

**DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION
OFFICE OF ACQUISITION MANAGEMENT**



MINORITY SERVING INSTITUTIONS PARTNERSHIP PROGRAM (MSIPP)

**FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) NUMBER:
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Expected Date for Selection Notifications:	May 2018

Registration Requirements

There are several one-time actions applicants must complete in order to submit an application in response to this Announcement (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the System for Award Management (SAM), register with Grants.gov, or register with another portal as indicated in the FOA). Applicants who are not registered with SAM and Grants.gov should allow up to five weeks to complete these requirements. It is suggested that the process be started as soon as possible.

If an applicant has not already done so, they must:

1. Obtain a DUNS number. DUNS website: <http://fedgov.dnb.com/webform>.
2. Register with the SAM. SAM website: <http://www.sam.gov/>. For more information about SAM registration for applicants please refer to: [https://www.sam.gov/sam/transcript/Quick Guide for Grants Registrations v1.7.pdf](https://www.sam.gov/sam/transcript/Quick%20Guide%20for%20Grants%20Registrations%20v1.7.pdf).
3. Register with Grants.gov and set up your Workspace. There are multiple steps to this process, for more information about Grants.gov registration for applicants please refer to: <https://www.grants.gov/web/grants/applicants/registration.html>

For more information about setting up Workspace please refer to:
<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

For more detailed instructions about creating a profile on Grants.gov, refer to:
<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

IMPORTANT NOTICE TO POTENTIAL APPLICANTS: When you have completed the Grants.Gov registration process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step.

4. Register with FedConnect to submit questions. FedConnect website: www.fedconnect.net.

Questions

Questions regarding the **content of the funding opportunity announcement** must be submitted through the FedConnect portal. You must register with FedConnect to respond as an interested party to submit questions, and to view responses to questions. It is recommended that you register as soon after release of the FOA as possible to have the benefit of all responses. DOE/NNSA will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions relating to the **Grants.Gov registration process, system requirements, or how an application form works** must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov.

Application Preparation

Applicants must prepare the application package and application forms from the Grants.gov website: <http://www.grants.gov/>

Additional instructions are provided in Section IV of this FOA.

Application Submission

Applications must be submitted through Grants.gov to be considered for award. **You cannot submit an application through Grants.gov unless you are registered. Please read the registration requirements carefully and start the process immediately.** Remember you have to update your SAM registration annually. If you have any questions about your registration, you should contact the Grants.gov Helpdesk at 1-800-518-4726 to verify that you are still registered in Grants.gov.

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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

Description

A. Summary

The Minority Serving Institutions Partnership Program (MSIPP) within the Department of Energy's (DOE), National Nuclear Security Administration (NNSA) Office of Science, Academic Alliances and Partnerships subprogram funds academic programs to develop NNSA's next-generation technical workforce. NNSA funds scientific academic programs to develop the next generation of highly trained technical workers able to support its core mission and to ensure there is a strong community of technical peers, external to the NNSA national laboratories, capable of providing peer review and scientific competition to strengthen the basic fields of research relevant to the NNSA.

MSIPP aligns investments in university capacity and workforce development with DOE/NNSA mission areas to develop the needed skills and talent for DOE/NNSA's enduring technical workforce at the laboratories and production plants, and to enhance research and education at under-represented colleges and universities. This alignment is defined by the following goals:

1. strengthen and expand Minority Serving Institutions' (MSI) capacity and research experience in NNSA/DOE mission areas of interest,
2. increase visible participation of MSI faculty in NNSA/DOE technical engagements and activities, such as collaborative research, technical workshops, expert panel reviews and studies, and competitive processes,
3. target collaborations between MSIs and NNSA/DOE laboratories and plants that increase scientist-to-scientist interactions, applied research and engineering application collaborations and/or implementation of research results, and provide MSI access to NNSA/DOE facilities,
4. increase the number of MSI students who graduate with Science, Technology, Engineering, and Mathematics (STEM) degrees relevant to DOE/NNSA mission areas and who have had exposure to career opportunities at DOE/NNSA, and
5. increase the number of minority graduates and post-doctoral students hired into NNSA/DOE's technical and scientific workforce.

NNSA MSIPP is designed to increase participation of minorities across the nation in STEM disciplines, developing individuals, building core competencies for DOE/NNSA, and improving institutional capacity in MSIs. MSIPP supports MSI efforts including Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), and Tribal Colleges and Universities (TCUs).

The purpose of this Funding Opportunity Announcement (FOA) is to announce the NNSA MSIPP's interest in receiving applications for new or renewal grant financial assistance awards for Minority Serving Institutions Science, Technology, Engineering, and Math (STEM) Consortium Partnerships. The topic areas of interest in the MSIPP are related to STEM disciplines supported by the MSIPP and include:

- Biological sciences (except medicine and other clinical fields);
- Physical sciences (including physics, chemistry, astronomy, and materials science);
- Mathematical sciences;

- Computer and information sciences;
- Nuclear sciences and engineering
- Engineering; and
- Technology areas associated with the preceding disciplines (for example, biotechnology, chemical technology, engineering technology, information technology, etc.)

Only applications for grant awards will be accepted for this solicitation.

B. Program Objectives

The objectives of the MSIPP are to:

- Build a sustainable pipeline between DOE's sites/labs and Minority Serving Institutions (MSIs) in STEM disciplines, and bring a heightened awareness of NNSA plants and laboratories to MSIs with a common interest in STEM research fields.
- Provide opportunities for intellectual challenge and collaboration by promoting scientific interactions between the academic community and scientists at the DOE/NNSA laboratories.
- Develop and maintain a long-term recruiting pipeline to the DOE/NNSA laboratories by increasing the visibility of the DOE/NNSA scientific activities to U.S. academic communities, specifically Minority Serving Institutions.

C. Scope and Topical Areas

The scope of this funding opportunity is to enhance the participation of HBCUs, TCUs and HSIs in STEM disciplines in order to increase representation of African Americans, Hispanics and Native Americans in these disciplines in the public and private sectors throughout the country, including the DOE/NNSA complex, particularly National Laboratories. An additional purpose of this program is to enhance the "sustainability" of the HBCUs, HSIs and TCUs in STEM disciplines.

The term "sustainability" as applied to the MSIPP means increasing the capacity of the MSIs in technical areas by providing opportunities to do basic research and partner with DOE/NNSA laboratories in developing the skill and knowledge of their faculty and students, merging academic study with practical work experience for students majoring in relevant STEM fields and related disciplines to create pool of talented students to explore and understand professional practices within DOE, NNSA and the Federal government.

The DOE/NNSA will consider applications for university-led projects which can address one or more of the STEM topic areas outlined below.

- Biological sciences (except medicine and other clinical fields);
- Physical sciences (including physics, chemistry, astronomy, and materials science);
- Mathematical sciences;
- Computer and information sciences;
- Engineering; and
- Technology areas associated with the preceding disciplines (for example, biotechnology, chemical technology, engineering technology, information technology, etc.)

The key objectives are to:

- Strengthen the research and education capabilities of Minority Serving Institutions in the above-mentioned topic areas;
- Encourage minority students to excel in science, technology, engineering and math by providing them with practical experience and training through applicable research projects; and
- Enlarge the scientific, technical and market development knowledge and resource base in the above-mentioned topic areas.

All proposed work to be funded through this MSIPP announcement is to be UNCLASSIFIED. No proposals for CLASSIFIED work will be accepted.

D. Description of a Consortium Based Model Focused on Research Relative to Training in STEM

A Consortium includes at the minimum, a four year institution, an advanced degree granting institution, and a DOE/NNSA national laboratory/site. **The maximum number of university partners should not exceed 4 universities (one Lead university partner and three subawardees) and the maximum number of national lab/site partners should not exceed 3 M&Os.**

A successful Consortium:

- is made up of a team of academic partners that performs exciting, creative, and challenging research in the Consortium's topical area in a collaborative manner that is more efficient and effective than by the members of the team acting separately,
- has a sustained and successful leadership and management team comprised of lead senior researchers from the academic partners,
- has an advisory committee, comprised of at least 5 persons and includes representation from the NNSA National Labs, that provides advice on the management and direction of the Consortium to the management team,
- attracts high caliber undergraduate, graduate, doctoral and postdoctoral students and trains them in areas critical to NNSA's mission,
- provides faculty and students with exposure to researchers and the environment of the NNSA National Laboratories, and
- mentors young researchers and prepares them for leadership and management roles.

