



Connecting Research,
Policy and Practice

**Funding Opportunities
at the Institute of Education Sciences:
HOW TO APPLY**

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My name is Emily Doolittle and today I'll talk to you about the application process for submitting an application to IES. I just want to remind you that we do encourage you to ask questions during the webinar. I'll stop periodically to check if there are any, but send them in as they come up and we'll try to get to all of them today.

Today you'll learn

- ...how to find Application Materials
- ...how to use Grants.gov
- ...what goes in an application
- ...how to format your application
- ...program-specific information

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Today, you'll learn about how to find application materials and how to use Grants.gov. That will be the focus of our webinar today. I'll also describe what goes into an application and the different formatting requirements for an application. We'll finish the webinar with some program-specific information.



Connecting Research,
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Finding Application Materials

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First, let's talk about how to find the application materials.

You Need 3 Things to Apply

1. Request for Applications
2. IES *Grants.gov Application Submission Guide*
3. Application Package

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You need three things to apply for a grant through IES. The first is the Request for Applications (RFA). This describes all the substantive requirements of a research application. The second thing you need is the IES *Grants.gov Application Submission Guide*. This is a document we prepared to help you with the Grants.gov process, with preparing a grant application, and with submitting that application using the Grants.gov application portal. Much of what I'll talk about today during the webinar is included in that *Grants.gov Application Submission Guide*. Finally, you will need the correct application package in order to apply.

The FY 2013 Requests for Applications and the *Grants.gov Application Submission Guide* are available on:

<http://ies.ed.gov/funding>

Sign up for the IES Newsflash:

<http://ies.ed.gov/newsflash>

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All fiscal year (FY) 2013 RFAs and the *Grants.gov Application Submission Guide* can be found on the IES *Funding Opportunities* page. You see the web address there. In the next screenshot, I'll show you the IES page and where you can sign up for the IES *NewsFlash*. The *NewsFlash* is an e-mail alert system that we have. You can sign up to get all sorts of different kinds of e-mail alerts from IES and its Centers. One important type of e-mail alert you can sign up to get is for upcoming funding opportunities. I strongly encourage you to sign up for the *NewsFlash*. It's a good service.

The image shows a screenshot of the Institute of Education Sciences (IES) website. At the top, there is a green header with the IES logo and the text "INSTITUTE OF EDUCATION SCIENCES". Below the header is a navigation bar with several tabs: "Publications & Products", "Data & Tools", "Featured", "For Researchers", "Funding Opportunities", and "News & Events". The "Funding Opportunities" tab is circled in red. Below the navigation bar, there are three main content areas. The left area is titled "What's New" and contains three news items with "a more info" links. The middle area is titled "Connecting Research, Policy and Practice" and includes a welcome message and a link to "About Us". The right area is titled "Evaluating ARRA" and includes a link to "Learn more about IES' plans to study education reforms driven by the American Recovery and Reinvestment Act". At the bottom of the page, there is a footer with the IES logo, the website address "ies.ed.gov", and the U.S. Department of Education logo.

Here on the IES page, circled at the top in red, you will see the *Funding Opportunities* tab.

The screenshot shows the IES website's 'News & Events' page. At the top, there is a navigation bar with links for 'Publications & Products', 'Data & Tools', 'Featured', 'For Researchers', 'Funding Opportunities', and 'News & Events'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the page is divided into several sections. On the left, there is a 'What's New' section with three articles: 'Numbers and Types of Public Elementary and Secondary Schools From the Common Core of Data: School Year 2010-11 (May 7)', 'Updated Report on Peer-Assisted Learning/Literacy Strategies (PALS) (May 7)', and 'REL Program Releases Reports on California's Evaluation Practices and Oregon's Math Requirements (Apr 27)'. Below these articles are links for 'Archive | Calendar of Events' and 'View RSS'. On the right, there is a 'News' section with links for 'What's New for this Month', 'NewsFlash', 'Press Releases', 'ES Newsletter', and 'RSS Feeds'. Next to it is an 'Events' section with links for 'ES Research Conference', 'Conferences, Training and Presentations', and 'Bridge Events'. Below these sections is an 'Evaluating ARRA' section with a sub-header 'Learn more about IES' plans to study education reforms driven by the American Recovery and Reinvestment Act.' and a small image of a woman. At the bottom right, there is a 'WHAT WORKS CLEARINGHOUSE' section with the tagline 'a trusted source of scientific evidence of what works in education' and a small image of a group of people. At the bottom of the page, there is a footer with links for 'Institute of Education Sciences', 'NewsFlash | Staff | Contact | Help | RSS | Privacy Policy | Statistical Standards | FedStats.gov', and 'U.S. Department of Education'. The IES logo and website address 'ies.ed.gov' are also present.

Under *News & Events*, this is where you find the *NewsFlash*. If you haven't yet done so, please go and sign up for the *NewsFlash*. That's something you'll find pretty useful.

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Publications & Products | Data & Tools | Featured | For Researchers | Funding Opportunities | News & Events

FUNDING OPPORTUNITIES

Steps to Applying for IES Grants

1. Identify a [current funding opportunity](#) that matches your research interests and identify the relevant [Letter of Intent and application deadlines](#).
2. Register for a [funding opportunities webinar](#) to learn more about the application process and choosing an [appropriate funding opportunity](#).
3. Download the appropriate [Request for Application](#) application [submission guide](#) and [application package](#).
4. Submit your (optional but strongly encouraged) [Letter of Intent](#).
5. Submit your application to [Grants.gov](#) before the application [deadline](#).

Note: See "[Other IES Funding Opportunities](#)" for IES grants that follow different application procedures.



Funding Opportunities for Research and Research Training

The Institute of Education Sciences' overarching priority is research that contributes to school readiness and improved academic achievement for all students, and particularly for those whose education prospects are hindered by inadequate education services and conditions associated with poverty, race/ethnicity, limited English proficiency, disability, and family circumstance. Please read an [Overview of ES Research and Research Training Grant Programs](#) for background information before proceeding. Please note that not all of IES' research and research training programs are offered each funding year and that the requirements for research and research training programs may change from one year to the next.

The FY 2012 [Research and Research Training competitions](#) are now closed. For FY 2013, the Institute supports the following research and research training programs (announced in the [Federal Register](#) on March 6, 2012).

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The *Funding Opportunities* page is where we have laid out the different steps that you need to go through to apply for an IES grant. At Step 3, you can see where you download the RFA for the competition to which you'd like to apply.

