Native American Graves Protection and Repatriation Act
Fiscal Year 2016 REPATRIATION Grant Guidelines

The National Native American Graves Protection and Repatriation Act (NAGPRA) Program assists the Secretary of the Interior with some responsibilities under NAGPRA. One of these responsibilities is to administer Section 10 of NAGPRA which authorizes the Secretary of the Interior to make grants to museums, Indian tribes, and Native Hawaiian organizations for the purposes of assisting in consultation, documentation, and repatriation of Native American "cultural items," including human remains, funerary objects, sacred objects, and objects of cultural patrimony.

Award: Rolling grant awards made from October 15, 2015 to June 1, 2016

Amount: Up to $15,000

Deadline: June 1, 2016. Repatriation grant proposals should be submitted at least 8 weeks prior to the scheduled repatriation. Please note funding may take an additional six weeks to become available after the grant award is announced.

Eligibility:
See Section 1, page 2

Federally recognized Indian tribes, Alaska Native villages, Native Hawaiian organizations, and museums are eligible to apply. Federal agencies may not apply for grants, but tribes may receive repatriation grants to transfer of control of items from Federal collections. NAGPRA repatriation grants will not be awarded for costs associated with collections in the control of museums that do not have NAGPRA obligations (including the Smithsonian Institution) or for the transfer of non-NAGPRA items.

Activities:
See Section 2, pages 3-5

Grant funds must be used to support **REPATRIATION** under NAGPRA, which means the transfer of control of Native American human remains and/or cultural items to lineal descendants, Indian tribes and Native Hawaiian organizations. Repatriation includes disposition of culturally unidentifiable Native American human remains (CUI) according to 43 CFR 10.11.

Submission:
See Section 3, pages 6-12

Submit complete proposal packages electronically through the Grants.gov website. It will take several days for your account to be processed before you can submit your proposal.

Requirements:
See Section 4, pages 13-15

All applicants must have the following in order to apply for a grant:
Dun and Bradstreet Universal Data Numbering System (DUNS) number
System for Award Management (SAM) account

Assistance: For assistance on any aspect of applying for a NAGPRA grant, contact Melanie O'Brien, Program Manager, (202) 354-2201 or NAGPRA_Grants@nps.gov.

Section 1. ELIGIBILITY

The following entities are eligible to apply for a NAGPRA Repatriation Grant:

A. An Indian Tribe or Native Hawaiian Organization

An "Indian tribe" means any tribe, band, nation, or other organized group or community of Indians, including any Alaska Native village (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. The Department of the Interior has interpreted this definition as applying to over 560 Indian tribes and Alaska Native villages that are recognized by the United States Government. The Bureau of Indian Affairs' list of federally recognized tribes is posted on the National NAGPRA website at www.nps.gov/nagpra. This list does not include Alaska regional or village corporations, although Alaska Native Villages may subcontract work under grants to such corporations.

"Native Hawaiian organization" includes any organization that: a) serves and represents the interests of Native Hawaiians; b) has as a primary and stated purpose the provision of services to Native Hawaiians; and c) has expertise in Native Hawaiian Affairs. NAGPRA states that such Native Hawaiian organizations shall include the Office of Hawaiian Affairs and Hui Malama I Na Kupuna O Hawai`i Nei.

B. A museum that has control of Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony and has received Federal funds.

The term "Museum" includes state or local government agencies, private institutions, and institutions of higher learning that have received Federal funds. As applicable to their institution, eligible museums must have completed and provided the following documents to the National NAGPRA Program and to Indian tribes or NHOs as appropriate:

- **A NAGPRA Summary** of the Native American unassociated funerary objects, sacred objects or objects of cultural patrimony in their possession or control by November 16, 1993, and thereafter according to timelines established by 43 CFR 10.13 (Future Applicability Rule).

- **A NAGPRA Inventory** of Native American human remains and associated funerary objects in their possession or control by November 16, 1995 (or other deadline as stipulated by the Department of the Interior), and thereafter according to timelines established by 43 CFR 10.13 (Future Applicability Rule).