Forms an Effective Collaborative Team. A successful Collaborative Team consists of a multi-investigator team, preferably from multiple academic institutions, that addresses an over-arching theme or themes of interest within a topical research area as defined in Section I. C. The Principal Investigator, or PI, serves as the Director of the Collaborative Team, and leads the effort collaboratively with the other senior researchers. The PI's institution is the assignee for the grant. Members of the multi-investigator team are "Partners." The "Collaborative Team" is defined as the Partners plus the PI. A Collaborative Team conducts research to address the scientific areas of interest as a team, in a manner that is more efficient and effective than by the members of the team acting separately. NNSA Laboratory researchers may not receive funding through this FOA and therefore would not be "partners".

The Collaborative Team of investigators, students, and young researchers are encouraged to engage and collaborate with NNSA National Laboratory researchers in their scientific research. However, the National Laboratories are not part of the Consortium's multi-institutional "partner" team and DOE/NNSA laboratories are not eligible to receive direct funding associated with this FOA (see Section III C). National Laboratory researchers are funded through existing Management & Operating (M&O) Contracts with NNSA.

Establishes a Scientific Advisory Committee.

An external advisory board or committee could be established to provide recommendations on specific elements of the Consortium including, but not limited to: long-range strategic directions, pipeline development plan, consortium partners' interactions, outreach program, curriculum development, personnel exchange, research programs, etc. Regular external advisory board meetings could be hosted by the Consortium participants at appropriate intervals, but no less than once a year. Membership to the external advisory board or committee could include representatives from non-consortium academic institutions, non-consortium representatives from the DOE/NNSA laboratory and production complex, members from the industrial sector, state representatives, and participants representing local interests, etc., as appropriate.

Recruitment and development of students, young researchers, and staff scientists.

A successful Consortium attracts the brightest and most talented students and young researchers, attracting them to the exciting opportunities for research in fields relevant to DOE/NNSA mission critical areas. The Consortium students take advantage of opportunities to spend time at the DOE/NNSA National Laboratories, participate in on-site practicums, engage with National Laboratory scientists, and participate in real life work projects at the national laboratories that will develop and prepare them for the STEM workforce. A successful Consortium will send faculty and students to meaningfully engage in a research experiences at DOE/NNSA National Laboratories for a significant period of time (preferably at least 8 weeks) each year; either through internship or some other arrangement. Any non-employment related internships or visits to any NNSA M&O Laboratory will be assumed under the grant and annotated under the grant as "Participant Costs". The student may be a different individual from year to year. Alternative approaches may be proposed but they must provide students of the Consortium with equivalent or more meaningful research experiences and engagement with the DOE/NNSA National Laboratories and must be approved by the Federal Program Manager. The alternative approach will be evaluated as part of the Consortium Reviews, and approval may be rescinded if the alternative approach is not meeting expectations. The Consortium takes the initiative to reach out to other academic institutions that haven't had a strong connection to STEM, to educate and engage students and faculty in the opportunities and activities of the Consortium.

Consortium graduates are encouraged to seek post-doctoral or staff positions at NNSA Laboratories. It is NNSA's desire that graduates of the Consortium pursue careers either at U.S. institutions, U.S. universities, or at the DOE/NNSA National Laboratories, contributing to STEM fields that are relevant to MSIPP. Young researchers and staff scientists involved in the Consortium have opportunities to conduct exciting research, participate in collaborative efforts, and to assume leadership roles. The Director and senior researchers will actively mentor younger staff, helping to develop future leaders.

Commitment of Director and Collaborators to the Consortium. The success of a Consortium depends on the engagement of the Director and the senior researchers. It is the

responsibility of the primary institution to notify, in writing and in a timely fashion, the DOE/NNSA Contracting Officer and the MSIPP Program Manager of any significant change in the time commitment of the Consortium's Director and senior research team to the work of the Consortium; such changes include reductions in effort, leaves of absence, joint appointments, retirements, sabbaticals, or intents to move to another institution. Failure to do so could result in reductions in funding, scope, or project period.

Prospective key personnel must indicate all sources of current or pending funding in the application. Once funds are awarded, key personnel are required to notify the MSIPP PM of any changes in such additional funding, including foreign sources of funding. The MSIPP PM must be notified, in a timely fashion and in writing, of any change in the Consortium's key researcher's efforts for a period of over 3 months.

The DOE/NNSA Contracting Officer and MSIPP PM must be notified by the Contracting Officer of the lead institution of the desire to transfer the award to another lead institution and provide an explanation. Failure to do so can result in loss of the award. If the DOE/NNSA Contracting Officer and MSIPP PM do not support the transfer, the award will be terminated. If the DOE/NNSA Contracting Officer and MSIPP PM agree with the transfer to another lead institution, the project period, scope, reporting requirements, and budget of the Grant may be impacted.

Fulfills all obligations and reporting requirements. The Consortium is required to fulfill all obligations and reporting requirements under the grant. A post-award orientation meeting will be held with each Consortium to communicate roles and responsibilities under the agreement. The DOE/NNSA Contracting Officer and the MSIPP PM will review the terms, conditions, and reporting requirements with the Principal Investigator and Contracting Officer, or their representative(s), of the grantee institution.

E. Consortium Reviews and Site Visits

The MSIPP PM for each Consortium will review the performance of the Consortium through site visits, site reviews, reports, publications by Consortium personnel, and other means. If a Consortium is not performing satisfactorily, the MSIPP PM and the DOE/NNSA Contracting Officer will notify the institution of the performance issues/concerns, recommended action(s), and the timeline to demonstrate satisfactory performance. If performance does not improve to satisfaction and/or problems are not corrected, reduction in funding to the Consortium or termination of the cooperative agreement may result.

The Consortium will be reviewed on a number of factors, which may include, but are not limited to:

- Progress towards addressing the key scientific and technical challenges presented in the technical proposal and/or the approved work plan.
- Progress toward and accomplishment of milestones, appropriately balanced with tackling challenging scientific problems and creative risk-taking in research.
- Significance of the technical contributions, demonstrated through publications, presentations, citations, recognition and awards.
- Efficient and effective use of resources (i.e., funding, technical, programmatic).
- How successful is the Consortium at using a collaborative team approach that positively impacts the research program? Has the Consortium engaged with NNSA National

Laboratory researchers in the scientific work of the Consortium and with the Consortium's students and young researchers?

- The Consortium's recruitment strategy and how well it has produced high quality graduates.
- Exposure of undergraduate, graduate, doctoral students and post-doctoral research associates to the research and staff at the NNSA National Laboratories: Has the Consortium sent at least one student from each partner university to spend a significant effort (at least 8 weeks) to one of the DOE/NNSA National Laboratories each year, or provided an equivalent or more significant research experience with the NNSA National Labs for a student?
- Level of involvement of the undergraduate, graduate and doctoral students; and post-doctoral researchers in the work of the Consortium and engagement with NNSA laboratories.
- Compliance with eligibility and reporting requirements: proper submittal of publications, status reports, financial reporting, and special reporting requirements.
- Quality and quantity of educational experiences available to students, specific to the disciplines investigated by the Consortium.
- Are there any issues regarding the availability and involvement of the Principal Investigator and the senior staff with the work of the Consortium?
- Does the Consortium have a succession plan for the Principal Investigator and/or provided opportunities for younger staff to develop into potential future leaders?
- The Consortium's ability to expend and cost grant funding in a timely and efficient manner

F. Participation in Consortium Activities and Compliance

Any individual person, whether a prime recipient or subawardee recipient, receiving funding support under this grant must be a U.S. Person (A "U.S. Person" is defined as an individual that is a citizen of the United States or an alien lawfully admitted for permanent residence.)