Applications Due June 21, 2012

- National Center for Education Research (NCER)
 - Education Research Grants (**84.305A**)
 - Statistical & Research Methodology in Education (**84.305D**)
- National Center for Special Education Research (NCSE)
 - Special Education Research Grants (**84.324A**)

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The webinar today will focus on the application packages and the procedures that you need to follow in order to submit an application under the first deadline date that we have this year—June 21, 2012. On June 21, the National Center for Education Research (NCER) is accepting applications under two research grant programs: the Education Research Grants Program identified by the CFDA number 84.305A; and the Statistical & Research Methodology & Education Program identified by the CFDA number 84.305D. Finally, the National Center for Special Education Research (NCSE) is accepting applications for one of its research grant programs—the Special Education Research Grants Program identified by the CFDA number 84.324A.

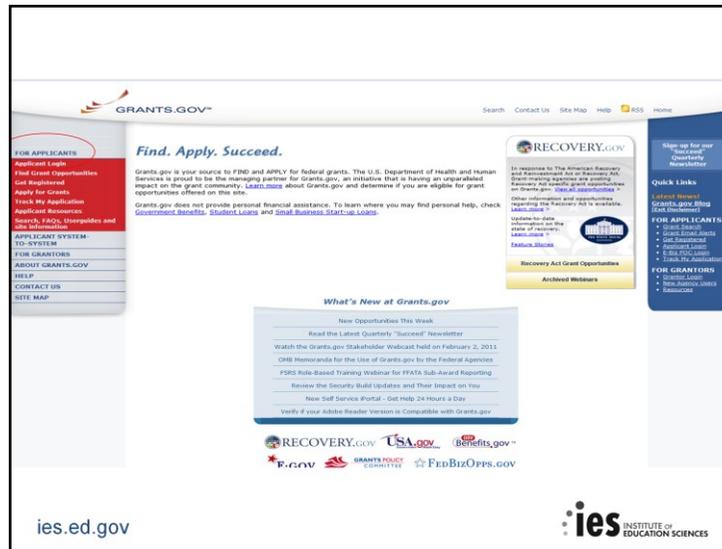
Finding Application Packages and Application Instructions

- FY 2013 Application Packages and instructions are available now on <http://www.grants.gov>

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You will find the application packages and those instructions that I mentioned—the IES Grants.gov *Application Submission Guide*—on Grants.gov. What I'm going to do now is switch over to my web browser and we're going to go to Grants.gov live. I'm going to walk you through the steps to find the application packages.



There are screenshots of these steps within the webinar presentation and the slides that you have available to you. So, you can refer to those as I'm going through this.

At the top left of the Grants.gov page is an area in red marked *For Applicants*. You need to go to *Find Grant Opportunities*. I recommend that you do a Basic Search to find the IES grant application packages. You would click on the top search function here to go to the Basic Search. The easiest way to find the application packages for IES is to search by the CFDA number that I mentioned. For this particular search, you need to enter the numeric part of that number in order to find all the available packages under a specific Center's grant competitions.

I'm going to do a search for NCSER's packages. I'm going to enter 84.324 in the *Search* box. The search results are everything available under 84.324—the Special Education Research Grants program. You see that there are four grant opportunity packages here. The *Open Date*, on the left, is the date that those funding opportunities were announced and became available. The *Opportunity Title* is what you need to look for (e.g., Institute of Education Sciences Special Education Research).

One thing I want to point out is the number that's appended to the CFDA number. I want this particular opportunity title, 84.324A-1, because the "1" designates the package that's used for the first competition

deadline in FY 2013, which is the June application deadline we're talking about today. Right below it, you see 84.324A-2; that's the package that you would use if you're submitting an application to the Special Education Research Program in September. That package isn't there yet, so if you went there you wouldn't find anything.

I'm going to click on the opportunity title for the June deadline. Here's a funding synopsis. It tells you the closing date for these applications is June 21, 2012; so we're in the right place. This is indeed Research in Special Education, 84.324. Then, we want to go to the tab marked *Application*.

Then, a new window pops up. It is where you find the grant application for downloading. I can do another quick check to make sure I've got the correct application—CFDA 84.324, Competition ID 84-324A, 2013 is the FY, and the “-1” tells me it's for the June deadline. The *Special Education Research Download* option is on the bottom-right of the page.

After clicking on that, I can now download the *Application Instructions*—the IES Grants.gov *Application Submission Guide* that I mentioned—or the application package. Again, you can do a quick check and make sure that you have the right package.

We will come back to the application package later in the webinar. I just wanted to walk you through and show you how to find your application package. There are screenshots within the webinar presentation that you can refer to that show those different steps.

Downloading Correct Application Package

- Search by CFDA number
 - Education Research (NCER): **84.305**
 - Special Education Research (NCSE): **84.324**

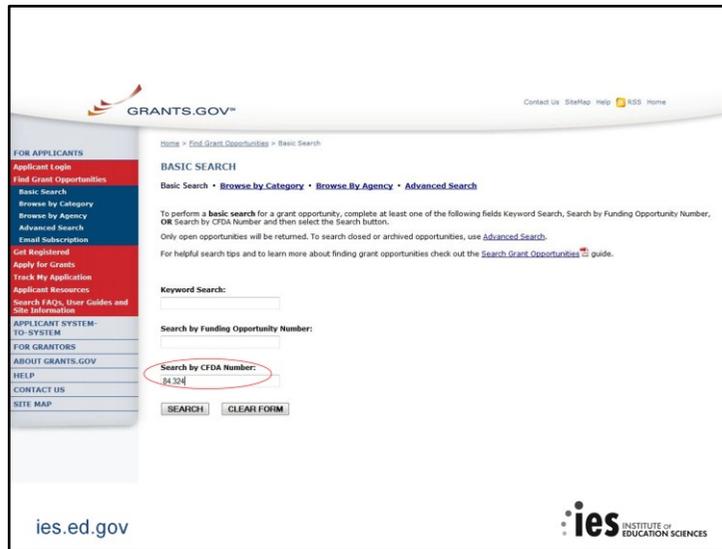
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These are the screenshots that I just mentioned to you.

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for Search, Contact Us, Site Map, RSS, and Home. Below this, a system status message indicates a production server issue on Monday, April 30, 2012. The main content area is titled 'FIND GRANT OPPORTUNITIES' and includes a search section with several options: 'Basic Search', 'Browse by Category', 'Browse by Agency', 'Advanced Search', and 'Find Recovery Act Opportunities'. The 'Basic Search' button is circled in red. To the left of the search options is a sidebar with navigation links for 'FOR APPLICANTS' and 'FOR GRANTORS'. To the right is another sidebar with 'Quick Links' and 'FOR APPLICANTS' resources. At the bottom of the page, the logos for 'ies.ed.gov' and 'ies INSTITUTE OF EDUCATION SCIENCES' are visible.

These are the screenshots that I just mentioned to you.



These are the screenshots that I just mentioned to you.

- Grants.gov search will yield more than one application package
- Download application package designated for your *competition* and *deadline date*
 - Look at Opportunity Title and CFDA number

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These are the screenshots that I just mentioned to you.

