


# Instructions for submitting a full proposal to U.S. Nuclear Regulatory Commission Scholarship and Fellowship, Faculty Development, and Trade School and Community College Scholarship Grant Program, Fiscal Year (FY) 2018

(Funding Opportunity Number: NRC-HQ-60-17-FOA-0002)

**Full proposal submissions must be received by 5 p.m. (Eastern Time) on October 30, 2017.**

Please complete the required forms, SF-424 (Application for Federal Assistance), SF-424A (Budget Information Non-construction programs), and SF-424B (assurances for Non-construction programs), Certification Regarding Lobbying Form, SF-LLL: Disclosure of Lobbying Activities, if applicable, and NRC Form 781, Part A, B, and C. Please attach the required elements as listed below as part of your full proposal application package. It is preferred that you attach all your documents in one PDF document; however they can be attached separately.

## REQUIRED ELEMENTS FOR FULL PROPOSALS

Full Proposals must include the following, packaged in the order listed, with the bottom right-hand corner of every page numbered and labeled with the Principal Investigators last name. Adobe pdf format is required.

## Application Content

All submissions require full proposals. You may download full proposal submission packages from www.grants.gov.

**Required Elements for Applications**

**A. Format:**

**Font Size, Style, and Color**

- **11 point, Arial, black color** (A Symbol font may be used to insert Greek letters or special characters.)

**Page Size and Margins**

- Use standard paper size (8 ½" x 11").
- Use one inch margins (top, bottom, left, and right).
- NRC requires all text attachments to the SF424 application forms to be submitted as PDF files. Adobe PDF format is preferred.

**Footer**

- Each page should include a page number and Principal Investigator's last name in the bottom right-hand corner.

**Attachments**

- NRC requires all text attachments to the SF424 application forms to be submitted as PDF files. Adobe PDF format is preferred. **Combine as many attachments as possible into a single PDF file.**

**B. Executive Summary (half-page maximum):**

Describe the proposed project's essential elements.

- Descriptive title of proposed project: NOTE: You should describe your Scholarship or Fellowship Program as the University's Scholarship or Fellowship Program and not NRC's Scholarship Program.
- Name, address, email address and telephone number of the PI(s).
- Name(s), address, email address and affiliations of other investigator/collaborative personnel who will contribute significantly to the project.
- The project's total funding request.
- Concise statement of the project's objectives and benefits.

**C. Project Description**:

Applications must include and clearly identify the following elements in the Project Description section:

**Scholarship and Fellowship Program**

1. Describe the proposed program including the number and size of the scholarships or fellowships and associated institutions, if any.
2. Describe the recruitment activities and specific marketing strategies designed to attract a large and diverse pool of applicants.
3. Describe the selection process that will ensure the most qualified applicants are selected based on academic merit. State the management structure and the capability for administering the program.
4. Identify an evaluation plan that will provide information on the effectiveness of the project in attracting, preparing and retaining individuals in nuclear careers. All projects are expected to include an evaluation plan to measure the project's impact and the effectiveness of proposed strategies in attracting, preparing, and retaining students. The evaluation plan should include a mechanism for tracking the scholarship and fellowship students as they fulfill their academic obligation and reporting to the NRC.
5. Provide a schedule of tuition fees and other pertinent costs for students who would be participating in this program.
6. State whether or not these scholarships or fellowships are contemplated as an integrated element of a State or regional strategic plan including innovative approaches covering such arrangements as consortia, partnerships with other institutions, including Minority Serving Institutions (MSIs), shared/distance learning programs, etc. Post-Secondary Minority Institutions are listed at: http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html.
7. State any arrangements with other non-Federal entities (State, local government or private) that provide additional support, typically in the form of cost sharing or matching, to the goals of this grant. A written cost sharing or matching agreement or letter is required with the application.
8. Institutions must require individual scholarship and fellowship students to accept the service agreement terms as defined in this FOA.

**Faculty Development Program**

1. Describe the proposed faculty development program.
2. Describe the selection process that will ensure that best-qualified applicants are selected based on potential capabilities to become tenured or research professors.
3. State the management structure and the capability for administering the program.
4. Identify the evaluation plan that will provide information on the effectiveness of the project in attracting, preparing, and retaining individuals in educational careers. This plan should include methodologies for measuring the effectiveness of the faculty development program.
5. State any arrangements with other non-Federal entities that provide additional support, usually in the form of cost sharing or matching to the goals of this project. A written agreement or letter is required from the source of the matching funds.

**Trade School and Community College Scholarship Program**

1. Describe the proposed program including the number and size of the scholarships and associated institutions, if any. State the management structure and the capability for administering the program.

Provide a schedule of tuition fees and other pertinent costs for students who would be participating in this program.

2. Describe the recruitment activities and specific marketing strategies designed to attract a large and diverse pool of student applicants. Describe the selection process that will ensure the most qualified student applicants are selected based on academic merit, with consideration given to financial need and the goal of promoting the participation of minorities, women, and persons with disabilities.
3. Identify an evaluation plan that will provide information on the effectiveness of the project in attracting, preparing and retaining individuals in nuclear careers. This plan should include methodologies for measuring the effectiveness of the program. The evaluation plan should include a mechanism for tracking the trade school and community college scholarship students as they fulfill their academic obligation and for reporting to the NRC.
4. State whether or not these scholarships are contemplated as an integrated element of a State or regional strategic plan including innovative approaches covering such arrangements as consortia, partnerships with other institutions (including Minority Supporting Institutions), shared or distance learning programs, etc. Post-Secondary Minority Institutions are listed at: http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html.
5. State any arrangements with other non-Federal entities that provide additional support, usually in the form of cost sharing or matching, to the goals of this grant (a written agreement or letter is required with the application).
6. Institutions must agree to require individual trade school and community college scholarship students to accept the service agreement terms as defined in this FOA. (See http://www.nrc.gov/about-nrc/grants/trade-svc-agreement.pdf at http://www.nrc.gov/about-nrc/grants.html ). **Institutions cannot impose additional requirements to scholarship recipients beyond the NRC Service Agreement.**

The project description (**which is not the same as the evaluation criteria in Section V.1**) is limited to five (5*) pages or less, including text, tables, and visual materials (e.g., charts, graphs, maps, photographs). The page limit does not include the:

- Executive Summary
- Budget and Budget Narrative
- Current and Pending Support
- Curriculum Vitae
- Past NRC Funding and Summary of Results from Past NRC Funding, if applicable
- Other required forms.

* If the program description exceeds **five (5) pages** the application will not be reviewed and will be eliminated from further consideration.