A museum that has not timely completed the initial obligations of NAGPRA, that is, the initial summaries and inventories, but does so prior to submitting a grant proposal, may then receive a grant award.

Applicants who previously received a NAGPRA grant, but whose grant expired without successfully completing major elements of the proposed work or without meeting the conditions of the grant award may be penalized in the review process. If you have questions about the eligibility of your organization please contact the National NAGPRA Program at (202) 354-2201 or NAGPRA_Grants@nps.gov.

Section 2. ACTIVITIES

A. Appropriate Activities for Grant Funds

Repatriation grants cover costs associated with the transfer of possession of Native American human remains and cultural items from museums and Federal agencies to Indian tribes and Native Hawaiian organizations as part of the NAGPRA process. Activities may include:

- Travel by representatives from Indian tribes, Native Hawaiian organizations and museums to prepare and/or accompany Native American human remains and/or cultural items to the Indian tribe or Native Hawaiian organization
- Transportation of Native American human remains and/or cultural items to the Indian tribe or Native Hawaiian organization
- Hazardous substance testing, documentation, and decontamination of Native American human remains or cultural items
- Construction of appropriate containers for the transport and disposition of repatriated cultural items
- Ceremonial materials necessary for the appropriate return of Native American human remains and cultural items
- Staff time dedicated to the administrative and logistical arrangements

B. Required Activities Prior To Applying For A Grant

Repatriation grants must include the following:

- Published Notice of Inventory Completion or Notice of Intent to Repatriate in the *Federal Register* and passage of the required 30 day waiting period*;*
- A letter documenting the legal transfer of control of the cultural items from the museum or Federal agency to the Indian tribe or Native Hawaiian organization;
- Documentation showing support from all tribes or NHOs listed in notices or the transfer of control letter authorizing the lead tribe(s) or NHO(s) to coordinate and manage repatriation;
- If a museum is applying for a repatriation grant, a letter of commitment from the tribe(s) or NHO(s) who will receive transfer of the physical custody of the items;
- If a tribe is applying for a repatriation grant, a letter of commitment from the museum(s) or Federal agencies who will transfer physical custody of the items;

C. Multiple Repatriation Projects or Multiple Proposals for the Same Project

Applicants may submit more than one repatriation project during the fiscal year. A *separate and complete proposal package must be submitted for each project*. Note that a maximum of $15,000 is available per repatriation. Multiple proposals from tribes/NHOs can be submitted for the same repatriation, however, applicants should determine how the $15,000 will be distributed among the requestors prior to submittal and budget accordingly. A single joint request is preferred. Applicants are encouraged to accomplish the repatriation of items listed in separate notices, but from the same museum or in the same geographical area, in a single repatriation proposal.

D. Pre-award Costs

Due to the timely nature of repatriations, the National NAGPRA Program supports pre-award costs for Repatriation Grants. Please note that pre-award costs are not allowable unless specified in writing in the grant agreement. Purchase of items or costs incurred prior to the publication of the NAGPRA notice are not allowable.

Section 2. ACTIVITIES

E. Applicant Cost Share or Matching Funds

The grant proposal should include project costs covered by Federal grant funds as well as those supported by applicant or third-party including cash and in-kind contributions (Applicant Cost Share). **A match/cost share is not required.**

F. Activities Eligible for Funding

The table below outlines the scope of activities that are allowable for a Repatriation Grant. For additional information or clarification please contact the National NAGPRA at (202) 354-2201 or NAGPRA_Grants@nps.gov.