All applicants are responsible for ensuring compliance with all applicable U.S. Export Control laws and regulations and all other applicable security requirements relating to any work performed under a resulting award.

SECTION II - AWARD INFORMATION

A. Type of Award Instrument

DOE/NNSA anticipates awarding grants under this funding opportunity announcement. The scope and topical research areas of interest to the Minority Serving Institution Partnership Program are defined in Section 1.C.

B. Estimated Funding

An estimated **\$15,000,000 to \$21,000,000** is expected to be available for new awards under this announcement. Funding for all awards and future budget periods are contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority.

C. Maximum and Minimum Award Size

Ceiling (i.e., the maximum amount for an individual award made under this announcement): \$1,000,000 per year.

Floor (i.e., the minimum amount for an individual award made under this announcement): \$500,000 per year.

D. Expected Number of Awards

The number of awards will depend on the availability of appropriated funds, the number of meritorious applications, the distribution of funds in each topic area determined by the DOE/NNSA selection official, the merit review results, and other policy factors and considerations. DOE/NNSA reserves the right to fund, in whole or in part, any, all, or none of the applications, not award in all Topical Areas, or make fewer awards than would be possible at the grand-total level at its sole discretion.

E. Anticipated Award Size

DOE/NNSA anticipates that awards will be in the \$1,500,000 to \$3,000,000 range for the total three year project period.

F. Period of Performance

DOE/NNSA anticipates making awards with an estimated project period of three years. The overall project duration will be subdivided into annual budget periods. Each project is expected to be funded through annual budget periods to coincide with DOE/NNSA decision points, where project continuation into a subsequent budget period is contingent upon satisfactory performance in each budget period and funding availability.

G. Type of Application

DOE/NNSA will accept new and renewal applications under this announcement. Renewal applications are requests for additional funding for a period subsequent to that

provided by a current award. Renewal applications compete with all other applications and must be submitted by any established due date/deadline or at least six months before additional funding is required if there is no specified due date/deadline. In preparing a renewal application, applicants should assume that reviewers will not have access to previous applications. The application should be developed as fully as though the applicant were applying for the first time. The application must include all the information required for a new project, plus the project narrative section should discuss the results from prior work.

H. Limitations on MSIPP FOA Applications by Same Organization

There is no limit on the number of proposals the same institution can submit to this FOA. Multiple proposals may also be submitted to each topic area as specified in Section I.C of this FOA. When submitting multiple proposals ensure that the same PI or supporting staff time does not exceed 100% of their time on all combined proposals, and ensure that all proposals are submitted in complete form with all required attachments as specified in the FOA. Multiple awards may be made to the same institution.

SECTION III - ELIGIBILITY INFORMATION

A. Eligible Applicants

Restricted Eligibility (December 2014)

In accordance with 2 CFR 910.126(b), eligibility for award is restricted to Minority Serving Institutions (MSIs) as educational entities recognized by the Office of Civil Rights (OCR), U.S. Department of Education, and identified on the OCR's Department of Education U.S. accredited postsecondary minorities institution list <https://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>. For the purpose of this announcement "a minority serving U.S. university/academic institution of higher learning" is defined as an educational institution in any State, Federal District, or U.S. territory that:

- (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
- (2) is legally authorized within such State to provide a program of education beyond secondary education;
- (3) provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree; and
- (4) is accredited by a nationally or regionally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted reaccreditation status by such an agency or association that has been recognized by the U.S. Secretary of Education for the granting of reaccreditation status, and the U.S. Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

For prospective applicants who are submitting financial assistance applications to this FOA, the individual(s) selected as the PI and Co-PI(s) for the grant must be a U.S. Person(s) and be:

- (1) an active member of the teaching/research faculty of a U.S. university or academic institution of higher learning; or

A "U.S. Person" is defined as an individual that is a citizen of the United States or an alien lawfully admitted for permanent residence.

Adjunct professors, visiting professors, and post-doctoral fellows are ineligible to be PIs. Investigators from foreign universities or academic institutions or foreign-based not-for-profit, non-degree-granting organizations, irrespective of citizenship, are ineligible to be PIs. Such individuals may receive funding under a subaward if the Principal Investigator requests and receives written permission for such funding from the MSIPP Program Manager. There may be security restrictions on participation by foreign nationals at certain facilities and

conferences, in accordance with applicable U.S. Department of Energy Security Policy, Directives, Regulations, or Requirements.

B. Cost Sharing

Cost sharing is not required.

C. Other Eligibility Requirements

Federally Funded Research and Development Center (FFRDC) Collaboration Support (includes DOE/NNSA National Laboratories and other Federal Agency-Sponsored FFRDCs)

FFRDCs are not eligible for an award under this announcement. However, FFRDCs may participate as collaborators in order to:

- (1) promote and sustain scientific interactions between the academic community and scientists at the FFRDC Laboratories through exchange of information and/or personnel,
- (2) increase the availability of unique experimental facilities sited at the FFRDC Laboratories to the academic community, particularly for collaborations in areas of relevance to stockpile stewardship, and
- (3) develop and maintain a long-term recruiting pipeline to the DOE/NNSA FFRDC's by increasing the visibility of the DOE/NNSA scientific activities to the U.S. faculty and student communities.

FFRDCs are not eligible to receive any direct funding associated with this FOA, except for reimbursement for use of facilities that require "user fees" in accordance with the institution's written policies or procedures.

To affect this collaboration, a letter from an FFRDC employee who will be collaborating with the applicant must be submitted with the application. This letter must outline their understanding and role in the collaboration effort and indicate that no funds will be provided to the FFRDC from the awarded grant except for reimbursement for use of facilities that require "user fees" as stated above.

In addition to the collaboration letters, if an applicant is selected for award, the FFRDC contractor(s) participating as collaborating partners must receive prior authorization from the cognizant Federal Agency for non-DOE/NNSA FFRDCs and from the cognizant Contracting Officer for DOE/NNSA FFRDCs, subject to the following guidelines:

Authorization for non-DOE/NNSA FFRDCs. If selected for award, the Federal agency sponsoring the FFRDC contractor must authorize in writing the use of the FFRDC contractor on the proposed project and this authorization must be submitted with the application. The use of a FFRDC contractor must be consistent with the contractor's authority under its award and must not place the FFRDC contractor in direct competition with the private sector.

Authorization for DOE/NNSA FFRDCs. If selected for award, the cognizant contracting officer for the FFRDC must authorize in writing the use of a DOE/NNSA FFRDC contractor on the proposed project and this authorization must be submitted with the application. The following wording is acceptable for this authorization.

"Authorization is granted for the [Name] Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complimentary to the missions of the laboratory, will not adversely impact execution of the DOE/NNSA assigned programs at the laboratory, and will not place the laboratory in direct competition with the domestic private sector."

If selected for award, the recipient is responsible for making contact with the appropriate DOE/NNSA FFRDC collaborating partner(s) who should in turn obtain prior written authorization from the DOE/NNSA FFRDC Contracting Officer.

Applicant Responsibility. The applicant, if successful, will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues, including but not limited to, disputes and claims arising out of any agreement between the applicant and the FFRDC contractor.

The Master Government List of FFRDCs is available at:
<http://www.nsf.gov/statistics/ffrdclist/>

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "APPLICANTS", then select "Apply for Grants," and then select "Get Application Package" button. Enter the funding opportunity number (DE-FOA-0001841). Under the PACKAGE tab, select "Apply" under the Actions column, and under Option: 1 Apply Now Using Workspace, select the Login to Apply Now button. Follow the prompts in Workspace to complete the application package. **You are encouraged to review the Applicant FAQs in Grants.gov as you prepare and submit your application.**

B. Letter of Intent and Pre-Application

Letters of Intent and Pre-applications are not required.

C. Content and Application Forms

All applicants must complete the mandatory forms and any applicable optional forms as provided under **D. Application Package Requirements Summary Listing** of this FOA. All documents that are attached as forms must be submitted in Adobe Portable Document Format (PDF) unless otherwise specified in this FOA (refer to Application Package Requirements Summary Listing – Attachment A for identification of submission formats). Attached PDF files must be plain files consisting of text, numbers, and images without editable fields, signatures, passwords, redactions, or other advanced features available in some PDF-compatible software. Do not use PDF portfolios or binders.

