

Instructions for submitting a full proposal to U.S. Nuclear Regulatory Commission Notice of Funding Opportunity (NOFO), Research and Development Grant, Fiscal Year (FY) 2024

(Funding Opportunity Number: 31310024K0001)

Full proposal submissions must be received by 5 p.m. (Eastern Time) on April 1, 2024.

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

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

Required Elements for Applications

- Executive Summary
- Project Description
- References
- Approval documentation of the MSI Partnership and implementation plan (if applicable)
- Budget and Budget Narrative
- Current and Pending Support
- Curriculum Vitae
- Past NRC Funding and Summary of Results from Past NRC Funding, if applicable. If not applicable, a statement to that effect is required.
- Audit Report or working hyperlink
- Organizational Conflict of Interest Assessment or a statement that one is not applicable (Refer to section IV.2.J “Organizational Conflict of Interest (OCOI)”.)
- Other required forms

A. Format:

Font Size, Style, and Color

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

- The NRC requires all text attachments to the SF424 application forms to besubmitted 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

- The NRC requires all text attachments to the SF424 application forms to besubmitted as separate individual PDF files. Adobe PDF format is preferred.

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

Describe the proposed project's essential elements.

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

C. Project Description:

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

1. SIGNIFICANCE

Part II of the NOFO, Section I.1.A, "AREAS OF INTEREST," identifies a list of technical areas of interest to the NRC. The list is not exhaustive. To demonstrate "Significance," the applicant must clearly identify the specific technical area(s) of interest the proposal seeks to address (specify if it is an area identified in Section I.1.A or a new proposed area of interest). This section should also provide a detailed explanation of the effect of the studies on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field.

2. APPROACH

When presenting the approach, the applicant must demonstrate how the conceptual approach, design, methods, and/or analyses are developed and integrated with the objectives of the project. In addition, the applicant should state the management structure and the capability for administering the program. The applicant should also identify the evaluation plan that will provide information on the effectiveness of the project.

3. INNOVATION

Demonstrate that the research is original and innovative. Provide a detailed description of the project challenges existing paradigms or common practice; addresses an innovative hypothesis or critical barriers to progress in the field; and/or develops or employs novel concepts, approaches, methodologies, tools, or technologies for this area.

4. PRINCIPAL INVESTIGATORS

State how the PI and other researchers are experienced and have the expertise to execute the project.

5. PARTNERSHIPS WITH MINORITY SERVING INSTITUTIONS
State any partnerships with minority serving institutions (MSI). A detailed description of the partnership and implementation plan approved by the lead and the partnering institution(s) must be provided. Details must include the role of the MSI and how it will be integrated into the project as well as the funding that will be used to support the MSI. A letter from the MSI should be signed by both the MSI PI and institution administrator and provided as an attachment.

The project description is limited to seven (7*) pages or less, including text, tables, and visual materials (e.g., charts, graphs, maps, photographs). The page limit does not include the following:

- Executive Summary;
- References
- Current and Pending Support;
- Curriculum Vitae;
- Budget and Budget Narrative;
- Past NRC Funding and Summary of Results from Past NRC Funding, if applicable. If not applicable, a statement to that effect is required;
- Approval documentation of the MSI Partnership and implementation plan (if applicable)
- Organizational Conflict of Interest Assessment or a statement that one is not applicable (Refer to section IV.2.J "Organizational Conflict of Interest (OCOI)".)
- Other required forms.