The screenshot displays the GRANTS.GOV search results page. The header includes the GRANTS.GOV logo and navigation links. The main content area shows a search results table with the following data:

Opportunity Title	Agency	Funding Number
Institute of Education Sciences (IES): Social Education Research, CFDA Number 84.3248-1	Department of Education	85-084011-050612-008
Institute of Education Sciences (IES): Social Education Research, CFDA Number 84.3248-2	Department of Education	85-084011-050612-009
Institute of Education Sciences (IES): Social Education Research, Training, CFDA Number 84.3248	Department of Education	85-084011-050612-010
Institute of Education Sciences (IES): Accelerating the Academic Achievement of Students with Disabilities Research Initiative, CFDA Number 84.3248	Department of Education	85-084011-050612-011

The page also includes a sidebar with navigation options such as 'FOR APPLICANTS', 'FOR GRANTORS', and 'HELP'. The footer contains the URL 'ies.ed.gov' and the IES logo.

These are the screenshots that I just mentioned to you.

GRANTS.GOV™ Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis

FOR APPLICANTS

Applicant Login

Find Grant Opportunities

Basic Search

Review by Category

Browse by Agency

Advanced Search

Email Subscription

Get Registered

Apply for Grants

Track My Application

Applicant Resources

Search FAQs, User Guides and Site Information

APPLICANT SYSTEM TO SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

Institute of Education Sciences (IES): Special Education Research CFDA Number 84.324A-1

Synopsis Full Announcement Application

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **03/06/2012**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#) - The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Description of Modification

Correction made to Program Contact.

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	ED-09GRANTS-09012-008
Opportunity Category:	Discretionary
Posted Date:	Mar 06, 2012
Creation Date:	Mar 06, 2012
Original Closing Date for Applications:	Jun 21, 2012 Application Package Available: April 19, 2012. Deadline for Transmittal of Applications: June 21, 2012.
Current Closing Date for Applications:	Jun 21, 2012 Application Package Available: April 19, 2012. Deadline for Transmittal of Applications: June 21, 2012.
Archive Date:	Jul 21, 2012
Funding Instrument Type:	Grant
Category of Funding Activity:	Education
Category Explanation:	
Expected Number of Awards:	
Estimated Total Program Funding:	
Award Ceiling:	
Award Floor:	
CFDA Number(s):	84.324 -- Research in Special Education
Cost Sharing or Matching Requirement:	No

Eligible Applicants

Public and State controlled institutions of higher education

These are the screenshots that I just mentioned to you.

Application Packages

- Include title of program
 - e.g., Special Education Research Grants
- CFDA number
 - e.g., 84.324A
- Number that indicates whether this is first or second deadline for specific competition
 - e.g., -1 to signify June competition

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These are the screenshots that I just mentioned to you.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home » Applications » Search Opportunities »

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Search Opportunities
- Basic Search
- Browse by Category
- Reverse by Agency
- Advanced Search
- Email Subscription
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

ABOUT GRANTS.GOV

- FOR GRANTORS
- RESOURCES
- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) for free.
- Visit [this](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Applications
84.224	ED-GRANT10-030812-008	84.224A0113.1	Special Education Research	U. S. Department of Education	Download

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These are the screenshots that I just mentioned to you.

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Contact Us SiteMap Help RSS Home

DOWNLOAD OPPORTUNITY PACKAGE

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 84.324: Research in Special Education
Opportunity Number: ED-GRANTS-030612-008: Institute of Education Sciences (IES): Special Education Research CFDA Number 84.324A-1
Competition ID: 84-324A2013-1
Competition Title: Special Education Research
Agency: U.S. Department of Education
Opening Date: 04/19/2012
Closing Date: 06/21/2012

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

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These are the screenshots that I just mentioned to you.

Please fill out the following form.

Save & Submit Save Print Cancel Check Package for Errors

GRANTS.GOVSM Grant Application Package

Opportunity Title: Institute of Education Sciences (IES): Special Educatio
 Offering Agency: U.S. Department of Educatio
 CFDA Number: 04.324
 CFDA Description: Research in Special Education
 Opportunity Number: ED-GRANTS-030612-008
 Competition ID: 04-324&2013-1
 Opportunity Open Date: 04/19/2012
 Opportunity Close Date: 06/21/2012
 Agency Contact: Jacquelyn Buckley
 Research Scientist
 E-mail: jacquelyn.buckley@ed.gov
 Phone: 202-219-2130

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Redacted]

Mandatory Documents
 SF424 (R & R)
 R&R Fed&NonFed Budget
 Research And Related Senior/Key Person Profile
 Research And Related Other Project Information
 Project/Performance Site Location(s)
 Assurances for Non-Construction Programs (SF-42)
 Dept of Education Combined Assurances (ED-90-00)

Optional Documents
 Research & Related Subaward Budget (Total Fed + Non-Fed)

Mandatory Documents for Submission
 Move Form to Complete
 Move Form to Delete
 Open Form

Optional Documents for Submission
 Move Form to Submission List

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These are the screenshots that I just mentioned to you.

Please fill out the following form.

GRANTS.GOV™ **Grant Application Package**

Opportunity Title:	Institute of Education Sciences (IES): Special Educatio
Offering Agency:	U. S. Department of Education
CFDA Number:	84.324
CFDA Description:	Research in Special Education
Opportunity Number:	ED-GRANTS-036612-008
Competition ID:	84-324A2013-1
Opportunity Open Date:	04/19/2012
Opportunity Close Date:	06/21/2012
Agency Contact:	Jacquelyn Buckley Research Scientist E-mail: Jacquelyn.buckley@ed.gov Phone: 202-219-2130

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: _____

Mandatory Documents SF42 (R & R) RR Fe2NonFed Budget Research And Related Senior/Key Person Profile Research And Related Other Project Information Project/Performance Site Location(s) Assurances for Non-Construction Programs (SF-42) Dept. of Education Combined Assurances (ED-90-00)	Move Form to Complete <input type="button" value="=>"/> Move Form to Delete <input type="button" value="=<"/>	Mandatory Documents for Submission <input type="button" value="Open Form"/>
Optional Documents Research & Related Subaward Budget (Total Fed *	Move Form to Submission List <input type="button" value="=>"/>	Optional Documents for Submission <input type="button" value="Open Form"/>

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These are the screenshots that I JUST mentioned to you.



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More on **Grants.gov**

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Before we go into more detail about Grants.gov, I just want to remind you that you can submit your questions and we'll be happy to try to answer them.

Grants.gov Registration

- **START EARLY!**
- Initial registration may take five or more business days to complete.
 - NOTE: [Grants.gov](https://www.grants.gov) recommends allowing 4 weeks
- Annual update may take more than three days to complete

ies.ed.gov



All right, the first and most important thing that you need to know about Grants.gov is that you need to be registered with Grants.gov before you can submit an application. I strongly recommend that you begin the registration process early. Initial registration on Grants.gov can take 5 or more business days to complete, but please know that Grants.gov recommends that you allow up to 4 weeks for the registration process. If you are not registered yet on Grants.gov, please go and do that as soon as this webinar is over.