Please note: you may only use the following UTF-8 characters when naming your application attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period. You must limit the file name to 50 or fewer characters. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

To avoid interfering with the selection of peer reviewers, **please do NOT include general letters of support for the proposal or list collaborators that do not have an active part in the project.** General letters of support will not be used in making funding decisions.

Optional letters of collaboration for unfunded or funded collaborations may be placed in Appendix 8 (Other Attachments). Letters of collaboration should state the intention to participate, but they should not be written as recommendation or endorsement letters, which are not allowed.

1. Application for Federal Assistance SF-424 (R&R*)

You must create a workspace using **Grants.gov Workspace** (see <https://www.grants.gov/help/html/help/Applicants/CreateWorkspace.htm>) to complete the workspace online forms and submit your application workspace package. Forms can either be completed online within a web browser or individual PDF forms from within the **Forms** tab of the **Manage Workspace** page can be downloaded and uploaded to

Workspace when completed (see <https://www.grants.gov/help/html/help/ManageWorkspaces/ManageWorkspaces.htm>).

In **Grants.gov Workspace**, *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

***Note that although this will not be a Research and Related grant, there are several forms, including the Application for Federal Assistance SF-424 (R&R) form, where the R&R Family of forms will be used.**

If applicable, these forms are also required for all subawardees.

2. Attachments Form

The **ATTACHMENTS FORM**, which is part of the Application Package in **Grants.gov Workspace**, will be used for submitting the following files with your application.

- Project Summary/Abstract (Attachment Field 1)
- Project Narrative (Attachment Field 2)
- Work Plan and Schedule (Attachment Field 3)
- Equipment Estimate (Attachment Field 4)
- Travel Estimates Summary Form (Attachment Field 5)
- Materials and Supplies Estimates Form (Attachment Field 6)
- Government Approved Indirect Rates Agreement (Attachment Field 7)
- Financial Assistance Environmental Checklist (Attachment Field 8)

3. Project Summary/Abstract

The Project Summary / Abstract must contain a summary of the proposed activities suitable for transmission and dissemination to the public. It should be a self-contained document that identifies:

- Statement that the document is an Application for Financial Assistance;
- FOA Number;
- Topic/Subtopic Number that the application is being submitted under;
- Application Title;
- Name and address of **Lead Institution**;
- Name, mailing address, telephone number, fax number, electronic mail address of Lead **Project Director**;
- Name, mailing address, telephone number, fax number, electronic mail address of Lead Institution **Contract Administrator point of contact**;
- Name, mailing address, telephone number, fax number, electronic mail address of **Application Preparer**;
- State if application contains any proprietary information; and,
- ***Abstract: a brief (350 words or less) summary of the application that succinctly states the highest valuable results or deliverable intended from the proposed work.***

This document must not include any proprietary or sensitive business information as the Department may make it available to the public after awards are made. The project

summary must not exceed 1 page when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) {single spaced} with font no smaller than 11 point.

Use Attachment A – Project Summary Information, as a sample.

The **Project Summary/Abstract file** must be saved in PDF format and uploaded to the **Grants.gov ATTACHMENTS FORM**, which is part of the Application Package in **Grants.gov Workspace**. To attach the **Project Summary/Abstract file**, click "**Add Attachment**" in **Attachment field 1** of the **ATTACHMENTS FORM** in **Grants.gov Workspace** and in the description type **Project Summary Abstract**.

4. Project Narrative

The project narrative must not exceed 28 pages, including cover page (NTE 1 page), technical narrative (NTE 15 pages), key personnel (NTE 5 pages), and the work plan and schedule (NTE 7 pages), when printed using standard 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right) {single spaced} with font no smaller than 11 point.

EVALUATORS WILL ONLY REVIEW THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE. Do not include any Internet addresses (URLs) that provide information necessary to review the application, because the information contained in these sites will not be reviewed. See Part VIII.D for instructions on how to mark proprietary application information.

Use Attachment B – Project Narrative Summary as a sample.

a. The Project Narrative Cover Page (NTE 1-page)

Comprised of the following ***required*** components:

- FOA Number;
- Topic and Subtopic Number;
- Application Title;
- Name of **Lead Institution**;
- Name, mailing address, telephone number, fax number, and electronic mail address of **Lead Project Director**;
- Name(s) of Team Members if applicable;
- Name(s), mailing addresses, telephone numbers, fax numbers, and electronic mail addresses of Project Director(s) of Team Members;
- **Project Summary**: should consist of a brief (350 words or less) summary of the application that succinctly states the highest value deliverable intended from the proposed work. This information repeats that contained in the project summary / abstract and is limited to a single stand-alone page to facilitate Merit Reviews.

b. Technical Narrative - (NTE 27 total pages includes Key Personnel and Work Plan)

The Technical Narrative portion is to provide a detailed description of the following:

1. Project Objectives
2. Methodology and Approaches

3. Anticipated Results of the Project
4. Relevance to NNSA Mission
5. Overall Technical Merit
6. Risk Evaluation
7. Work Plan and Schedule (separate document NTE 7 pages)
8. Key Personnel & Brief Biographies (NTE 5 pages)
9. If applicable, collaboration letters. See Section 3.C if collaborating with an FFRDC (**NOT** part of the 27 total pages)

The technical narrative should be written as a clear, concise statement of the work proposed and specifically address the Merit Review Criteria (i) – (iv): Scientific and Technical Merit, Qualifications and experience of the principle investigator and key technical personnel, Teaming Arrangement, Past Performance (refer to Section V – APPLICATION REVIEW INFORMATION, Page 31).

c. Key Personnel (NTE 5 pages)

The application must identify all key senior personnel, including those of team members, involved in the project. The application must include curricula vitae (background and experience information including a list of recent, relevant publications, if any) of the project director and other key personnel. Any changes to key personnel during the project will need the concurrence of the DOE/NNSA Contracting Officer.

The **Project Narrative file** must be saved in PDF format and uploaded to the **Grants.gov ATTACHMENTS FORM**, which is part of the Application Package in **Grants.gov Workspace**. To attach the **Project Summary/Abstract file**, click "**Add Attachment**" in **Attachment field 2** of the **ATTACHMENTS FORM** in **Grants.gov Workspace** and in the description type **Project Narrative**.

5. Work Plan and Schedule

A Work Plan and Schedule (NTE 7 pages) must be submitted with your application. This is a mandatory requirement. Although the Work Plan and Schedule are part of the Project Narrative, this document must be submitted as a separate attachment. This component provides a text description of the work breakdown structure for the project. The project objectives are to be identified along with the major tasks that must be completed to accomplish the stated objectives, including their projected start and end dates. Each task is to be divided into its subordinate subtasks and associated key decision points. Deliverables/milestones and their due dates are to be identified separately by task. Deliverables include reports, data, hardware, software and documentation, as applicable. For team applications, the lead organization's technical application is to distinguish the technical role and contributions of each team member.

Use Attachment C – Work Plan and Schedule as a sample.

The **Work Plan and Schedule** must be saved in PDF format and uploaded to the **Grants.gov ATTACHMENTS FORM**, which is part of the Application Package in

Grants.gov Workspace. To attach the **Work Plan and Schedule file**, click "**Add Attachment**" in **Attachment field 3** of the **ATTACHMENTS FORM** in **Grants.gov Workspace** and in the description type **Work Plan**.

6. Appendices to Project Narrative Information

All applicants should complete the following appendices and attach them to the final Project Narrative document. This attachment process should be completed prior to attaching the Project Narrative document to Field 2 of the ATTACHMENTS FORM. **All of the requested information for the following appendices will not count in the Project Narrative page limitation of no more than 28 pages.**

Appendix 1. Identification of Potential Conflicts of Interest or Bias in Selection of Reviewers:

Provide the following information in this section. This appendix will not count in the project narrative page limitation:

- **Collaborators and Co-editors:** List in alphabetical order all persons, including their current organizational affiliation, who are, or who have been, collaborators or co-authors with you on a research project, book or book article, report, abstract, or paper during the 48 months preceding the submission of this application. Also, list any individuals who are currently, or have been, co-editors with you on a special issue of a journal, compendium, or conference proceedings during the 24 months preceding the submission of this application. If there are no collaborators or co-editors to report, state "None."
- **Graduate and Postdoctoral Advisors and Advisees:** List the names and current organizational affiliations of your graduate advisor(s) and principal postdoctoral sponsor(s) during the last 5 years. Also, list the names and current organizational affiliations of your graduate students and postdoctoral associates within the last 5 years. If there are no advisors or advisees to list, state "None."

