

Instructions for submitting a full proposal to U.S. Nuclear Regulatory Commission Notice of Funding Opportunity (NOFO), Research and Development Grant, Fiscal Year (FY) 2023

(Funding Opportunity Number: 31310023K0002)

Full proposal submissions must be received by 5 p.m. (Eastern Time) on May 26, 2023.

Please complete the required forms, SF-424 (Application for Federal Assistance), SF-424A (Budget Information Non-construction programs), and Certification Regarding Lobbying Form, SF-LLL: Disclosure of Lobbying Activities, if applicable. Please attach the required elements as listed below as part of your full proposal application package. It is preferred that you attach all your documents as separate PDF files.

REQUIRED ELEMENTS FOR FULL PROPOSALS

Full Proposals must include the following, packaged in the order listed, with the bottom right-hand corner of every page numbered and labeled with the Principal Investigators last name. Adobe pdf format is required.

Application Content

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

Required Elements for Applications

- Executive Summary
- Project Description
- References
- Approval documentation of the MSI Partnership and implementation plan (if applicable)
- Budget and Budget Narrative
- Current and Pending Support
- Curriculum Vitae
- Past NRC Funding and Summary of Results from Past NRC Funding, if applicable
- Audit Report
- Other required forms

A. Format:

Font Size, Style, and Color

- **11 point, Arial, black color** (A Symbol font may be used to insert Greek letters orspecial characters.) This is a requirement for all pages included in the document, i.e., table of contents, references, etc.

Page Size and Margins

- Use standard paper size (8 ½" x 11").
- Use one-inch margins (top, bottom, left, and right).
- The NRC requires all text attachments to the SF424 application forms to besubmitted as PDF files. Adobe PDF format is preferred.

Footer

- Each page should include a page number and Principal Investigator's last name in the bottom right-hand corner.

Attachments

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

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

Describe the proposed project's essential elements.

- Descriptive title of proposed project: NOTE: The applicant should describe itsprogram as the University's program and not the NRC's program.
- Name, address, email address and telephone number of the PI(s).
- Name(s), address, email address and affiliations of other investigator/collaborative personnel who will contribute significantly to theproject.
- The project's total funding request.
- Concise statement of the project's objectives and benefits.

C. Project Description:

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

1. Your application must clearly identify the technical area(s) the proposal is addressing.
2. State the management structure and the capability for administering the program.
3. Identify the evaluation plan that will provide information on the effectiveness of the project.
4. State any arrangements with other non-Federal entities that provide additional support, usually in the form of cost sharing or matching to the goals of this project. A written agreement or letter is required from the source of the matching funds.
5. Demonstrate that the research is original and innovative.
6. State how the PI and other researchers are experienced and have the expertise to execute the project.
7. State any partnerships with minority serving institutions. A detailed description of the partnership and implementation plan approved by the lead and the partnering institutions must be provided.

The project description shall **address the evaluation criteria in Section V.2 and** is limited to seven (7*) pages or less, including text, tables, and visual materials (e.g.,charts, graphs, maps, photographs). The page limit does not include the following:

- Executive Summary;
- References
- Current and Pending Support;
- Curriculum Vitae;
- Budget and Budget Narrative;
- Past NRC Funding and Summary of Results from Past NRC Funding, if applicable;
- Approval documentation of the MSI Partnership and implementation plan (if applicable)
- Other required forms.