Activity	DOES NOT FUND	WILL FUND
Advocacy/ Fundraising	Any activity that can be construed as either advocacy or fundraising including the preparation of grants, fundraising committee meetings, and lobbying.	Presentations to the NAGPRA Review Committee as long as the presentations focus on the repatriation process.
Capital Projects	This includes the purchase, construction or renovation of land and/or buildings, as well as the purchase of cemeteries or gravesites.	None.
Coalitions and Partnerships	Tribes or museums not listed in the NAGPRA notice.	Travel costs for partnering tribes or museums to attend repatriation ceremonies.
Cultural Resource Activities	Any ongoing cultural resource activities not directly tied to NAGPRA activities including: • Ongoing cultural properties management; • Ongoing care and curation of cultural items including the purchase of display cases, storage furniture or other materials to hold repatriated items; • Ongoing care and maintenance of grave sites; • Ongoing cultural protection activities; or • General cultural resource training.	Culturally appropriate storage or transportation materials. Ceremonial supplies for reburial. Contamination testing, treatment and training on handling NAGPRA items identified for repatriation.
CUI Rule		Disposition of human remains and associated funerary objects that fall under 43 CFR 10.11 (CUI Rule).
Federal Agency collections	Federal Agency compliance efforts or payments of any kind to Federal employees.	Transfer of control of items from Federal collections if applied for by tribes of NHOs. Proposal must justify need for funding.
Food	Food for meetings or ceremonies.	Per diem for subsistence while in travel status.

Section 2. ACTIVITIES

Activity	DOES NOT FUND	WILL FUND
Foreign Institutions	Repatriation of cultural items that are in the *control* of a foreign institution.	Repatriation of cultural items in the custody of a foreign institution that are in the *control* of a museum subject to NAGPRA.
Future Applicability Rule		Any timely activity that falls under the Future Applicability Rule.
General Education and Outreach	Programs, contests, broader cultural resource training, festivals, or similar events and activities that do not directly impact a repatriation effort.	Community activities focused on a NAGPRA project, educating the community to increase involvement in NAGPRA repatriations. Can include press releases or announcements of repatriation ceremonies.
Inadvertent Discoveries	Activities related to excavations or inadvertent discoveries on Federal or tribal lands after November 16, 1990.	Repatriation activities related to collections that are the result of excavations on local or state land, which have resulted in museum collections under NAGPRA .
Litigation	All litigation-related costs.	None.
Non-federally recognized Indian Groups	Members of Indian groups that are not integral to the consultation process.	Travel and related expenses for representatives from Indian group(s) who are integral to a repatriation.
Non-NAGPRA Collections	Repatriation of any collection in the control of museums that do not have NAGPRA obligations (including the Smithsonian Institution), or for transfer of non-NAGPRA items.	None.
Review Committee	Grants do not fund dispute actions.	Presentations at Review Committee meetings if the appearance is to inform the committee of successes and barriers to repatriation.
Smithsonian Institution	Any repatriation activities associated with human remains and cultural objects under the control of the Smithsonian Institution.	None.

Section 3. SUBMISSION

A. How to submit. All NAGPRA grant applicants must submit their complete proposal packages electronically through the Grants.gov website. Organizations not yet registered or familiar with Grants.gov must first register. It will take several days for your account to be processed before you can submit your proposal.

B. When to submit. Proposals are accepted from **October 15, 2015, to June 1, 2016.** Repatriation grants are awarded on a rolling basis. These grants are non-competitive and will be considered on an as-received basis to the extent funds are available. Repatriation grant proposals should be submitted at least 8 weeks prior to the scheduled repatriation to allow time for processing. Please note funding may take an additional six weeks to become available after the grant award is announced. Any proposal received after June 1, 2016, will not be processed until October 2016 (the beginning of Fiscal Year 2017, pending appropriations by Congress).

C. What to submit. Submissions must be complete and include the following items to be considered:

- Signed Proposal Coversheet
- SF-424 Application for Federal Assistance
- SF-424A
- SF-424B
- Proposal (Sections 1-5 completed)

Supporting Documents

- Letter of Transfer of Control
- Letters of commitment from other tribes eligible for repatriation
- Letters of commitment from lead tribe(s) or NHO(s)
- Letters of commitment from museums
- Tribal resolution and letters of commitment (if applicable)
- Letters of commitment from project consultants
- List of proposed equipment to be purchased
- Auditor's Report Letter
- Indirect Cost Rate Agreement (if applicable)

For additional information on submission requirements or for clarification, please contact the National NAGPRA at (202) 354-2201 or NAGPRA_Grants@nps.gov.

Details on completing Proposal Sections 1-5.