Appendix 2. Current and Pending Support:

Provide a list of all current and pending support (both Federal and non-Federal) for the Project Director/Principal Investigator(s) (PD/PI) and senior/key persons, including subrecipients, for ongoing projects and pending applications. For each organization providing support, show the total award amount for the entire award period (including indirect costs) and the number of person-months per year to be devoted to the project by the senior/key person.

Appendix 3. Bibliography & References Cited:

Provide a bibliography of any references cited in the Project Narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Applicants should be especially careful to follow scholarly practices in providing citations for source materials relied upon when preparing any section of the application.

Appendix 4. Facilities & Other Resources:

This information is used to assess the capability of the organizational resources, including subrecipient resources, available to perform the effort proposed. Identify the facilities to be used (Laboratory, Computer, Office, and Other) at each performance site listed and, if appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. Provide any information describing other resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project.

Allocation of resources / facility use time:

- a. If collaboration with a DOE/NNSA laboratory is proposed in which experiments will take place at a DOE/NNSA facility, the proposal should discuss how access to the facility will be accomplished. The Principal Investigator is responsible for contacting the DOE/NNSA facility director to discuss any facility-related activities, including beam-time availability, shot schedule, etc. The process by which access to the necessary experimental facility is obtained should be discussed in the proposal. If possible, a letter from either the facility director or program manager (who has experiment schedule authority at the facility) should be included with the proposal indicating the facility has the appropriate availability and that the proposed work on the facility is feasible.
- b. When the activities of the proposed project use a facility owned or operated by the home institution of the Principal Investigator, the proposal should include or reference the facility use plan for the facility, detailing the process by which Collaborators and other researchers will be allotted facility use or experimental time.

Appendix 5. Available Equipment:

List major items of equipment **already available** for this project and, if appropriate identify location and pertinent capabilities.

7. Required Budget Documents and Information

a. SF424 Research and Related (R&R) Budget Form

The R&R Budget Form is part of the Application Package that must be completed in **Grants.gov Workspace**. The special instructions for completing this form follow:

Applicant must complete a separate budget for each year of support requested. The form will generate a cumulative budget for the total project period. Applicant must complete all the mandatory information on the form before the NEXT PERIOD button is activated. Applicant may request funds under any of the categories listed as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See Section IV.H). Categories in the Research and Related Budget include:

Section A: Senior/Key Personnel
Section B: Other Personnel
Section C: Equipment Description
Section D: Travel
Section E: Participant/Trainee Costs
Section F: Other Direct Costs
Section G: Direct Costs
Section H: Indirect Costs
Section I: Total Direct and Indirect Costs

Complete the Research and Related Budget form in accordance with the **SF 424 R&R Instructions provided in Attachment D**. Applicant can also hover over the specific fields to view instructions for completing the fields.

b. Budget Justification (Attachment E)

Complete the attached Budget Justification Summary (Attachment E) with supporting information requested in the instructions.

To attach the completed Budget Justification Summary in Excel format, click "**Add Attachment**" in **Field L – Budget Justification** of the **Research and Related Budget** form in **Grants.gov Workspace**.

If applicable, this form is mandatory for all subawardees.

c. Equipment Summary Estimates (Attachment F)

Equipment defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the applicant's institution for financial statement purposes, or \$5,000 must be identified in the Equipment Estimate Summary form provided as Attachment F (required only if equipment funds are requested). Please follow the instructions on the form.

The Equipment attachment can be saved in PDF format and must be uploaded to the **Grants.gov ATTACHMENTS FORM**, which is part of the Application Package in **Grants.gov Workspace**. Please ensure that the complete description, purpose/justification, and basis of estimate fields for the requested equipment are completely viewable by resizing the row before converting the Excel document to PDF format. **Source documents (purchase orders, quotes, invoices, etc.) depicting proposed equipment costs as the basis of estimates must be provided if selected for award.** To attach the completed Equipment form in PDF format, click "**Add Attachment**" in **Attachment field 4** of the **ATTACHMENTS FORM** in **Grants.gov Workspace** and in the description type **Attachment F - Equip**.

If applicable, this form is mandatory for all subawardees.

d. Travel Estimates Summary Form (Attachment G)

Applicant must include travel each year to the Annual MSIPP Program Review

(locations and dates to be provided by the Program Office). PIs, or their representative, will be required to give a brief overview of accomplishments.

Information for all travel, including foreign travel must be provided. All requests for foreign travel during performance of an awarded grant not initially provided with your application, must be submitted in advance in writing, to the Contracting Officer for approval, and must include the travel dates, location (including any personal travel during the trip), purpose, justification and cost.

Please follow the instructions for completing the Travel Estimates Summary form in Attachment G. The completed Travel Summary attachment (in Excel format) must be uploaded to the **Grants.gov ATTACHMENTS FORM**, which is part of the Application Package in **Grants.gov Workspace**. To attach the completed Travel Estimates Summary form, click "**Add Attachment**" in **Attachment field 5** of the **ATTACHMENTS FORM** in **Grants.gov Workspace** and in the description type **Attachment G - Travel**.

The website address for the institution's travel policy must be provided in the Attachment G budget justification.

If applicable, this form is mandatory for all subawardees.

e. Materials and Supplies Estimates Form (Attachment H)

Please follow the instructions for completing the Materials and Supplies Summary form in Attachment H. For materials and supplies with total project costs exceeding \$1,000, Attachment H must be completed. Material & Supplies with an Aggregate Total (the grand total of all Materials and Supplies for the entire project period of performance) exceeding \$3,000 **requires source documents (vendor quote, quote from internet market research) to be provided if selected for award.**

The Materials and Supplies Summary attachment can be saved in PDF format and must be uploaded to the **Grants.gov ATTACHMENTS FORM**, which is part of the Application Package in **Grants.gov Workspace**. Please ensure that the complete item description, vendor, and source fields for the requested Materials and Supplies are completely viewable by resizing the row before converting the Excel document to PDF format. To attach the completed Materials and Supplies Summary attachment in PDF format, click "**Add Attachment**" in **Attachment field 6** of the **ATTACHMENTS FORM** in **Grants.gov Workspace** and in the description type **Attachment H – M&S**.

If applicable, this form is mandatory for all subawardees.

f. Government Approved Indirect Rates and Cost Allocations

If a Negotiated Rate Agreement with Government approved Indirect Rates and Cost Allocations Agreement has been executed with a Governmental cognizant agency, upload the Agreement to the Grants.gov Workspace Attachment form (see instructions on next page). If a Negotiated Rate Agreement does not exist, provide supporting documentation for proposed indirect rates.

The Rate Agreement must be uploaded to the **Grants.gov ATTACHMENTS FORM**, which is part of the Application Package in **Grants.gov Workspace**. To attach the Agreement, click "**Add Attachment**" in **Attachment field 7** of the **ATTACHMENTS FORM** in **Grants.gov Workspace** and in the description type **Rate Agreement**.

If applicable, this form is mandatory for all subawardees.

8. R&R Subaward Budget Form

If subawardees will participate in this award, a separate R&R budget for each subawardee must be submitted. The R&R Subaward Budget Attachment is extracted from the R&R SUBAWARD BUDGET ATTACHMENT(S) FORM which is part of the Application Package in **Grants.gov Workspace**. The R&R subaward budget should be e-mailed to each subawardee that is required to submit a separate budget. After the subawardee has e-mailed its completed budget back to you, attach it to one of the blocks provided on the **R&R SUBAWARD BUDGET ATTACHMENT(S) FORM** in **Grants.gov Workspace**. Use up to 10 letters of the subawardee's name as the file name. Filenames should not exceed 50 characters.

