

ELECTRONIC APPLICATION INSTRUCTIONS for 2015-NIST-TPO-03

Required Forms and Documents

- (1) **SF-424, Application for Federal Assistance.** The SF-424 must be signed by an authorized representative of the applicant organization.

SF-424, Item 12, should list the FFO number 2015-NIST-TPO-03.

SF-424, Item 18, should list the total budget information for the duration of the project.

The list of certifications and assurances referenced in Item 21 of the SF-424 is contained in the SF-424B.

- (2) **SF-424A, Budget Information – Non-Construction Programs.** The budget should reflect anticipated expenses for each year of the project, considering all potential cost increases, including cost of living adjustments.

- (3) **SF-424B, Assurances – Non-Construction Programs**

- (4) **CD-511, Certification Regarding Lobbying**

- (5) **SF-LLL, Disclosure of Lobbying Activities (if applicable)**

- (6) **Technical Proposal.** The Technical Proposal is a word-processed document of no more than twenty five (25) pages responsive to the program description (see Section I. of the Full Announcement/FFO document) and the evaluation criteria (see Section V.1. of the Full Announcement/FFO document). It should contain the following information:

- a. **Technical Data Infrastructure Development.** A description of the applicant's approach to collect and implement the appropriate data elements, tools, and infrastructure to accurately assess the impact of technology transfer activities across federal laboratories as described in Section I. of the Full Announcement/FFO document.

This section should address the Technical Data Infrastructure Development evaluation criterion (see Section V.1.a. of the Full Announcement/FFO document).

- b. Conduct of Systematic Empirical Analyses of Technology Transfer Activities Across Federal Laboratories.** A description of the applicant's approach to conduct the systematic empirical analyses of technology transfer activities across federal laboratories. This section should explain how the applicant will (1) conduct systematic empirical analyses of technology transfer mechanisms across federal laboratories; (2) conduct analyses to measure the economic impacts of technology transfer from federal laboratories; and (3) identify barriers to effective technology transfer from the federal laboratory system.

This section should address the Conduct of Systematic Empirical Analyses of Technology Transfer Activities Across Federal Laboratories evaluation criterion (see Section V.1.b. of the Full Announcement/FFO document).

- c. Dissemination Plan.** A description of the applicant's approach to disseminate the proposed project technology infrastructure, tools, and input and output data from the empirical analyses of technology transfer activities across federal laboratories. The dissemination plan should include an approach to publish results in the form of papers in peer-reviewed literature.

This section should address the Dissemination Plan evaluation criterion (see Section V.1.c. of the Full Announcement/FFO document).

- d. Graduate and Post-Graduate Research.** A description of the applicants approach to sponsor graduate and post-doctoral research in collaboration with NIST. This section should explain how the applicant will identify and support graduate and post-doctoral researchers as well as discuss the skills and experience of senior researchers in performing and supervising the area of federal laboratory technology transfer. The Research Plan should include a discussion of the project's potential to significantly impact the frontier of federal laboratory technology transfer research and promote the development of researchers focused on critical issues associated with the transfer of technology from federal laboratories.

This section should address the Graduate and Post-Doctoral Research evaluation criterion (see Section V.1.d. of the Full Announcement/FFO document).

- (7) **Budget Narrative.** In addition to the SF-424A, applicants must provide a detailed budget narrative that fully explains and justifies all proposed project funding for all years in accordance with applicable federal cost principles set forth in 2 C.F.R. Part 200 Subpart E. In this narrative, the recipient should provide adequate information to support the costs identified in each budget category for each year of the project with justification to make it clear that the budget is realistic and appropriate to meet the project objectives and time frame.

The Budget Narrative should address the Project Costs evaluation criterion (see Section V.1.e. of the Full Announcement/FFO document).

- (8) **Indirect Cost Rate Agreement.** If indirect costs are included in the proposed budget, provide a copy of the approved negotiated agreement if this rate was negotiated with a cognizant Federal audit agency. If the rate was not established by a cognizant Federal audit agency, provide a statement to this effect. If the successful applicant includes indirect costs in the budget and has not established an indirect cost rate with a cognizant Federal audit agency, the applicant will be required to obtain such a rate in accordance with the Department of Commerce Financial Assistance Standard Terms and Conditions available at: <http://go.usa.gov/hKbj>.

Alternatively, in accordance with 2 C.F.R. § 200.414(f), applicants that have never received a negotiated indirect cost rate may elect to charge indirect costs to an award pursuant to a de minimis rate of 10 percent of modified total direct costs (MTDC), in which case a negotiated indirect cost rate agreement is not required. Applicants proposing a 10 percent de minimis rate pursuant to 2 C.F.R. § 200.414(f) should note this election as part of the budget portion of the application.

If submitting the application electronically via Grants.gov, items (1) through (5) above are part of the standard application package in Grants.gov and can be completed through the download application process.

Items (6) through (8) must be completed and attached by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance. This will create a zip file that allows for transmittal of the documents electronically via Grants.gov.

Applicants should carefully follow specific Grants.gov instructions at www.grants.gov to ensure the attachments will be accepted by the Grants.gov system. ***A receipt from Grants.gov indicates only that an***

application was transferred to a system. It does not provide details concerning whether all attachments (or how many attachments) transferred successfully. Applicants using Grants.gov will receive email notifications over a period of up to two business days as the application moves through intermediate systems before the applicant learns via a “validation” or a rejection notification whether NIST has received the application. Validation completes the submission process.

If submitting an application by paper, all of the required documents should be submitted in the order listed above.

Application Format

- (1) E-mail and facsimile (fax) submissions.** Will not be accepted.
- (2) Number of paper copies.** For paper submissions, one (1) signed stapled original and two (2) stapled copies. If the original proposal is in color, the two (2) copies must also be in color. **If submitting electronically via Grants.gov, paper copies are not required.**
- (3) Figures, graphs, images, and pictures.** Should be of a size that is easily readable or viewable and may be landscape orientation.
- (4) Font.** Easy to read font (10-point minimum). Smaller type may be used in figures and tables but must be clearly legible.
- (5) Line spacing.** Applicants may use single spacing or double spacing.
- (6) Margins.** One (1) inch top, bottom, left, and right.
- (7) Page layout.** Portrait orientation except for figures, graphs, images, and pictures.
- (8) Page limit.** The Technical Proposal is limited to twenty-five (25) pages.
 - a. Page limit includes:** Table of contents (if included), Technical Proposal, figures, graphs, tables, images, and pictures.
 - b. Page limit excludes:** SF-424, Application for Federal Assistance; the SF-424A, Budget Information – Non-Construction Programs; SF-424B, Assurances – Non-Construction Programs; SF-LLL, Disclosure of Lobbying Activities; CD-511, Certification Regarding Lobbying, Budget Narrative; and Indirect Cost Rate Agreement, if applicable.
- (9) Page numbering.** Number pages sequentially.

(10) Page size. 21.6 centimeters by 27.9 centimeters (8 ½ inches by 11 inches).

(11) Language. English.

(12) Staple paper submission. For paper submissions, staple the original signed proposal and each of the two (2) copies securely with one (1) staple in the upper left-hand corner.

(13) Typed document. All applications, including forms, must be typed; handwritten applications and forms will not be accepted.