Section 1. Basic Information	Complete all items A through G. Include at least two different contacts.
Section 2. Project Description	Complete all items A through G, as applicable. Include grant objectives, activities, partners, monitoring, personnel qualifications, and schedule.
Section 3. Budget	Complete all tables. Round all figures to the nearest dollar amount. Use the following guidance to develop your detailed project budget.
Section 4. Budget Summary	Complete table. Round all figures to the nearest dollar amount. Use this table to populate the SF-424 and SF-424A required forms.
Section 5. Status of Current or Recent NAGPRA Grants	
Section 6. Supporting Documents	

Section 3. SUBMISSION

A. Salaries and Wages: Applicants should provide the names and/or titles of all project personnel identified in the Project Description. For support staff, provide only a title and number of persons doing that type of work. Include the Wage or Salary for each position, shown as either daily, weekly, monthly, or annually.

Name/Title	Wage or Salary	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
Jane Able, Project Director (3 months)	$3,000.00/ month	$0.00	$9,000.00	$9,000.00
John Baker, NAGPRA Assistant (3 months)	$2,000.00/ month	$6,000.00	$0.00	$6,000.00

B. Fringe Benefits: Fringe benefits may include contributions to Social Security, employee insurance, pension plans, etc. Only benefits **not included in an organization's indirect costs** may be shown as direct costs.

Rate	Salary Base	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
Project Director, 11% of	$9,000	$0.00	$990.00	$990.00
NAGPRA Assistant, 8% of	$6,000	$480.00	$0.00	$480.00

C. Consultant Fees: This category includes professional and technical consultant fees. *DO NOT include stipends for Elders here* (see part F). Applicants should include 1) the name and type of consultant (if the consultant has not yet been chosen, the type of consultant is sufficient); 2) rate of compensation (daily or hourly rate); 3) number of days on the project; and 4) total consultation fee or honorarium (not including travel costs). Where applicable, include a justification for costs indicating regional costs or ranges for services.

Competitive selection of all consultants and contracting is required as stipulated in OMB Circular A-76. Daily rates may not exceed 120% of a federal position, grade GS-15, step 10. Please see the Office of Personnel Management website for current Government Pay Scale Schedules at http://www.opm.gov/oca/10tables/index.asp.

Name/Type of consultant	# of days	Daily Rate	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
Sammy South, Spiritual Consultant	3	$100/day	$300.00	$0.00	$600.00
Sally Smith, Archeologist	3	$150/day	$450.00	$0.00	$750.00

Section 3. SUBMISSION

D. Travel: Applicants should specify 1) the location for each trip; 2) how many people will be taking each trip; 3) how many days each person will be traveling (this includes the day spent travelling to the destination, days spent at the destination, and the travel day to return home); 4) the total per diem (meals and lodging) for each person; and 5) the total transportation costs, such as airfare or mileage for the trip. All travel must be justified in the project narrative. Per diem costs may not exceed the federally approved rates. Current per diem rates are available at http://www.gsa.gov/portal/category/21287. Please note: **The first and last calendar day of travel is calculated at 75 percent of the per diem rate for days spent at the destination.** Be sure to calculate your per diem accordingly. The federal allowable mileage rate should be applied to any personally owned vehicle use. For air travel, applicants should include the cost of coach-class tickets only. First-class fares will not be supported.

From/To	# of People	# of Travel Days	**TOTAL** Subsistence Costs *(lodging + per diem x # days x # of people)*	**TOTAL** Transportation Costs *(airfare and mileage x # of people)*	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
Reno, NV to Wash, DC Feb 2016	2	3	$1,061.00	$1,135.00	$2,196.00	$0.00	$2,196.00

How to calculate **Total Subsistence Costs** *(lodging + per diem x # people x # days)*

1. Use rates found by location and date at http://www.gsa.gov/portal/category/21287.
   For travel to Washington, DC, in February 2016, the maximum lodging rate is $179.00 per night and the daily per diem is $69.00.

2. Calculate total LODGING per person ($179.00 per night).
   For 3 days of travel, each person would incur 2 nights lodging ($179.00 x 2 = $358.00).