Ensure that any files received from subawardees are the PDF files extracted from the SUBAWARD BUDGET ATTACHMENT(S) FORM. Errors will be created if a subawardee sends a prime applicant a budget form that was not extracted from the application package.

9. Project/Performance Site Location(s)

The **Project/Performance Site Location(s)** form is part of the Application Package that should be completed in **Grants.gov Workspace**. The special instructions for completing this form follow:

Indicate the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the blocks provided.

Note: Be sure to provide the Project/Performance Site Congressional District which is entered in the format of the 2 digit state code followed by a dash and a 3 digit Congressional district code, for example VA-001. Hover over this field for additional instructions. For the Zip/Postal code, be sure to enter the nine-digit postal code.

Use the Next Site button to expand the form to add additional Project/Performance Site Locations.

10. Certification Regarding Lobbying or Disclosure of Lobbying Activities

Prime Recipients and Subrecipients may not use any Federal funds to influence or attempt to influence, directly or indirectly, congressional action on any legislative or appropriation matters.

If applicable, complete the **Disclosure of Lobbying Activities (SF-LLL)** form which is part of the Application Package that should be completed in **Grants.gov Workspace**. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of

any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

Complete the "**Certification Regarding Lobbying**" form to certify that no appropriated funds have been used for lobbying activities. This form is part of the Application Package that should be completed in **Grants.gov Workspace**.

If applicable, this form is mandatory for all subawardees.

11. List of Assurances and Certifications

The **Assurances for Non-Construction Programs (SF-424B – R&R)** form is part of the Application Package that should be completed in **Grants.gov Workspace**.

If applicable, this form is mandatory for all subawardees.

12. Financial Assistance Environmental Checklist (Attachment I)

All NNSA grants must comply with the National Environment Policy Act (NEPA) compliance requirements.

All activities – including those conducted by the awardee, sub-awardees, and any other parties – proposed to be funded under the financial assistance award must be described in a single Financial Assistance Environmental Checklist provided in Attachment I (Microsoft Word document) to this announcement in accordance with the instructions contained within the form and Interim Requirements for Completion of Key Sections of the Financial Assistance NEPA Checklist provided as **Attachment Ia – Environmental Checklist Guidance**. After completing this form, save the checklist in a single file named "**Environmental.pdf**."

The Environmental Checklist must be uploaded to the **Grants.gov ATTACHMENTS FORM**, which is part of the Application Package in **Grants.gov Workspace**. To attach the completed **Environment.pdf** file, click "**Add Attachment**" in **Attachment Field 8** of the **ATTACHMENTS FORM** in **Grants.gov Workspace** and in the description type **Rate Agreement**.

D. Application Package Requirements Summary Listing

Your application must include the following documents:

✓	#	Document Name	Mandatory?	Form		
				Location	Submission Format	Submission Attached to:
	1	SF 424 Application for Federal Assistance (R&R)	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	2	Project Summary	Yes	Fedconnect.net – Follow Attachment A – Project Summary Sample	PDF	Attachment field 1 of the ATTACHMENTS FORM in Grants.gov Workspace

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√	#	Document Name	Mandatory?	Form		
				Location	Submission Format	Submission Attached to:
	3	Project Narrative	Yes	Fedconnect.net – Follow Attachment B – Project Narrative Sample	PDF	Attachment field 2 of the ATTACHMENTS FORM in Grants.gov Workspace
	4	Work Plan and Schedule	Yes	Fedconnect.net – Follow Attachment C – Project Narrative Sample	PDF	Attachment field 3 of the ATTACHMENTS FORM in Grants.gov Workspace
	5	R&R Budget Form	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab Follow Attachment D – Budget Instructions located in Fedconnect.net	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	6	Budget Justification	Yes	Fedconnect.net Attachment E	EXCEL	Field L of Research & Related (R&R) Budget Form in Grants.gov Workspace
	7	Equipment Estimates Summary	Yes – if funding requested	Fedconnect.net Attachment F	PDF	Attachment field 4 of the ATTACHMENTS FORM in Grants.gov Workspace
	8	Travel Estimates Summary	Yes – if funding requested	Fedconnect.net Attachment G	EXCEL	Attachment field 5 of the ATTACHMENTS FORM in Grants.gov Workspace
	10	Materials and Supplies Summary	Yes – if funding requested	Fedconnect.net Attachment H	PDF	Attachment field 6 of the ATTACHMENTS FORM in Grants.gov Workspace
	11	Government Approved Indirect Rates and Allocations	Yes	From Cognizant Gov't agency	PDF	Attachment field 7 of the ATTACHMENTS FORM in Grants.gov Workspace
	12	Project/Performance Site Location(s)	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	13	Certification Regarding Lobbying or Disclosure of Lobbying Activities	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	14	Assurances for Non-Construction Programs (SF-424B – R&R)	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	15	Financial Assistance Environmental Checklist (NEPA)	Yes	Fedconnect.net Attachment I Follow Attachment Ia – Environmental Checklist Guidance Instructions located in Fedconnect.net	PDF	Attachment field 8 of the ATTACHMENTS FORM in Grants.gov Workspace
	17	ATTACHMENTS FORM	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	PDF	This form is part of the Grants.gov Workspace Application Package
	18	R&R SUBAWARD BUDGET ATTACHMENT(S) FORM (if applicable)	Yes – if applicable	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	PDF	This form is part of the Grants.gov Workspace Application Package

If forms identified as mandatory are not submitted with the application package by both the Lead institution and subawardees, the application package will be considered non-responsive during the initial review, will not be forwarded for merit review, and will be eliminated from further consideration. For additional information, see **Section V – Application Review Information, Initial Review Criteria, and Application Award Eligibility.**

E. Submissions from Successful Applicants

If selected for award, DOE/NNSA reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- Indirect cost information
- Other budget information including Equipment and Material and Supplies supporting documentation (purchase orders, quotes, invoices, etc).
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 2 CFR 200.300(a))
- Representation of Limited Rights Data and Restricted Software, if applicable
- Upon selection, prior written approval from the Contracting Officer having cognizance over the DOE/NNSA FFRDC, for use, under this award, of any equipment, facility, or personnel at the FFRDC.

F. Submission Dates and Times

Applications **should** be received by **March 19, 2018, not later than 11:59:59 PM Eastern Time**. You are encouraged to transmit your application well before the deadline. The Grants.gov Helpdesk is available for extended periods, please check their website for the Helpdesk hours of operation. **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.**

G. Intergovernmental Review

This program is not subject to Executive Order 12372 - Intergovernmental Review of Federal Programs.

H. Funding Restrictions (December 2014)

Funding for all awards and future budget periods are contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority.

Cost Principles. Costs must be allowable, allocable and reasonable in accordance with the applicable Federal cost principles referenced in 2 CFR part 200 as amended by 2 CFR part 910 [DOE Financial Assistance Regulation]. The cost principles for commercial organization are in FAR Part 31.

Pre-award Costs. Recipients may charge to an award resulting from this announcement pre-award costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 2 CFR part 200 as amended by 2 CFR part

910 [DOE Financial Assistance Regulation]. Recipient must notify the Grants Management Specialist in writing if the 90-day pre-award cost option will be used. Recipients must obtain the prior approval of the contracting officer for any pre-award costs that are for periods greater than this 90 day calendar period.

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

I. Other Submission and Registration Requirements

1. Where to Submit

Applications must be submitted through Grants.gov to be considered for award. Applicants cannot submit an application through Grants.gov unless they are registered. Please read the registration requirements carefully and start the process immediately. Remember all applicants must update their SAM registration annually. The validation process in Grants.gov will reject the submission of any application if the SAM registration is not active. If you have any questions about your registration, you should contact the Grants.gov Help desk at 1-800-518-4726 to verify that you are still registered in Grants.gov.