If you're already registered, you have to update your registration every year. That can take up to 3 days to complete. The first thing to do when you start working in Grants.gov is to make sure registration is in order for you.

Grants.gov Software Requirements

- Adobe software
 - To read and complete application forms
 - To convert Word, Excel, or other documents to PDF documents
 - You need at least Adobe Reader 8.1.2
 - Grants.gov can help with checking software and downloading version you need
 - http://www.grants.gov/help/download_software.jsp

ies.ed.gov



Also, Grants.gov has specific software requirements for opening application packages and completing the forms. You'll need Adobe software on your computer. You'll need it to read and complete the application form and convert your Word documents or Excel documents into PDFs that you can attach to the application forms. Grants.gov requires that you have at least Adobe Reader 8.1.2. If you're not sure what version of Adobe you have or if you want to get the right version, Grants.gov has that for you. There's a link here you can visit to check your software and make sure you have what you need to complete your application.

Application Submission

- Must be submitted electronically using [Grants.gov](https://grants.gov)
- Do **NOT** e-mail electronic copy to Program Officers
 - This is **NOT** an official application
 - It will **NOT** be sent forward for peer review

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Please know that IES requires that you submit your application electronically through Grants.gov. Do not e-mail a copy of an application to a Program Officer at IES. That will not count as an official application and will not be reviewed.

Grants.gov Submission

- Applications received by **Grants.gov** are date- and time-stamped
- Your application must be
 - fully uploaded and submitted
 - *and* date and time stamped by Grants.gov system
 - no later than **4:30:00** p.m. DC time on deadline date
- Late applications will **NOT** be considered!

ies.ed.gov



Another very important point about Grants.gov is that when it receives an application it gives it a date and time stamp. Your application must be fully uploaded and submitted with a date and time stamp no later than 4:30:00 p.m., Washington, DC time on the application deadline date—i.e., June 21. Notice, I've put seconds on the deadline time. If your application gets a time stamp of 4:30:02 Washington DC time on June 21, your application is late and will not be reviewed. This is a hard and firm deadline. This is why one thing I'm going to repeat throughout the presentation today is to please do these things as soon as possible—get registered, upload your application, and make sure you understand what you're doing—because you don't want to miss that deadline.

Grants.gov Submission

- Your application will be rejected, if you submit it in paper format
- Unless you qualify for one of the following exceptions
 - You do not have access to the Internet
 - You do not have capacity to upload large documents to Grants.gov

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Now, your application will not be accepted if it is received in paper format, unless you qualify for one of two exceptions—you don't have access to the Internet or you don't have the capacity to upload large documents to Grants.gov.

If You Qualify for a Grants.gov Submission Exception

YOU MUST...

- **Submit a written statement that you qualify no later than two weeks before application deadline**

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If you think you qualify for one of those exceptions, you need to submit a written statement to IES no later than 2 weeks before the application deadline.

Grants.gov Submission Problems

If you experience technical problems submitting an application through Grants.gov...

- Contact Grants.gov Support Desk
 - 1-800-518-4726 or support@grants.gov
- Obtain Grants.gov Support Desk Case Number and keep a record of it
- Contact your Program Officer and provide explanation of technical problem

ies.ed.gov



Now, if you have problems working in Grants.gov, please, please, please contact Grants.gov first. They have a really great Support Desk. I have an 800 number here for the Support Desk. There's also an e-mail address. Please go to Grants.gov first, if you're having problems working in Grants.gov. Program Officers will try their best to help you, but Grants.gov is going to be better able to help you work within that system.

When you contact the Grants.gov Support Desk, you will get a case number. It is very important that you keep that case number and have it as a reference so that we can go back and review any problems you may have had within the Grants.gov system. You can send that case number and a description of your problem to a Program Officer at IES, so that we're aware of any issues you may be having in the Grants.gov system.

Grants.gov Submission Confirmation

COMES BY E-MAIL

- 3 e-mails from Grants.gov
- Followed by 4th e-mail from the U.S. Department of Education

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Once you submit an application through Grants.gov, you need to pay attention to confirmation of the submission. This confirmation comes by e-mail and there will be four e-mails in total. Three of those e-mails come directly from Grants.gov and the fourth e-mail comes from the U.S. Department of Education (ED). I'm going to describe those e-mails for you.

From Grants.gov

1. First e-mail
 - Confirms that you have attempted to upload an application into Grants.gov
 - Application tracking number assigned (e.g., GRANT00234567)
2. Second e-mail
 - Application successfully validated by Grants.gov
 - OR has been rejected due to errors
3. Third e-mail
 - U. S. Department of Education has retrieved application from Grants.gov

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The first e-mail from Grants.gov is simply an acknowledgement that you have begun to try to do something in Grants.gov. You’ve started the upload process and Grants.gov is saying, “Okay, I recognize that you’re trying to upload an application.” At that point, Grants.gov will give you a tracking number. It starts with the word “GRANT,” all in caps, followed by a series of numbers. That’s an important number for you to keep handy so that you can track your application in Grants.gov.

The second e-mail from Grants.gov will tell you that your application was validated successfully—that’s what you want to see—or that your application has been rejected with errors. Pay attention to e-mails. Check for this kind of message from Grants.gov because you want to make sure that you’re on top of things, especially if Grants.gov says they’ve rejected your application due to errors.

Finally, the third e-mail from Grants.gov will tell you that ED has retrieved your application from the Grants.gov system.

Okay, I’m going to stop here. We have a question that came in about the e-mails.

Question: “Will the e-mails be sent to the office that submits the grant or to the principal investigator (PI)?”

Answer: That is a great question, and I think it will go to just the office that submits the grant. I’m not 100% certain. You can follow up with us later and we’ll let you know, or you could ask Grants.gov. That’s a good question for them. A lot of people miss these e-mails.

Department of Education Confirmation

- 4th e-mail from the Department of Education with a PR/Award number unique to your application
 - e.g., R324A13XXXX
- **Use this PR/Award number to track your application from this point forward**
- If your application is late (as determined by Grants.gov), this e-mail will state that it was late and your application will not be given further consideration

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All right, the final e-mail comes from ED. It assigns a new number to your application. We call it the “PR/Award number.” This is a number that uniquely identifies your application.

For applications that will be submitted under FY 2013 competitions, the number will look something like this. It will start with the letter “R.” If you’re submitting an application to the National Center for Special Education Research, it will have “324”—part of the CFDA number unique to that particular research center. It will also have the letter “A”—the competition accepting applications in June in the Special Education Research Center. Then, there will be the number “13” to show us the FY of the submission. Then, the last four digits will be the unique identifier for your application.

