

Instructions for submitting a full proposal to U.S. Nuclear Regulatory Commission Funding Opportunity Announcement (FOA), Coordinating Federal and State Radiation Protection Programs Cooperative Agreement, Fiscal Year (FY) 2022

(Funding Opportunity Number: 31310022K0002)

Full proposal submissions must be received by 5 p.m. (Eastern Time) on April 21, 2022.

Please complete the required forms, SF-424 (Application for Federal Assistance), SF-424A (Budget Information Non-construction programs), and Certification Regarding Lobbying Form, SF-LLL: Disclosure of Lobbying Activities, if applicable. 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 as separate PDF files.

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.) This is a requirement for all pages included in the document, i.e., table of contents, references, etc.

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 separate individual PDF files. Adobe PDF format is preferred.

Applications that are incomplete, non-compliant and/or nonresponsive will not be reviewed.

B. Executive Summary (one-page maximum):

Describe the proposed project's essential elements.

- Descriptive title of proposed project: NOTE: The applicant should describe the program as its own and not NRC's 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.

Applications that are incomplete, non-compliant and/or nonresponsive will not be reviewed.

C. Project Description:

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

1. State the management structure and the capability for administering the program.
2. Identify the evaluation plan that will provide information on the effectiveness of the project.
3. 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.

The project description (**which is not the same as the evaluation criteria in Section V.1**) is limited to **fifteen (15)** pages or less, including text, tables, and visual materials (e.g., charts, graphs, maps, photographs). The page limit does not include the:

- Executive Summary
- Program Objectives
- 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.

Applications that are incomplete, non-compliant and/or nonresponsive will not be reviewed.