2. Registration Process

One Time Registration Process

You must COMPLETE the one-time registration process (all steps) before you can submit your first application through Grants.gov (See http://www.grants.gov/applicants/get_registered.jsp). We recommend that you start this process at least six weeks before the application due date. It may take 44 days or more to complete the entire process. See the Grants.gov web page for Registering as an Organization at <http://www.grants.gov/web/grants/applicants/organization-registration.html> to guide you through the process. [IMPORTANT: During the SAM registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called "Marketing Partner Identification Number" (MPIN). The EBIZ POC will need the MPIN to complete the Grants.gov registration process.] When you have completed the Grants.gov registration process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step.

3. Application Receipt Notices

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of four e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. The titles of the four e-mails are:

- Number 1 - Grants.gov Submission Receipt Number
- Number 2 - Grants.gov Submission Validation Receipt for Application Number
- Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number
- Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number

SECTION V - APPLICATION REVIEW INFORMATION

A. Criteria

1. Initial Review Criteria

Application Award Eligibility

Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the funding opportunity announcement has been submitted; and (3) the proposed project is responsive to the objectives of the funding opportunity announcement. Applications that fail to pass the initial review will not be forwarded for merit review and will be eliminated from further consideration.

2. Merit Review Criteria

All applications passing the initial review will be evaluated in accordance with the following Merit Review Criteria:

- (i) Scientific and Technical Merit: The Government shall evaluate the following:
 - (a) The extent to which the project is based on a solid understanding of the current state of science and technology; and
 - (b) The likelihood that the proposed technical approach/methods will allow the applicant to achieve the objectives stated in the project narrative and the objectives stated in the FOA.
- (ii) Qualifications and experience of the principle investigator and key technical personnel: The government shall evaluate the qualifications and experience of the proposed principle investigator and key personnel to determine the extent to which they will contribute to successful project performance.
- (iii) Teaming Arrangement: The Government shall evaluate the teaming arrangement to determine the likelihood that it will contribute to successful achievement of the objectives stated in the project narrative and the objectives stated in the FOA.
- (iv) Past Performance: The government will evaluate how well the lead MSI has performed on past Federal grants or cooperative agreements during the last five years as an indicator of the likelihood of successful project performance. Any lead MSI institution which has not had any Federal grants or cooperative agreements during the last five years shall not be rated favorably or unfavorably for this criterion. In performing this evaluation, the Government reserves the right to obtain and evaluate past performance information from any source.

The evaluation criteria are listed in order of importance with Scientific and Technical Merit being the most important and Past Performance being the least important in the selection decision.

Proposed budgets and costs will be evaluated for those applications which receive the highest merit review ratings, taking into account the relative importance of the evaluation criteria, in order to determine whether or not the budgets are substantiated and reasonable. NNSA reserves the right to request Applicants to provide additional/supplemental information in order to verify costs and to justify proposed budgets. NNSA also reserves the right to negotiate changes to any proposed budget and/or project scope prior to making award to any Applicant. NNSA shall not make awards based on unreasonable budgets or where costs outweigh any advantages in the technical approach.

3. Other Selection Factors

Program Policy Factors

The selection official will consider the following program policy factors in the selection process:

- a. DOE/NNSA will not make an award to an applicant who proposes a project which duplicates work funded by another Federal financial assistance award.
- b. Proposals will be funded on the basis of relative importance/relevance to the goals and objectives of MSIPP and availability of funding (i.e. funding of applications may not be equally distributed among the topic areas).

B. Review and Selection Process

1. Merit Review

Applications Subject to Merit Review

Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance." This guide is available at <http://energy.gov/management/office-management/operational-management/financial-assistance> under Financial Assistance Policy and Guidance.

2. Selection Official Consideration

The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.

3. Review of Risk

Pursuant to 2 CFR 200.205, DOE will conduct an additional review of the risk posed by applications submitted under this FOA. Such review of risk will include:

- Technical merit of the application,
- Reports and findings from audits performed under 2 CFR 200 or OMB Circular A-133, and
- Systems maintained under 2 CFR 180, including the SAM "Exclusions" and "Do Not Pay" systems.

DOE may make use of other publicly available information and the history of an applicant's performance under DOE or other Federal agency awards.

Applicants with no prior performance of DOE awards may be asked to provide information about their financial stability and or their ability to comply with the management standards of 2 CFR 200.

4. Reporting of Matters Related to Recipient Integrity and Performance (December 2015)

DOE, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).

The applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

DOE will consider any written comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR 200.205 - Federal awarding agency review of risk posed by applicants.

5. Government Discussions with Applicant (December 2014)

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 2 CFR part 200 as amended by 2 CFR part 910 [DOE Financial Assistance Regulation]; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

C. Anticipated Notice of Selection and Award Dates

DOE anticipates notifying applicants selected for award by the end of May 2018 and making awards by the end of August 2018.

SECTION VI - AWARD ADMINISTRATION INFORMATION

A. Award Notices

1. Notice of Selection

DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Section IV.H with respect to the allowability of pre-award costs.)

Non-selected Notification

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

2. Notice of Award (December 2014)

An Assistance Agreement issued by the contracting officer is the authorizing award document. It normally includes either as an attachment or by reference: (1) Special Terms and Conditions; (2) Intellectual Property Provisions; (3) Federal Assistance Reporting Checklist, which identifies the reporting requirements; (4) R&R Budget; (5) 2 CFR part 200 as amended by 2 CFR part 910 [DOE Financial Assistance Regulation]; and (6) National Policy Assurances To Be Incorporated As Award Terms.

B. Administrative and National Policy Requirements

Administrative Requirements

The administrative requirements for DOE grants and cooperative agreements are contained in 2 CFR Part 200 as amended by 2 CFR Part 910 (See: <http://www.eCFR.gov>).

DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements. The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms> under Award Terms.

National Policy Requirements. The National Policy Assurances that are incorporated as a term and condition of award are located at: <https://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms>.

Intellectual Property Provisions. The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at: <http://energy.gov/gc/standard-intellectual-property-ip-provisions-financial-assistance-awards>.

Statement of Federal Stewardship

DOE will exercise normal Federal stewardship in overseeing the project activities performed under DOE Awards. Stewardship Activities include, but are not limited to, conducting site visits; reviewing performance and financial reports, providing assistance and/or temporary intervention in usual circumstances to correct deficiencies that develop during the project; assuring compliance with terms and conditions; and reviewing technical performance after project completion to ensure that the project objectives have been accomplished.

DUNS and SAM Requirements

Additional administrative requirements for DOE grants and cooperative agreements are contained in 2 CFR, Part 25 (See: <http://www.eCFR.gov>). Prime awardees must keep their data at the System for Award Management (SAM) current at <http://www.sam.gov> current SAM is the government-wide system that replaced the CCR. If you had an active registration in the CCR, you have an active registration in SAM. Subawardees at all tiers must obtain DUNS numbers and provide the DUNS to the prime awardee before the subaward can be issued.

Subaward and Executive Reporting

Additional administrative requirements necessary for DOE grants and cooperative agreements to comply with the Federal Funding and Transparency Act of 2006 (FFATA) are contained in 2 CFR, Part 170. (See: <http://www.eCFR.gov>). Prime awardees must register with the new FSRS database and report the required data on their first tier subawardees. Prime awardees must report the executive compensation for their own executives as part of their registration profile in the System for Award Management (SAM).

Foreign National Access to DOE Sites

All applicants that ultimately enter into an award resulting from this FOA will be subject to the following requirement concerning foreign national involvement. Upon DOE's request, Prime Recipients must provide information to facilitate DOE's responsibilities associated with foreign national access to DOE sites, information, technologies, and equipment. A foreign national is defined as any person who was born outside the jurisdiction of the United States, is a citizen of a foreign government, and has not been naturalized under U.S. law. If the Prime Recipient or Subrecipients, contractors or vendors under the award, anticipate utilizing a foreign national person in the performance of an award, the Prime Recipient is responsible for providing to the Contracting Officer specific information of the foreign national(s) to satisfy compliance with all of the requirements for access approval.

C. Reporting

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. The checklist is available at: <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms> under Award Forms.