This PR/Award Number assigned to your application by ED is how you track your application moving forward. If you have a question about your application and you want to send an e-mail to a Program Officer, this is the number to use.

If your application was submitted late, this e-mail from ED will also say that your application was late and will not be given further consideration.

Track your application on Grants.gov

- Use the **Grants.gov** “Track My Application” link to verify on-time, valid submissions

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Now, in addition to those four e-mails, I strongly encourage you to track your application on Grants.gov in those minutes, hours, days, immediately following the submission of your application. On Grants.gov, there is a *Track My Application* link that will help you to verify your application was submitted on time and was validated.



Here on Grants.gov, under *For Applicants*, you can click on *Track My Application*. You will enter that Grants.gov tracking number in that field in the middle and this will give you real time information about where your application is in the submission process.

Question: *“Is there a place to check, if my organization is already registered with Grants.gov?”*

Answer: *If there is an Office of Sponsored Projects at your organization, I would first check with them. Registration occurs with a DUNS number for your organization. So, I believe there’s a way within Grants.gov to check that out. You would go in and enter that DUNS number and other information about your organization in Grants.gov. I would start there.*

I’m going to move into application contents.

Application Contents

- What is included in an application?

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What goes into an application? There are a lot of pieces, so we're going to go through them carefully here.

Application Contents

- Research & Related (R&R) Forms (SF 424 form family)
- Project Summary/Abstract
- Project Narrative
- Appendices A, B, C and/or D
- Bibliography & References Cited
- Human Subjects Narrative
- Narrative Budget Justification
- Biographical Sketches of Key Personnel
- Lists of Current and Pending Funding

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The first pieces of the application are the research and related R&R forms that come out of the SF 424 forms family. These forms are the things that you saw listed within the application package that I opened for you. We'll go back in and open some of those forms later on in the webinar.

Another important piece of the application is a Project Summary/Abstract for your proposed research and the Project Narrative—the real meat of your application. IES allows for four different kinds of appendices. Some of those appendices are required, some are not. We'll talk about those appendices. You need to include a Bibliography and References Cited for your Project Narrative. We also ask you to include a Human Subjects Narrative. I'll talk more about that later in the webinar. A Narrative Budget Justification explains the money you're asking for—the kinds of costs that are associated with your research. Then, there are Biographical Sketches of Key Personnel on the team and Lists of Current and Pending Funding for those Key Personnel.

Research & Related (R&R) Forms

- Required fields are marked
 - by an asterisk
 - highlighted in yellow
 - outlined in red
- Use “Check Package for Errors” button
- Complete SF 424 Cover Sheet first
 - Pre-populates other forms

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We’re going to go through these contents, starting with the R&R forms. I have some screenshots here. With these forms, please keep in mind that there are required fields on the forms. They’re really well marked, so they’re hard to miss. They have an asterisk next to them, they’re highlighted in yellow, and outlined in red. So for anything looking like that, you’ve got to put something there.

One thing that you can do when you’re filling out the forms in the application package is use a button at the top of the package that says, *Check Package for Errors*. If you’re missing something or if you’ve put something in that doesn’t belong, this *Check Package for Errors* button will take you right to the problem in your application. This will, 9 times out of 10, save you from that terrible e-mail from Grants.gov that says your application has been rejected with errors.

When you begin filling out the forms in the application package, I recommend that you start with the SF 424 Cover Sheet, because that will prepopulate a lot of the other forms in the package.

Please fill out the following form.

Save & Submit Save Print Cancel **Check Package for Errors**

GRANTS.GOV[®] Grant Application Package

Opportunity Title: Institute of Education Sciences (IES): Special Education
 Offering Agency: U.S. Department of Education
 CFDA Number: 84.324
 CFDA Description: Research in Special Education
 Opportunity Number: ED-GRANTS-030612-008
 Competition ID: 84-324A2013-1
 Opportunity Open Date: 04/19/2012
 Opportunity Close Date: 06/21/2012
 Agency Contact: Jacquelyn Buckley
 Research Scientist
 E-Mail: jacquelyn.buckley@ed.gov
 Phone: 202-219-2130

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [REDACTED]

Mandatory Documents

RR FedNonFed Budget
 Research And Related Senior/Key Person Profile
 Research And Related Other Project Information
 Project/Performance Site Location(s)
 Assurances for Non-Construction Programs (SF-42)
 Dept of Education Combined Assurances (ED-90-00)

Mandatory Documents for Submission

SF424 (R & R)

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Here is a screenshot of the application package we looked at before. At the top, I've circled in red the *Check Package for Errors* button. Down at the bottom, you see a list of all the *Mandatory Documents*—all the forms that you must fill out for your application package. The one that I have moved over for completion is the SF 424 R&R Form.

SF 424 (Cover Sheet)

The image shows a screenshot of the SF 424 (Cover Sheet) form. The form is titled "APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)". It includes fields for "1. TYPE OF SUBMISSION" (with "Application" highlighted in yellow), "2. DATE SUBMITTED", "3. DATE RECEIVED BY STATE", "4. Federal Identifier", "5. Agency Routing Identifier" (circled in red), and "6. APPLICANT INFORMATION". The "6. APPLICANT INFORMATION" section includes fields for "Legal Name", "Department", "Division", "Street", "City", "State", "Country", "ZIP / Postal Code", "Phone Number", "Fax Number", "Email", "Prefix", "First Name", "Middle Name", and "Suffix". The "7. TYPE OF APPLICANT" section includes a dropdown menu and checkboxes for "Women Owned" and "Socially and Economically Disadvantaged". The "8. TYPE OF APPLICATION" section includes checkboxes for "New" (highlighted in yellow) and "Resubmission", and options for "Increase Award", "Decrease Award", "Increase Duration", and "Decrease Duration". The form is displayed in a browser window with a "Highlight Existing Fields" button in the top right corner. The URL "ies.ed.gov" is visible in the bottom left corner, and the "ies INSTITUTE OF EDUCATION SCIENCES" logo is in the bottom right corner.

Here's a picture of that Cover Sheet. You can see the fields highlighted in yellow and outlined in red that have an asterisk. Those are the fields you must fill out.

What I'm going to point out for you now though is a field that is not required by the application package, but it is something that IES wants you to fill out. That is Item 4b; it's up there at the top right. It's called the *Agency Routing Identifier*.

Item 4b “Agency Routing Identifier”

- This item is used to
 - Screen applications for responsiveness to competition requirements
 - Assign applications to appropriate scientific peer review panel
- Your application **may be rejected as non-responsive** or assigned inaccurately for scientific review of merit if this field is not completed using correct topic and goal codes
 - See *Grants.gov Application Submission Guide*

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This is a field that IES uses to screen your application for responsiveness to the competition requirements. The information you put in Item 4b may determine how your application gets assigned for review by our Scientific Peer Review Panels. So, even though this is not a required field on the Cover Sheet, you run the risk of your application being rejected as non-responsive or assigned inaccurately for scientific review, if you haven't completed that correctly. So, I strongly encourage you to fill in that field and put in the correct information.

