

Transcript

How to Apply for a P3 grant - part 3

Narrator: This is part 3 of the series of podcasts on how to apply for a P3 grant. It covers slides 14 through 23.

Cynthia Nolt-Helms: Slide 14: The Application for Federal Assistance, known as the SF-424, is described in Section IV of the RFA. It is essentially the application cover sheet and there is an established process at each institution to complete this form. You will want to work with your institution's Office of Sponsored Programs or equivalent office to complete this form.

Slide 15:

The Project Narrative Attachment Form. The components of this attachment are described in a number of sections in the solicitation. This is actually the meat of your proposal. After the Table of Contents, you'll attach the abstract. The abstract is a very important as it's the only portion of your proposal which all of the peer reviewers are likely to review. In your abstract, be sure to clearly state your goals and desired outcomes, use language that's understandable to a broad audience, and make the case for why this research or design-your research or design- is important.

Slide 16:

More on The Project Narrative Attachment Form. This section also includes the research plan and references and this is the major component that will be evaluated by the external peer reviewers. They will review it against the criteria that are presented in the RFA. It is important that you follow the template and abide by the 12 page limit.

The Budget Justification is a written document that provides details about all the items in each category of the proposed budget. I will talk about the budget form shortly.

You need to make sure that the totals that you have in your budget justification form are the same as the totals that you present in your budget.

And, for your budget justification, you should have more detailed information than you're able to provide in the budget form.

Slide 17:

More Components of the Project Narrative Attachment Form. The resumes that you want attached are for the faculty advisor who is also known as the PI, the co-advisers, and members of the student team. Please respect the two-page limit per resume.

The Current and Pending Support Form. This is the one form that is not available through grants.gov but it is provided in the link at EPA's website. You will need to complete this form for the faculty advisor (the PI), the co-advisors and important coworkers, but not for consultants or contractors.

If you have Letters of Intent or Letters of Support, be sure they are limited to one brief paragraph and include them in the Project Narrative Attachment Form. Letters that are submitted separately cannot be accepted by EPA.

Slide 18:

The Key Contacts form is available at grants.gov and the EPA website and this form asks for contact information for the four individuals listed on the slide. It's important that a separate person is identified for each of these four positions.

Slide 19:

Budget Information for Nonconstruction Programs. This form is also known as the SF-424B and is the federal government-wide budget form. What is important for you to remember is you ONLY need to fill out section B and ONLY use the eight categories listed on this slide. On the form, there is also a “Construction” category, but don't put anything in that category because P3 grants are not Construction Grants.

Slide 20:

I'm not going to go through this slide, but because we get a lot of errors in budgets and budget justifications, I've given simple examples of each so that you can get a sense of the level of detail we're looking for in these two items. Keep in mind, there are only these eight acceptable categories for proposal budgets.

Slide 21:

Recall from the slide at the beginning of the presentation that there are two levels of proposal review once an application is received. The criteria for each of those reviews are presented in Section V. of the RFA.

The first level of review is by a panel of external scientific peer reviewers. The external reviewers equally weight three categories of characteristics. To address these criteria, you want to make sure that your proposed projector design is scientifically sound, feasible and appropriate to address the challenge you identified. Be sure to clearly identify the innovative aspect of your proposal and identify the evaluation method that you will use to assess the environmental, economic and social benefits of your project. Also, clearly identify the scope, goals and objectives of your

proposal. And finally, make sure that the budget and the project schedule you provide are reasonable and appropriate.

Reviewers also look at the overall sustainability of the proposed project. Make sure the technical challenge is defined in terms that are relevant, significant, and related to sustainability. Your project also needs to clearly identify its potential for positive social, economic and environmental impacts.

The third category the peer reviewers will consider is the educational and teamwork aspects of the proposal. Be sure to include an educational aspect whereby basic sustainability concepts are shared among participants, the institution, and/or the surrounding or involved communities. And you need to ensure that the proposed student design reflects the contributions of an interdisciplinary team representing a breath of skills and knowledge. P3 is not an appropriate program for a graduate student and his or her faculty advisor unless there is a team of other students involved in the project.

P3 teams can be composed of undergraduates, graduate students, or a mix of both.

The Programmatic Review is conducted by EPA staff and that review considers the relevance to EPA's research priorities, the relevant statutory authorities, and the past performance of the PI on similar-sized federal grants.

Slide 22:

Human Subjects: If your project has human subjects--which includes even a survey—you will need to provide to EPA an IRB clearance from your institution's Institutional Review Board. This will not need to be done prior to application

submission, but it will need to be addressed before the grant can be awarded.

Slide 23:

If you have any questions regarding eligibility please contact James Gentry

If you have questions regarding the electronic submissions process contact Todd Peterson

And, if you have questions on any of the technical aspects of the P3 program, you can contact me, Gregory Lang, or Barbara Levinson at the contact information listed here.

Thanks for your attention. We look forward to seeing your application.

Good Luck

Narrator: This concludes our series of podcasts on how to apply for a P3 grant. Thanks for listening.