3. Calculate total PER DIEM per person ($69.00 per day).
   The first and last calendar day of travel is calculated at 75 percent of the per diem rate for days spent at the destination (i.e., day 1=0.75, day 2=1, and day 3=0.75 or 2.5 days)
   For 3 days of travel, each person would incur 2.5 days of per diem ($69.00 x 2.5 = $172.50).

4. Calculate TOTAL Subsistence Costs per person.
   For 3 days of travel, each person would receive lodging and per diem ($358.00 + $172.50 = $530.50)

5. Calculate TOTAL Subsistence Costs for all travelers ($530.50 x 2 = $1,061.00).

How to calculate **Total Transportation Costs** *(airfare and mileage x # of people)*

1. Estimate airfare costs for all travelers ($500 round trip ticket x 2 people = $1,000)

2. Calculate mileage, including costs to drive to the airport (100 miles x $0.55/mile = $55)

3. Include any estimated costs for taxis, shuttles, or other transportation ($80 taxi trips in DC)

4. TOTAL Transportation Costs for all travelers ($1,000 + $55 + $80 = $1,135)

Section 3. SUBMISSION

E. Supplies and Materials: This category includes consumable supplies, raw materials, and expendable equipment (items that cost less than $5,000 or have an estimated useful life of less than 2 years). "General office supplies" is not an acceptable line item.

Item	# of items	Cost per unit	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
Wood for burial vessels	10	$35.00	$350.00	$0.00	$350.00
Cloth for burial	10	$5.00	$50.00	$0.00	$50.00
Wood glue, nails, and other building supplies	10	$3.00	$30.00	$0.00	$30.00

F. **Other Costs:** This category includes such items as stipends for tribal Elders or students, services and equipment purchases over $5,000 per item, and other items not previously listed. An applicant must demonstrate purchasing permanent equipment is less expensive than renting. If funded, applicants are required to maintain records demonstrate that a competitive bidding process was used to purchase such services or equipment (at least three different bids). Whenever possible, a large budget item should be broken out into per unit costs. "Miscellaneous," "overhead," and "contingency" are not acceptable line items.

G. **Indirect Costs:** This category includes costs are incurred for common or joint objectives and cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items include salaries of executive officers, cost of operating and maintaining facilities, local telephone service, office supplies, and accounting services. If indirect costs are charged to the grant, include a copy of the Federal agency approval of the current indirect cost rate. Note that NAGPRA Grants only fund up to 25% of a tribe/museum's indirect cost rate. Indirect costs may be applied only to eligible direct costs in accordance with your approved rate. Most indirect cost rate agreements exclude contracts or pass-through funds above a certain amount. Please check your rate and apply it accordingly. Any indirect cost rates exceeding 25% may NOT be claimed as an applicant cost share.

The Direct Costs* from sections A -- F above to which the indirect cost rate applies	Current Approved Indirect Cost Rate Percentage	Indirect Cost Rate Amount	Indirect Cost Rate Amount Charged to Grant
$18,376.00	35%	$6,431.60	$4,594.00

In this example, the direct costs are totaled from Total Funds in Sections A, C, D, and E. Fringe benefits are not considered direct costs in this example. Please check your indirect cost rate agreement and apply it to costs accordingly.

Although the indirect cost rate in this example is 35%, the indirect cost rate cannot exceed 25%. The difference between the Indirect Cost Rates (35% - 25% = 10%) is the same as the difference in the Indirect Cost Amounts ($6,431.60 - $4,594.00 = $1,837.60 or 10% of the total).

Section 3. SUBMISSION

Budget Summary and Justification. (Section 4 of Grant Proposal)

Inaccuracies between the detailed budget in Section 3 and the budget summary in Section 4 will result in delays in processing your grant. Remember to round all figures to the nearest dollar amount.