For two of the competitions accepting applications in June—Education Research Grants (84.305A) and Special Education Research Grants (84.324A). Those two grant competitions require that you pick a topic area and a research goal for your proposed work. In the *Grants.gov Application Submission Guide*, there is a table that tells you what the topic and goal codes are that should be used in Item 4b.

Topic and Goal Codes

- Education Research (84.305A) and Special Education Research (84.324A) requirement:
 - Submission to a **topic**
 - Submission to a **goal**
- See IES Grants.gov *Application Submission Guide* for a table listing topic and goal codes for both grant programs

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So, here we have the two competitions that require those topic and goal codes. I haven't kept the table here in the presentation, but it's part of the *Grants.gov Application Submission Guide*. It will tell you what the codes are that you need to include. If you don't know what topic you should be submitting to and you're not sure what the goal is for your application, please contact a Program Officer and we can help you figure that out.

Other Project Information Form

Please fill out the following form

RESEARCH & RELATED Other Project Information

1. * Are Human Subjects Involved? Yes No

1.A. If YES to Human Subjects
Is the Project exempt from Federal regulations? Yes No
If yes, check appropriate exemption number: 1 2 3 4 5 6

If no, is the IRB review Pending? Yes No
IRB Approval Date: _____
Human Subject Assurance Number: _____

2. * Are Vertebrate Animals Used? Yes No

2.A. If YES to Vertebrate Animals
Is the IACUC review Pending? Yes No
IACUC Approval Date: _____
Animal Welfare Assurance Number: _____

3. * Is proprietary/privileged information included in the application? Yes No

4.a. * Does this project have an actual or potential impact on the environment? Yes No

4.b. If yes, please explain: _____

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? Yes No

4.d. If yes, please explain: _____

5. * Is the research performance site designated, or eligible to be designated, as a historic place? Yes No

5.a. If yes, please explain: _____

6. * Does this project involve activities outside of the United States or partnerships with international collaborators? Yes No

6.a. If yes, identify countries: _____

6.b. General description: _____

7. Project Summary/Abstract: _____

8. Project Narrative: _____

9. Bibliography & References Cited: _____

10. Facilities & Other Resources: _____

11. Equipment: _____

12. Other Attachments: _____

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The Other Project Information Form is another really important part of the application package. This is where you let IES know about things like human subjects involved in your proposed research and this is where you attach a lot of the PDF files that contain that important substantive information about your application. So, you can see there at the bottom—Item #7, the Project Summary/Abstract—is where you would attach that PDF file and Item #8, Project Narrative, is where you attach your Project Narrative.

Project Summary/Abstract

- Page limit: 1 page single-spaced
- Add as attachment (PDF file)
- #7 of “Other Project Information” form
- Adhere to margin, format, & font size requirements

***It is critical that you include in the abstract the **research topic** and **goal** and that these agree with Item 4b of SF 424 (R&R) Application for Federal Assistance

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The first important attachment here—the Project/Summary Abstract—has a page limit. It needs to be one page, single-spaced. Again, it’s added as an attachment, a PDF File. It goes at #7 of the Other Project Information Form. You’ll need to make sure it follows all the formatting requirements that we’ll go over later on in the presentation. Please, also make sure that the research topic and goal that you mention here in your Abstract matches what you put in Item 4b. Make sure that there is consistency across the different parts of your application.

Project Narrative

- Page limit: *see relevant RFA*
- Add as attachment (PDF file)
- #8 of “Other Project Information” form

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The Project Narrative also has page limits, but you need to check the RFA to make sure that you are following the proper page limits for your particular grant application. It's also added as an attachment, as a PDF file. This goes at #8 on the Other Projects Information Form.

Project Narrative

Four Sections (*see relevant RFA*)

1. Significance
2. Research Plan
3. Personnel
4. Resources

- Information for each section is detailed in the RFA

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Very briefly, again, you really need to look at the RFA for more details about the Project Narrative. Keep in mind that it includes four sections: Significance, Research Plan, Personnel, and Resources. Detailed information about what needs to be included in each of those sections is included in the relevant RFA.

Project Narrative

- Concise
- Easy to read
- Pages are numbered consecutively
- Adhere to type/font size & format specifications for entire research narrative
 - Including footnotes

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Because there are page limits, obviously you want to be concise in your Project Narrative. Make sure it's easy to read. One thing I encourage you to do is to put page numbers on your Project Narrative. Sometimes people don't do that, and that makes it a little harder to read. Again, your Project Narrative needs to follow all the formatting requirements that we'll go over later.

Appendix A

- Page limit: 15 pages single-spaced
- Include at end of the Project Narrative and submit as part of same PDF file attachment
- Adhere to margin, format, & font size requirements

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Appendix A is limited to 15 pages, single-spaced. If you are including Appendix A as part of your application, you need to put it at the end of your Project Narrative and submit it as part of the same PDF file attachment at #8 on the Other Project Information Form. Again, follow those formatting requirements.

Appendix A

INCLUDE

- Figures, charts, or tables that supplement text
- Examples of measures to be used in the project

- **Resubmissions**
 - Use up to 3 pages to describe how revised proposal is responsive to prior reviewer feedback
 - Indicate prior application number (*A New Requirement!*)

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Appendix A is where you can include things like a figure, chart, or table that would supplement the text in your Project Narrative. You could also include things like examples of measures that you would be using in the project.

A new requirement this year—if you are submitting a revised application (e.g., you submitted an application last year to IES, you received reviewer feedback, and you’re revising and resubmitting that project idea) — you must use up to three pages of Appendix A to describe how you are being responsive to that reviewer feedback in this revised application. Please keep in mind that this is now a requirement. If you are resubmitting an application, you must have that response to reviewers and you’re limited to up to three pages of Appendix A to do that.

Appendix B

- Page limit: 10 pages single-spaced
- Include at end of Appendix A and submit as part of same PDF file attachment
- Adhere to margin, format, & font size requirements

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The second appendix that you can include in your application is Appendix B. It is limited to 10 pages, single-spaced. If you're including Appendix B, it goes at the end of Appendix A (which follows your Project Narrative) in the same PDF file, adhering to all formatting requirements.

Appendix B

INCLUDE

- Curriculum materials
- Computer screen shots
- Test items you will develop
- Other materials used in intervention or assessment

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Appendix B is where you can include things like examples of the curriculum materials that you'll be looking at in your research. You can put computer screenshots there. You might include examples of test items that you're planning to develop or any other kinds of materials that are going to be used in your intervention or assessment.

Appendix C

- Page limit: None
- Include at end of Appendix B and submit as part of same PDF file attachment
- Adhere to margin, format, & font size requirements

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The third appendix is Appendix C. There is no page limit for Appendix C. Appendix C follows Appendix B as part of that same PDF file attachment and adhering to formatting requirements that we'll go over later.