D. Applicant Representations and Certifications

Lobbying Restrictions

By accepting funds under this award, you agree that none of the funds obligated on the award shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. 1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

Corporate Felony Conviction and Federal Tax Liability Representations (March 2014)

In submitting an application in response to this FOA the Applicant represents that:

(1) It is not a corporation that has been convicted of a felony criminal violation under any Federal law within the preceding 24 months; and

(2) It is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

For purposes of these representations the following definition applies:

A Corporation includes any entity that has filed articles of incorporation in any of the 50 states, the District of Columbia, or the various territories of the United States [but not foreign corporations]. It includes both for-profit and non-profit organizations.

Nondisclosure and Confidentiality Agreements Representations (June 2015)

In submitting an application in response to this FOA the Applicant represents that:

(1) It does not and will not require its employees or contractors to sign internal nondisclosure or confidentiality agreements or statements prohibiting or otherwise restricting its employees or contractors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(2) It does not and will not use any Federal funds to implement or enforce any nondisclosure and/or confidentiality policy, form, or agreement it uses unless it contains the following provisions:

a. "These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling."

b. The limitation above shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

Notwithstanding provision listed in paragraph (a), a nondisclosure or confidentiality policy form or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity unless specifically authorized to do so by the United States Government. Such nondisclosure or confidentiality forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the Department of Justice, that are essential to reporting a substantial violation of law.

Subaward and Executive Reporting

Prime Recipients awarded a new Federal financial assistance award greater than or equal to \$25,000 as of October 1, 2010 are subject to Federal Funding and Transparency Act of 2006 (FFATA) sub-award reporting requirements as outlined in 2 CFR Chapter 1, Part 170 REPORTING SUB-AWARD AND EXECUTIVE COMPENSATION INFORMATION.

The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. Prime awardees must register with the new FSRS database and report the required data on their first tier subawardees at <http://www.fsrs.gov>. Prime awardees must report the executive compensation for their own executives as part of their registration profile in the System for Award Management (SAM). The sub-award information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award furthering Federal spending transparency.

Applicants must ensure they have the necessary processes and systems in place to comply with the reporting requirements should they receive funding.

Conference Spending

The recipient shall not expend **any** funds on a conference not directly and programmatically related to the purpose for which the grant or cooperative agreement was awarded that would defray the cost to the United States Government of a conference held by any Executive branch department, agency, board, commission, or office for which the cost to the United States Government would otherwise exceed \$20,000, thereby circumventing the required notification by the head of any such Executive Branch department, agency, board, commission, or office to the Inspector General (or senior ethics official for any entity without an Inspector General), of the date, location, and number of employees attending such conference.

SECTION VII - QUESTIONS/AGENCY CONTACTS

A. Questions

Questions regarding the content of the announcement must be submitted through the FedConnect portal. You must register with FedConnect to respond as an interested party to submit questions, and to view responses to questions. It is recommended that you register as soon after release of the FOA as possible to have the benefit of all responses. DOE/NNSA will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions and comments concerning this FOA shall be submitted not later than 3 calendar days prior to the application due date.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. DOE/NNSA cannot answer these questions.

B. Agency Contact

Name: Patricia Parrish, Grants Management Specialist
E-mail: Patricia.Parrish@nnsa.doe.gov

SECTION VIII - OTHER INFORMATION

A. Modifications

Notices of any modifications to this announcement will be posted on Grants.gov and the FedConnect portal. You can receive an email when a modification or an announcement message is posted by registering with FedConnect as an interested party for this FOA. It is recommended that you register as soon after release of the FOA as possible to ensure you receive timely notice of any modifications or other announcements.

B. Government Right to Reject or Negotiate

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

C. Commitment of Public Funds

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

Funding for all awards and future budget periods are contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority.

D. Proprietary Application Information

Patentable ideas, trade secrets, proprietary or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

"The data contained in pages [Insert pages] of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government's right to use or disclose data obtained without restriction from any source, including the applicant."

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

"The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation."

E. Evaluation and Administration by Non-Federal Personnel

In conducting the merit review evaluation, the Government may seek the advice of qualified non Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

F. Intellectual Property Developed Under this Program

Patent Rights. The government will have certain statutory rights in an invention that is conceived or first actually reduced to practice under a DOE award. 42 U.S.C. 5908 provides that title to such inventions vests in the United States, except where 35 U.S.C. 202 provides otherwise for nonprofit organizations or small business firms. However, the Secretary of Energy may waive all or any part of the rights of the United States subject to certain conditions. (See "Notice of Right to Request Patent Waiver" in paragraph G below.)

Rights in Technical Data. Normally, the government has unlimited rights in technical data created under a DOE agreement. Delivery or third party licensing of proprietary software or data developed solely at private expense will not normally be required except as specifically negotiated in a particular agreement to satisfy DOE's own needs or to insure the commercialization of technology developed under a DOE agreement.

G. Notice of Right to Request Patent Waiver

Applicants may request a waiver of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of an agreement as a result of this announcement, in advance of or within 30 days after the effective date of the award. Even if such advance waiver is not requested or the request is denied, the recipient will have a continuing right under the award to request a waiver of the rights of the United States in identified inventions, i.e., individual inventions conceived or first actually reduced to practice in performance of the award. Any patent waiver that may be granted is subject to certain terms and conditions in 10 CFR 784 see <http://www.energy.gov/gc/services/technology-transfer-and-procurement/office-assistant-general-counsel-technology-transf-1> for further information. Domestic small businesses and domestic nonprofit organizations will receive the patent rights clause at 37 CFR 401.14, i.e., the implementation of the Bayh-Dole Act. This clause permits domestic small business and domestic nonprofit organizations to retain title to subject inventions. Therefore, small businesses and nonprofit organizations do not need to request a waiver.

H. Notice Regarding Eligible/Ineligible Activities

Eligible activities under this program include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.

I. Protected Personally Identifiable Information

In responding to this FOA, applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the application documents. These documents will be used by the Merit Review Committee in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual.

This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

1. Public PII: PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.

2. Protected PII: PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

Listed below are examples of Protected PII that applicants must not include in the application files listed above to be evaluated by the Merit Review Committee. This list is not all inclusive.

- Social Security Numbers in any form
- Place of Birth associated with an individual
- Date of Birth associated with an individual
- Mother's maiden name associated with an individual
- Biometric record associated with an individual
- Fingerprint
- Iris scan
- DNA
- Medical history information associated with an individual
- Medical conditions, including history of disease
- Metric information, e.g. weight, height, blood pressure
- Criminal history associated with an individual
- Employment history and other employment information associated with an individual
- Ratings
- Disciplinary actions
- Performance elements and standards (or work expectations) are PII when they are so intertwined with performance appraisals that their disclosure would reveal an individual's performance appraisal
- Financial information associated with an individual
- Credit card numbers
- Bank account numbers
- Security clearance history or related information (not including actual clearances held)

J. Annual Compliance Audits

If an institute of higher education, non-profit organization, or state/local government is a Prime Recipient or Subrecipient and has expended \$750,000 or more of Federal funds during the non-Federal entity's fiscal year, then a single or program-specific audit is required. For additional information, please refer to 2 C.F.R. § 200.501 and Subpart F.

If a for-profit entity is a Prime Recipient or Subrecipient and has expended \$750,000 or more of DOE funds during the entity's fiscal year, an annual compliance audit performed by an independent auditor is required. For additional information, please refer to 2 C.F.R. § 910.501 and Subpart F.

Applicants and sub-recipients (if applicable) should propose sufficient costs in the project budget to cover the costs associated with the audit. DOE will share in the cost of the audit at its applicable cost share ratio.

SECTION IX - APPENDICES/REFERENCE MATERIAL

Attachments in FedConnect.Net

- A.** Sample MSIPP Project Summary Sheet
- B.** Sample Project Narrative Summary for DE-FOA-0001841
- C.** Sample Work Plan and Schedule
- D.** SF 424 R&R Budget Instructions
- E.** Budget Justification Form
- F.** Equipment Estimate Summary Form
- G.** Travel Estimates Summary Form
- H.** Materials and Supplies Summary Form
- I.** Financial Assistance Environmental Checklist
- Ia** Environmental Checklist Guidance