in Preparing Applications.** We are happy to provide general program information. Clearly it would not be appropriate for staff to participate in the actual writing of an application, but we can respond to specific questions about our application requirements and evaluation criteria, or about the announced priorities. Applicants should understand that such previous contact is not required, nor does it guarantee the success of an application.

32. Possibility Of Learning The Outcome Of Review Panels Prior To Official Notification.

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

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

34. Successful Applications And Estimated/Projected Budget Amounts In Subsequent Years.

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

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

Once there - click on NIDRR. Under grantee resources click on search for other research projects. This will connect you to the program directory. Click on search all fields then type in the topic. 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 –Rehabilitation Research & Training Centers.

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. **Live help Monday-Friday 8am-6pm (EST) Dial 1.888.814.1435**

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

SECTION

J

GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

APPLICATION TRANSMITTAL INSTRUCTIONS

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education Grants.gov Submission Procedures and Tips for Applicants

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

ATTENTION

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

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
- 2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).
- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the

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

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

Submission Problems – What should you do?

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

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

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

Helpful Hints When Working with Grants.gov

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

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

Application FAQs found on the Grants.gov
http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. **(See the Federal Register notice for detailed instructions.)**

MAC Users

If you do not have a Windows operating System, you may need to use the Citrix solution discussed on Grants.gov to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

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

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). Also, do not upload any password protected files to your application.
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

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

**APPLICATION TRANSMITTAL INSTRUCTIONS
FOR MAIL OR HAND DELIVERY IF A WAIVER HAS BEEN OBTAINED**

Exception to Electronic Submission Requirement:

You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
 - You do not have the capacity to upload large documents to the Grants.gov system;
- and
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Donna Nangle, U.S. Department of Education, 400 Maryland Avenue, SW, room 6029, PCP, Washington, DC 20202-2700. FAX: (202) 245-7323.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

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 84.133B-7, 84.133B-8, 84.133B-9 or 84.133B-10)
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 84.133B-7, 84.133B-8, 84.133B-9 or 84.133B-10)
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.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

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

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

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

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

c. Submission of Paper Applications by Hand Delivery.

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.133B-7, 84.133B-8, 84.133B-9 or 84.133B-10)
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 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

**SECTION
K**

**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.

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

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

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

For electronic submission through Grants.gov the application format is set in that system.

- Part I Federal Assistance Application Face Page (SF 424)
ED Supplemental
- Part II ED Abstract form
Budget Narrative Attachment form
Project Narrative Attachment form
Other Narrative Attachment form
- Part III - Assurances, Certifications and Disclosures

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to 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 200 hours 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 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: 84.133 Grant Program, Office of the Assistant Secretary for Special Education and Rehabilitation Services, National Institute on Disability and Rehabilitation Research, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-2700.

REQUIRED FORMS:

For paper submission go to the website below to access the required forms.

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

If applying on Grants.gov the forms are set up in the system for you to fill out. The instructions to these forms are in the subsequent pages.

- › Application for Federal Assistance SF-424 (grants.gov)
- › ED Supplemental
- › 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
- › Disclosure of Lobbying Activities (SF LLL)
- › Survey on Ensuring Equal Opportunity for Applicants

INSTRUCTIONS FOR THE SF-424

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

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

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

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> ▶ 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

Item	Entry:	Item	Entry:
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 12th district, NC-103 for North Carolina's 103rd district.
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.		<ul style="list-style-type: none"> ▶ 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.
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.	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
	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).	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.
	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.		If yes, include an explanation on the continuation sheet.
	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.	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.)
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.		
	<ul style="list-style-type: none"> ▶ State Government ▶ County Government ▶ City or Township Government ▶ Special District Government ▶ Regional Organization ▶ U.S. Territory or Possession 		<ul style="list-style-type: none"> ▶ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) ▶ Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) ▶ Private Institution of

Item	Entry:	Item	Entry:
	<ul style="list-style-type: none"> › Independent 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 		<ul style="list-style-type: none"> Higher Education › Individual › For-Profit Organization (Other than Small Business) › Small Business › Hispanic-serving Institution › Historically Black Colleges and Universities (HBCUs) › Tribally Controlled Colleges and Universities (TCCUs) › Alaska Native and Native Hawaiian Serving Institutions › Non-domestic (non-US) Entity › Other (specify)

INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

1. **Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.
2. **Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

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

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

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

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

- 3a. **If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”
- 3a. **If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424
- 3a. **Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance

on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

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

Paperwork Burden Statement.

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 Web site 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, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W, Washington, DC 20202.

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

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

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

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Paperwork Reduction Act

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
L
APPLICATION CHECKLIST**

APPLICATION CHECKLIST

Does your application include each of the following?

- Cover page (SF 424) marked appropriately with **CFDA Number 84.133B-7, 84.133B-8, 84.133B-9 or 84.133B-10**, if applying by post, hand-delivery or carrier service or download of correct package for **CFDA Number 84.133B-7, 84.133B-8, 84.133B-9 or 84.133B-10** if applying electronically?
- Priority Topic identified in the Descriptive Title in Block 11 of the SF 424 match the title in the NFP/NIA?
- Budget form (ED form 524) with dollar amounts not exceeding the maximum in any year? Budget narrative for each year with arithmetic checked for accuracy
- Indirect cost rated used is not greater than the restricted 15%?
- Voluntary cost share or matching included both on the “B” side of the ED 524 and explained in the budget narrative for each year?
- Program narrative, including abstract and responses to the selection criteria
- Assurances and Certifications (from the forms list in section K)
- Correctly uploaded files if submitting electronically
- All required forms with original signatures and dates if submitting by post, hand-delivery or carrier service
- Narrative on the Protection of Human Subjects?

Did You do each of the following?

DID YOU REQUEST A WAIVER TWO WEEKS PRIOR TO THE CLOSING DATE TO SUBMIT BY PAPER? Use the correct mailing address from Section B or J if submitting by post, hand-delivery or carrier service?

- Mail (if you have a waiver) or submit application on or before **Friday, August 22, 2008?** Using the correct mailing address from Section B or J.
- Fully complete the upload of your application and receive successful validation of the submission **before 4:30 pm**, Washington, D.C. time on the closing date if submitting electronically

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: www.ed.gov