Appendix C

INCLUDE

- Letters of agreement from research partners
 - e.g., schools, districts, consultants
- Do not reduce size of the letters
- Letters should clearly indicate understanding of time, space, and resources that will be required, if the application is funded

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Appendix C is a really important appendix for IES applications. This is where you include Letters of Agreement from research partners. If you will conduct an evaluation impact study of a curriculum and will work in 40 schools, you want letters from those schools showing that they agree to be part of that research. Please don't reduce the size of those letters because there's no page limit to Appendix C. So, you can include them full-size and include as many letters as you have. Importantly, make sure that those letters show that these research partners understand what they're going to have to do should you receive an award.

New this year – Appendix D

Required only for the Effectiveness Goal

- Page limit: 5 pages single-spaced
- Include at end of Appendix C and submit as part of same PDF file attachment
- Adhere to margin, format, & font size requirements

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New this year, we have a fourth appendix that might go in your application. This is Appendix D, but notice it's only required for a very specific type of application—an Effectiveness Goal application to either Education Research (84.305A) or Special Education Research (84.324A). The page limit for Appendix D is five pages, single-spaced. If you're submitting an Effectiveness Goal application, you need to include Appendix D after Appendix C, as part of that same PDF file, with the same formatting requirements.

New this year – Appendix D

Required only for the Effectiveness Goal

INCLUDE

- Data-sharing plan

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But again, it's only for the Effectiveness Goal. So, Appendix D will not apply to many applications. Appendix D is where you would include your Data-Sharing Plan for an Effectiveness Study. You can see more about the requirements for the Data-Sharing Plan in the RFAs for those two competitions.

Question: *“Should the Narrative include a table of contents? Would that page be counted?”*

Answer: *Please do not include a table of contents. It's tempting, but we don't ask for one. I wouldn't want to risk it being counted as part of the page limit. Thank you for asking that question. You do not need to include a table of contents.*

Bibliography and References Cited

- Page limit: None
- APA style
- Add as attachment (PDF file)
- #9 of “Other Project Information” form
- Adhere to margin, format, & font size requirements
- Complete citations

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Bibliography and References Cited does not have a page limit. We encourage you to use APA style. It's also added as an attachment on the Other Project Information Form. It goes at #9, adhering to formatting requirements. Please include complete citations.

Human Subjects Narrative

- Page limit: None
- Add as attachment (PDF file)
- Item 12 (“Other Attachments”) of “Other Project Information” form
- Submit exempt research narrative or nonexempt research narrative

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IES does not require that you have Institutional Review Board (IRB) approval in place for the research that you’re proposing in your application, but we do require that you include a Human Subjects Narrative. There is no page limit to the Human Subjects Narrative. It’s also added as a PDF file attachment. It goes at Item 12 on the Other Project Information Form. The content of this narrative needs to explain whether you feel your research is exempt or not from the Human Subjects requirements.

Human Subjects Narrative: Exempt

- 6 exemptions listed in *IES Grants.gov Application Submission Guide*

INCLUDE

- Information on involvement of human subjects to determine whether exemptions are appropriate

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Information about the Human Subjects Narrative is found in a lot more detail in the *IES Grants.gov Application Submission Guide*, so you can look there for more help with this. There are six exemptions listed. Basically, you need to include information in the Human Subjects Narrative for ED to decide whether those exemptions are indeed appropriate for your proposed research should your grant be funded.

Human Subjects Narrative: Nonexempt

INCLUDE

- Human subjects involvement & characteristics
- Sources of materials
- Recruitment & informed consent
- Potential risks
- Protection against risk
- Importance of knowledge to be gained
- Collaborating sites

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If you believe that your research is non-exempt, you need to include standard information about the human subjects who will be involved, their characteristics, recruitment and informed consent procedures, any potential risks, and how you'll protect your human subjects against risk.

Research & Related Budget (Total Fed+Non-Fed) Form

Please fill out the following form.

ORGANIZATIONAL NAME: *
Budget Type: *
Enter name of Organization: *
Start Date: * End Date: * Budget Period: *

A. Section Key Person

1. Profile: *First Name Middle Name Last Name Suffix
*Project Role
*Start Date
*End Date
*Total Salary (\$) *Change Sal. (\$) *Total Cost & FTE (Fed + Non-Fed(\$)) *Federal (\$) *Non-Federal (\$)

2. Profile: *First Name Middle Name Last Name Suffix
*Project Role
*Start Date
*End Date
*Total Salary (\$) *Change Sal. (\$) *Total Cost & FTE (Fed + Non-Fed(\$)) *Federal (\$) *Non-Federal (\$)

3. Profile: *First Name Middle Name Last Name Suffix
*Project Role
*Start Date
*End Date
*Total Salary (\$) *Change Sal. (\$) *Total Cost & FTE (Fed + Non-Fed(\$)) *Federal (\$) *Non-Federal (\$)

4. Profile: *First Name Middle Name Last Name Suffix
*Project Role
*Start Date
*End Date
*Total Salary (\$) *Change Sal. (\$) *Total Cost & FTE (Fed + Non-Fed(\$)) *Federal (\$) *Non-Federal (\$)

IES & RELATED Budget (2) (Total Fed + Non-Fed)

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This is the Budget Form that you need to complete. There are some tricky little pieces to the Budget Form that I want to make sure we go over today. Again, you see the yellow highlighting, the red outlines, the asterisks—those are all required fields.



Connecting Research,
Policy and Practice

Common mistakes applicants make when filling out the budget form

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The first thing I want to do is talk about two very common mistakes that applicants make when they fill out the Budget Form.

Participant/Trainee Support Costs

RESEARCH & RELATED BUDGET (TOTAL FED + NON-FED) - SECTION C, D, & E, BUDGET PERIOD 1

ORGANIZATIONAL NAME: []

Budget Type: Direct Indirect/Overhead

Enter name of Organization: []

Start Date: [] End Date: [] Budget Period: []

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment Description	Federal (\$)	Non-Federal (\$)	Total (Fed + Non-Fed) (\$)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Total Equipment: []

D. Travel

Domestic Travel Costs (incl. Canada, Mexico and U.S. Possessions)	Federal (\$)	Non-Federal (\$)	Total (Fed + Non-Fed) (\$)
1.			
2. Foreign Travel Costs			

Total Travel Costs: []

E. Participant/Trainee Support Costs

	Federal (\$)	Non-Federal (\$)	Total (Fed + Non-Fed) (\$)
1. Tuition/Health Insurance			
2. Stipend			
3. Travel			
4. Supplies			
5. Other			
Total Participant/Trainee Support Costs			

Number of Participants/Trainees: [] Total Participant/Trainee Support Costs: []

RESEARCH & RELATED BUDGET (C-E) (Total Fed + Non-Fed): []

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The first one refers to this piece of the Budget Form, Section E, which is circled in red down at the bottom left. This is the section for Participant/Trainee Support Costs. If you're submitting an application under the June deadline, you will not use this section of the Budget Form.

