

NIST-1022
DAO 203-26

U.S. DEPARTMENT OF COMMERCE
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

TECHNOLOGY INNOVATION PROGRAM (TIP) PROPOSAL INFORMATION SHEET

TIP Ver. 2.2

NOTE: This application/questionnaire contains collection of information requirements subject to the Paperwork Reduction Act (PRA). Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to penalty for failure to comply with, a collection of information subject to the requirements of the PRA. The estimated response time for this application questionnaire is 37 hours. The response time includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

1. COMPETITION #:	2. LEGAL NAME OF SUBMITTING ORGANIZATION		
<input type="text"/>	<input type="text"/>		

3. PROPOSAL TYPE	4. LEAD ORGANIZATION TYPE	5. PROJECT DURATION	6. WILL CONTRACTORS OR SUBRECIPIENTS BE USED?
<input type="checkbox"/> SINGLE COMPANY <input type="checkbox"/> JOINT VENTURE	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Does the single company or if a joint venture, any joint venture member, have a parent company outside the United States? (If yes, complete form NIST-1022G, Foreign Owned Company Questionnaire, for each such company.)

8. Is the single company or if a joint venture, any joint venture member, majority owned by non-U.S. citizens? (If yes, explain below.)

9. Is the single company or if a joint venture, any joint venture member, subject to control by non-U.S. citizens? (If yes, explain below.)

10. Will any R&D work be performed outside the United States? (If yes, complete form NIST-1022H, R&D Work Performed Outside the United States by the Recipient or Contractor Questionnaire.)

11. Is the company or if a joint venture, any joint venture member, delinquent on any federal debt? (If yes, explain below.)

12. Are there any third party in-kind contributions?

13. NONPROPRIETARY PROPOSAL ABSTRACT

14. In addition to the certification on item 18 of the SF-424 (R&R), I agree with the certification statements in the instructions to this item 14.

Show Next Forms

Exhibit 3. The NIST-1022 Form, "Proposal Information Sheet".

INSTRUCTIONS FOR FILLING OUT THE NIST-1022 FORM “PROPOSAL INFORMATION SHEET”

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to, a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number. The reason for collecting this information is for NIST to be able to perform the appropriate technical and impact reviews of a TIP proposal. The information obtained will assist in determining eligibility for federal financial assistance. Responses to the collection of information are required to be considered for a TIP award.

The NIST-1022 “Family of Forms” consists of the NIST-1022 form “TIP Proposal Information Sheet,” which is considered the first page, and the NIST-1022A-H forms. The NIST-1022 “Family of Forms” is available as a dynamic, interactive set of Adobe PDF forms where answers supplied on the first page of the NIST-1022 form are used to generate the specific set of additional forms needed to meet proposal submission needs. Data entered in the “Family of Forms” propagates through the entire set of forms to minimize duplicative data entry. **Due to the dynamic nature of these forms, changes in key data elements (explained below) will cause form regeneration and may result in the loss of previously entered data if the data has been entered in an ad hoc manner.** We strongly encourage you to finalize all project information before data entry to avoid potential loss of data.

This form is designed to make data submission easier and more accurate. However, there are several caveats that should be clearly understood before beginning data entry.

- a. After data is entered on the NIST-1022 form, clicking the “Show Next Forms” button at the bottom of the page locks items 3 and 5 on this form and generates the forms needed to complete your proposal. If there is a change in the proposal type (item 3) or the project duration (item 5), **ALL information/data previously entered on the NIST-1022A-H forms WILL BE LOST** since new responses to these questions will generate new forms.
- b. Deleting or adding a joint venture member after the NIST-1022C form “Budget Narrative” is generated will invalidate the information and the form will need to be started again.
- c. Once the NIST-1022C form “Budget Narrative” is generated for a joint venture proposal, the number of joint venture members cannot be changed without the regeneration of the entire NIST-1022C form. In order to change the number of joint venture members from the number initially specified, click on the “Unlock Items 3 and 5” button on the first page of the NIST-1022 form. This will reset the forms and ALL information/data previously entered on the NIST-1022A-H forms WILL BE LOST and will have to be reentered. Therefore, if there is any doubt about

the number of joint venture members, delay generating and completing the NIST-1022C form until this matter is resolved to avoid starting over.

