

Supplemental Instructions for Assistance Instrument Proposals

- a. SF 424 (R&R) Forms: All proposals for assistance, must include an SF 424 (R&R) (Application for Federal Assistance) as the cover page. To evaluate compliance with Title IX of the Education Amendments of 1972 {20 U.S.C. A§ 1681 Et. Seq.}, the Department of Defense is collecting certain demographic and career information to be able to assess the success rates of women who are proposed for key roles in applications in STEM disciplines, consequently a SF 424 Research & Related Senior/Key Person Profile (Expanded) and a SF 424 Research & Related Personal Data must also be submitted. The SF 424 (R&R) forms should be downloaded from the "Application" box in the upper right hand corner of the synopsis page. Click on "download" under the column "Instructions and Application." Select "Download Application Package" and complete the SF 424 (R&R) forms. For the SF 424 Research and Related Senior/Key Person Profile (Expanded) form the Degree Type and Degree Year fields will be used by DoD as the source for career information. In addition to the required fields on the form, applicants must complete these two fields for all individuals that are identified as having the project role of PD/PI or Co-PD/PI. Additional senior/key persons can be added by selecting the "Next Person" button. The Research and Related Personal Data form will be used by DoD as the source of demographic information, such as gender, race, ethnicity, and disability information for the Project Director/Principal Investigator and all other persons identified as Co-Project Director(s)/Co-Principal Investigator(s). Each application must include this form with the name fields of the Project Director/Principal Investigator and any Co-Project Director(s)/Co-Principal Investigator(s) completed; however, provision of the demographic information in the form is voluntary. If completing the form for multiple individuals, each Co-Project Director/Co-Principal Investigator can be added by selecting the "Next Person" button. The demographic information, if provided, will be used for statistical purposes only and will not be made available to merit reviewers. Applicants who do not wish to provide some or all of the information should check or select the "Do not wish to provide" option.
- b. Certifications: All proposals for assistance must include the requisite certifications. To access the requisite Certifications, select the "Application" box in upper right hand corner of the synopsis page. Click on "Instructions and Application" and select "Download Application Instructions" to view the Certifications. To complete the Certifications you must check Block 18 of the SF 424 (R&R), and by signing it (either by pressing the "submit" button for Grants.gov or by hand if submitting it in hard copy), you are certifying that you have read and agree to abide by the terms in the Certifications. You do not need to submit any additional documentation unless you have lobbying activities to disclose on an SF – LLL.