Budget Summary			
Category	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
A. **Salaries and Wages**	$6,000.00	$9,000.00	$15,000.00
B. **Fringe Benefits**	$810.00	$990.00	$1,800.00
C. **Consultant Fees**	$750.00	$0.00	$750.00
D. **Travel and Per Diem**	$2,196.00	$0.00	$2,196.00
E. **Supplies and Materials**	$430.00	$0.00	$430.00
F. **Other Costs**	$0.00	$0.00	$0.00
G. **Indirect Costs**	$4,594.00	$0.00	$4,594.00
TOTAL PROJECT COSTS	$14,780.00	$9,990.00	$24,770.00

IMPORTANT INFORMATION ON BUDGET SUMMARY.

You must complete two budget forms on Grants.gov (SF-424, Application for Federal Assistance, and SF-424A, Budget Information-Non-Construction Programs). It is imperative the amounts in those forms match the amounts in Section 4, Budget Summary of the proposal. The following tables should be used to populate the SF-424 and SF-424A using the Budget Summary table. Any discrepancies between the budget summary in Section 4 and the SF-424 or SF-424A will result in delays in processing your grant.

Examples of the form SF-424 and SF-424A are attached to these guidelines. For support in completing these forms, please contact the National NAGPRA at (202) 354-2201 or NAGPRA_Grants@nps.gov.

For the SF-424, Application for Federal Assistance, complete the Estimated Funding table (Block 18) using the following information:

For Block 18 of the SF-424, the rows:	Correspond to Section 4 Budget Summary columns labeled:	*In the example above,*
a. Federal	Federal Grant Funds (column 2)	*$14,780.00*
b. Applicant	Applicant Cost Share (column 3)	*$9,990.00*
g. TOTAL	Total (federal + applicant) (column 4)	*$24,770.00*

Section 3. SUBMISSION

For the SF-424A, Budget Information – Non-Construction Programs, **Section A – Budget Summary,** enter under Grant Program Function or Activity, column (a), row 1, "Federal Grant Funds" and row 2, "Applicant Cost Share." The Catalog of Federal Domestic Assistance Number for column (b) is 15.922. Enter 0.00 in columns (c) and (d) on both row 1 and 2. Use the table below to populate columns (e), (f), and (g).

For row 1, "Federal Grant Funds," the columns:	Correspond to Section 4 Budget Summary columns labeled:	*In the example above, this is:*
e. Federal	Federal Grant Funds (column 2)	*$14,780.00*
f. Non-Federal	LEAVE BLANK	*$0.00*
g. TOTAL	Federal Grant Funds (column 2)	*$14,780.00*

For row 2, "Applicant Cost Share," the columns:	Correspond to Section 4 Budget Summary columns labeled:	*In the example above, this is:*
e. Federal	LEAVE BLANK	*$0.00*
f. Non-Federal	Applicant Cost Share (column 3)	*$9,990.00*
g. TOTAL	Applicant Cost Share (column 3)	*$9,990.00*

For the SF-424A, Budget Information – Non-Construction Programs, **Section B – Budget Categories,** the headings under Grant Program Function or Activity in columns (1) and (2) are prepopulated with the titles from Section A, "Federal Grant Funds" and "Applicant Cost Share." Use the table below to populate the columns.

		In the example above, this is:	
For Column (1) and (2), the rows:	Correspond to Section 4 Budget Summary rows labeled:	*(1) Federal Grant Funds*	*(2) Applicant Cost Share*
a. Personnel	A. **Salaries and Wages**	*$6,000.00*	*$9,000*
b. Fringe Benefits	B. **Fringe Benefits**	*$810.00*	*$990.00*
c. Travel	D. **Travel and Per Diem**	*$2,196.00*	*$0.00*
d. Equipment	F. **Other Costs (equipment only)**	*$0.00*	*$0.00*
e. Supplies	E. **Supplies and Materials**	*$430.00*	*$0.00*
f. Contractual	C. **Consultant Fees**	*$750.00*	*$0.00*
g. Construction	SHOULD ALWAYS BE $0.00	*$0.00*	*$0.00*
h. Other	F. **Other Costs (except equipment)**	*$0.00*	*$0.00*
i. Total Direct Charges (sum of 6a-6h)	CALCULATE	*$10,186.00*	*$9,990.00*
j. Indirect Charges	G. **Indirect Costs**	*$4,594.00*	*$0.00*
k. TOTALS (Sum of 6i and 6j)	CALCULATE	*$14,780.00*	*$9,990.00*

For the SF-424A, Budget Information – Non-Construction Programs, **Section C – Non-Federal Resources,** enter only Applicant Cost Share total.