- d. Review all the forms and plan data entry to minimize change so time and data are not lost. It is recommended that you turn off the auto complete feature in your browser if you are using it to complete Adobe forms.
- e. The single PDF file containing these forms must remain intact and the PDF format must remain unaltered. **Altering the PDF form may invalidate your proposal.**

Once complete, the PDF file containing the NIST-1022 “Family of Forms” must be submitted electronically by attaching its link to item 7 of the SF-424 “Research & Related Other Project Information” form. If paper copies are submitted, the entire NIST-1022 “Family of Forms” that are generated electronically by your answers on the NIST-1022 form are to be submitted. **Failure to submit a complete and accurate set of forms may result in disqualification.**

Instructions for each item on the NIST-1022 form follow:

1. Enter the TIP competition number provided in the Federal Funding Opportunity notice that corresponds to the competition for which you are applying.
2. Enter the legal name of the organization submitting the proposal. You cannot get past the NIST-1022 form to see the other NIST-1022 “Family of Forms” without entering a legal name in item 2. The legal name entered in this item must be the same as the legal name shown on item 5 of the SF-424 (R&R). If this is a joint venture proposal the lead company name must appear in item 2 of the NIST-1022 form. The joint venture members should be identified on the NIST-1022A form “Other Joint Venture Members.”
3. Select Proposal type by clicking the box next to Single Company or Joint Venture. Once the appropriate proposal type is clicked, the applicable Budget Narrative and Multi-Year Budget forms will be generated corresponding to the answer given, as well as the NIST-1022A form, which must be completed if Joint Venture is clicked.
4. Select lead organization type from the drop down box.
5. Enter the number of years and months for the duration of this project. The answer to this question will impact the Budget Narrative and Multi-Year Budget forms generated.
6. Select “Yes” or “No” from the drop down box as appropriate. Selecting “Yes” will generate the NIST-1022B form, which

must be completed if contractors and/or subrecipients are used on the project.

7. Select "Yes" or "No" from the drop down box as appropriate. Selecting "Yes" will generate the NIST-1022G form, which must be completed.
8. Select "Yes" or "No" as appropriate. Selecting "Yes" requires an explanation in the text box that will pop up.
9. Select "Yes" or "No" as appropriate. Selecting "Yes" requires an explanation in the text box that will pop up.
10. Select "Yes" or "No" from the drop down box as appropriate. Selecting "Yes" will generate the NIST-1022H form, which must be completed.
11. Select "Yes" or "No" as appropriate. Selecting "Yes" requires an explanation in the text box. If the company is delinquent on any federal debt, including the Internal Revenue Service (IRS), provide the amount of the debt, the name of the federal agency to which the debt is owed, how old the debt is, the circumstances surrounding the establishment of the debt, and why the debt has not been paid.
12. Select "Yes" or "No" as appropriate. Note that in-kind contributions can only come from third parties. Selecting "Yes" requires an explanation in the text box. Selecting "Yes" will generate the NIST-1022D form, which must be completed.
13. Enter a nonproprietary proposal abstract of the proposed work in the text box provided. As part of the abstract, include a statement of the technical problem addressed in the proposal. The text box is limited to the visible space in the box.
14. The authorized company representative who certifies the form must have delegated fiduciary authority. By checking this box the company representative agrees to the certification on item 17 of the SF-424 (R&R) form, certifies the commitment of cost sharing, and attests to the accuracy of the proposal. The certification also signifies that the company representative has coordinated with top management within their own company and if a joint venture, with all companies/organizations identified as joint venture members about their commitment and cost sharing to the proposed project.

IMPORTANT REMINDER: When the Show Next Forms button at the bottom of this form is clicked, items 3 and 5 are "locked" and the required applicable forms are generated for completion. They can be unlocked but this will cause the loss of forms previously generated and data entered. For example, when item 3 Proposal Type is clicked as a "Single Company," the applicable NIST-1022C form and NIST-1022E form are automatically generated. If "Joint Venture" is clicked, the NIST-1022A form, the applicable NIST-1022C form, and the NIST-1022F form are automatically generated.