For the SF-424A, Budget Information – Non-Construction Programs, **Section D – Forcasted Cash Needs,** leave blank.

For the SF-424A, Budget Information – Non-Construction Programs, **Section E – Budget Estimates,** leave boxes 16-20 blank. **For Section F – Other Budget Information,** if you requested indirect costs, enter "See proposal" in box 21: Direct Charges and Indirect cost rate percentage in box 22: Indirect Charges. Add any other remarks in box 23.

Section 3. SUBMISSION

Status of Current or Recent NAGPRA Grants (Section 5 of Grant Proposal)
Indicate whether or not your tribe or museum has received a NAGPRA Consultation/Documentation or NAGPRA Repatriation Grant within the past five years.

Supporting Documents (Section 6 of Grant Proposal)
Applicants must submit the following documents in support of their project proposal:

1. Transfer of Control Letter from museum to tribe(s)/Native Hawaiian organizations. The National NAGPRA Program requires museums to provide written documentation stating the transfer of control of the human remains or cultural items is going to the designated tribe(s) or Native Hawaiian organizations. The transfer of control document must include the names of all recipient tribe(s)/Native Hawaiian organization(s). Sample copies of transfer of control letters can be found on the National NAGPRA Program website (http://www.nps.gov/nagpra/GRANTS). All tribes/Native Hawaiian organizations listed in the transfer of control document must provide evidence indicating their support for the tribe/Native Hawaiian organization designated to receive the grant and retrieve the human remains or cultural items.

2. Letters of commitment from other tribe(s) or NHO(s). Repatriation grant applicants should ensure all tribes listed in a notice as culturally affiliated, or as tribal or aboriginal land tribes, to the human remains and/or cultural items designated for repatriation support the tribe(s) designated to conduct the repatriation. This should be indicated in the transfer of control letter from the museum as well as in supporting documentation including letters of support.

3. *Museums only* - Letters of Commitment, stating specific responsibilities, from participating Indian tribes or Native Hawaiian organizations.

4. *Indian Tribes only* – Letters of Commitment from participating museums, stating specific responsibilities, if relevant.

5. Tribal Resolution in support of grant proposal and authorizing grant administration, if project is funded. A blanket tribal resolution for a period of time will be accepted to fund multiple repatriation grants.

6. Letters of Commitment from selected project consultants. Letters should state the consultant's specific responsibilities in the grant and their commitment to participating in the grant if funded. The applicant must be able to prove that a competitive selection process for consultants is documented. Grantees will be required to submit a Competitive Negotiations and Small Purchases Contracting Document.

7. If applicable, a list of proposed equipment to be purchased and the cost of each item. Equipment exceeding a cost of $5,000 per item must be listed. Equipment costing more than $5,000 not listed as part of the grant proposal will require a separate letter from the grantee and written NPS approval prior to purchase.

8. Include a copy of the letter that accompanied the most recent Independent Auditor's Report. **DO NOT ATTACH a full audit.**

9. Indirect Cost Rate Agreements should include a letter from the Federal agency approving the rate to be used and the period for which the rate is approved. Note that NAGPRA Grants only fund up to 25% of a tribe/museum's indirect cost rate. Indirect costs may be applied only to eligible direct costs in accordance with your approved rate. Please check your rate and apply it accordingly.

Section 4. Requirements

Grants.gov requires electronic delivery of all grant proposal materials. All NAGPRA applicants must submit their proposals electronically through http://www.grants.gov/web/grants/applicants/apply-for-grants.html.

A. Get Registered for Grants.gov. On the site, you will find step-by-step instructions which enable you to apply for NAGPRA grant funds. The Grants.gov/Apply feature includes a simple, unified application process that makes it possible for applicants to apply for grants online. There are five "Get Registered" steps for an Organization to complete at Grants.gov. The information applicants need to understand and execute the steps can be found at http://www.grants.gov/web/grants/applicants/organization-registration.html.

Applicants should read through the registration process carefully. The site also contains registration checklists to help you walk through the process. We recommend downloading the checklists and preparing the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

Step 1. DUNS Requirement. All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form. Instructions for obtaining a DUNS number can be found at the following website: http://www.grants.gov//web/grants/applicants/organization-registration/step-1-obtain-duns-number.html.

Step 2. System for Award Management. In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with the federal System for Award Management (SAM). Step-by-step instructions for registering with SAM can be found here: http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html.
All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in your application being rejected by Grants.gov during the submissions process.

Step 3. Username and Password. The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html.

Step 4. AOR Authorization. After creating a profile on Grants.gov, a representative from your organization who is the contact listed for SAM will receive an email to grant the AOR permission to submit applications on behalf of their organization. Your organization's representative will then log in to Grants.gov and approve an applicant as the AOR, thereby giving him or her permission to submit applications.

To learn more about AOR Authorization visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html. To track an AOR status visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html.

Applicants are, therefore, encouraged to register early. The registration process can take up to four weeks to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. You will be able to submit your application online anytime after you have been approved as an AOR.

Step 5. Electronic Signature. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the Authorized Organization Representative (AOR); this step is often missed and it is crucial for valid submissions.

B. Submit an electronic application to NAGPRA Grants via Grants.gov.

Grants.gov has a full set of instructions on how to apply for opportunities on its website at http://www.grants.gov/web/grants/applicants/grant-application-process.html. The following provides simple guidance on what you will find on the Grants.gov. Applicants are encouraged to read through the page entitled, "Complete Application Package" before getting started.

Grants.gov allows applicants to download the application package, instructions and forms that are incorporated in the instructions, and work offline. In addition to forms that are part of the application instructions, there will be a series of electronic forms that are provided utilizing Adobe Reader.

Adobe Reader. Adobe Reader is available for free to download from on the Download Software page: http://www.grants.gov//web/grants/support/technical-support/recommended-software.html. Adobe Reader allows applicants to read the electronic files in a form format so that they will look like any other Standard or NPS form. The Adobe Reader forms have content sensitive help. This engages the content sensitive help for each field you will need to complete on the form. The Adobe Reader forms can be downloaded and saved on your hard drive, network drive(s), or CDs.
NOTE: for the Adobe Reader, Grants.gov is compatible with versions 8.1.1 and later versions. Always refer to the Download Software page for compatible versions. Please do not use lower versions of the Adobe Reader.

Mandatory Fields in Adobe Forms. In the Adobe Reader forms you will note fields that will appear with a background color on the data fields to be completed. These fields are mandatory fields and they must be completed to successfully submit your application.

Completion of SF-424 Fields First. The Adobe Reader forms are designed to fill in common required fields such as the applicant name and address, DUNS number, etc., on all Adobe Reader forms. 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.

Customer Support. The Grants.gov website provides customer support via toll-free 1-(800)-518-GRANTS or through email at support@grants.gov. For grant opportunity related questions, contact the number listed in the application package of the grant you are applying for. If you are experiencing difficulties with your submission it is best to call the Contact Center and get a case number. The case number will assist NAGPRA with tracking your issue and provide background information on the issue.

C. Timely Receipt Requirements and Proof of Timely Submission.

Proof of timely submission is automatically recorded by Grants.gov. An electronic time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant will receive an acknowledgement of receipt and a tracking number from Grants.gov with the successful transmission of their application. Applicants should print this receipt and save it, along with facsimile receipts for information provided by facsimile, as proof of timely submission. When NAGPRA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgment of receipt to the email address of the AOR. Proof of timely submission shall be the date and time that Grants.gov receives your application.

Applicants using dial-up connections should be aware that transmission should take some time before Grants.gov receives it. Grants.gov will provide either an error or a successfully received transmission message. The Grants.gov Contact Center reports that some applicants abort the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application. Uploading and transmitting many files particularly electronic forms with associated XML schemas will take some time to be processed.

HELP!

For assistance on any aspect of applying for a NAGPRA grant, contact

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