- Only use Participant/Trainee Support Costs category on **training** grant application
 - i.e., 84.305B or 84.324B

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You would only use this particular category if you were applying for a training grant, which are CFDA numbers 84.305B and 84.324B. There are no training grant programs accepting applications in June. So, if you're putting together a budget for an application to the June deadline, you will not put any information in Section E.

Time Commitment of Senior/Key Personnel

Application Package 84.304.1.pdf - Adobe Acrobat Standard

RESEARCH & RELATED BUDGET (TOTAL FED + NON-FED) - SECTION A, BUDGET PERIOD 1

OMB Number: 4140-0001
Expiration Date: 06/30/2011

* ORGANIZATIONAL DATA:

* Budget Type:

Enter name of Organization:

Start Date: End Date: Budget Period:

A. Senior/Key Person

1. Profile

* First Name * Middle Name * Last Name Suffix

* Project Role

* Title

Base Salary (\$)	Acad. Months	Sum. Months	Reg. Salary (\$)	* Fringe Ben. (\$)	* Total Cost & FTD (Fed + Non-Fed)	* Federal (\$)	* Non-Federal (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>					

2. Profile

* First Name * Middle Name * Last Name Suffix

* Project Role

* Title

Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Reg. Salary (\$)	* Fringe Ben. (\$)	* Total Cost & FTD (Fed + Non-Fed)	* Federal (\$)	* Non-Federal (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>						

3. Profile

* First Name * Middle Name * Last Name Suffix

* Project Role

* Title

Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Reg. Salary (\$)	* Fringe Ben. (\$)	* Total Cost & FTD (Fed + Non-Fed)	* Federal (\$)	* Non-Federal (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>						

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The other tricky piece of the Budget Form is the time commitment field for senior/key personnel and I've circled that in red here. You can enter calendar months OR academic and summer months.

- Fill in the **Calendar months** or the **Academic & Summer Months** that each key person will be working in each project year

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IES would like it, if you would put in calendar months. However, if you need to put in academic and summer months, that's okay too. Do one or the other. So, either do calendar months OR do academic and summer months. IES wants to know what the time commitment is for key personnel over a calendar year period. When you get to the Narrative Budget Justification, if you've entered academic and summer months in the Budget Form, your Budget Narrative should tell us what the calendar year effort is for that particular person.

Narrative Budget Justification

- Page limit: None
- Add as attachment (PDF file) to R & R Budget Total Federal + Non-Federal form
- Adhere to margin, format, & font size requirements
- Create single document with budget justification for all years of entire project

- Attach PDF file at Section K *of the first budget period*

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The Narrative Budget Justification has no page limit. It's also added as a PDF file attachment. It gets attached to the Budget Form. You want to make sure that the Narrative Budget Justification follows the formatting requirements, and provides a budget justification for all the years of your project. So, if you're submitting a 3-year project application, the Narrative Budget Justification needs to describe costs over those 3 years of the project. The tricky thing is the Narrative Budget Justification gets attached to the *first* budget period of the Budget Form.

Research & Related Budget (Total Fed+Non-Fed) Form

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So, when you're here in *Budget Period 1* at the top of the screen and down at the bottom left is *Section K, Budget Justification*—that's where you attach the Narrative Budget Justification. When you do that, the next budget period will open up for you.

Narrative Budget Justification

- Provide sufficient detail to allow reviewers and IES to judge whether costs are reasonable
- Make sure narrative justification aligns with budget
- To allow for easy cross-checking, organize narrative justification
 - Within year by category
 - OR within category by year

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Because there are no page limits, please include sufficient detail, so that reviewers and IES can decide whether the costs you're asking for are indeed reasonable given the research you're proposing. Also, make sure that the Narrative Budget Justification aligns with the Budget. You could organize the Narrative Budget Justification within year by category. So, you could say, "*In year one, here are the Key Personnel ...*" and on and on down through the list of the different sections of that Budget Form. Or you could go category by year. It's up to you. Just make sure that Budget Narrative is aligning with the actual Budget Form being included.

More on Narrative Budget Justification

- Subawards should not duplicate costs in main award
- Include time commitments (**calendar year % effort**) and descriptions of responsibilities of PI and other key personnel
- Clearly indicate cost-shares
 - e.g., donation of personnel time, lab space

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You want to make sure that the costs associated with any subawards on your project don't duplicate things that you've included in the main project budget. If you have travel for the person who's at the subaward institution, make sure they're not charging for that same travel in their subaward budget. In other words, don't duplicate the cost of that same travel in your project budget.

Make sure you describe the time commitment of personnel in the Narrative Budget Justification as the calendar year percent effort. Over a 12-month calendar year period, how much time is this person putting in on the project. Here's a great place to describe the responsibilities of the PI and other key personnel.

This is also where you can let IES know about any cost shares (donation of personnel time or lab space) that you will have in your project. This is not a requirement for IES, but you can tell us about this if this is something that applies to your application.

The Indirect Cost Rate

- Use institution's negotiated federal indirect cost rate
- Use off-campus indirect cost rate where appropriate
- Don't include as direct costs things that are really indirect costs
 - as defined by your negotiated agreement

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Within the Narrative Budget Justification, you also need to describe your institution's negotiated federal indirect cost rate. IES reminds you to use the off-campus indirect cost rate when it's appropriate. Pay attention to what the negotiated agreement specifies. Don't include things as direct costs that really are covered by your indirect cost rate.

More on Indirect Costs

- ***If your institution does not have a federally negotiated indirect cost rate***
 - Consult member of the Indirect Cost Group (ICG)
<http://www2.ed.gov/about/offices/list/ocfo/fipao/icgreps.html>
 - They will help you estimate the indirect cost rate to put in your application

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If your institution doesn't have a federally negotiated indirect cost rate, you should contact a member of the Indirect Cost Group. I've given the web address here. These are very helpful people. They will help you to figure out how to get a federally negotiated rate. They will help you estimate the temporary indirect cost rate you should put in your application.

Subaward Budget

- Use R & R Subaward Budget (Fed/Non-Fed) Attachment(s) Form
 - listed under Optional Documents
- Extract and attach budget form (PDF document) for each institution that will hold subaward on grant
- Separate budgets are required only for subawardee/collaborating organizations that perform substantial portion of project

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Okay, now moving on to Subaward Budgets. This can be a very confusing and tricky part of your application. If you are including any subawards on your project, please pay close attention. If you are including a subaward, you need to include a budget for that subaward and you need to use the R&R Subaward Budget Attachment(s) Form. This is listed under *Optional Documents*. That's because not every applicant will have a subaward. If you have a subaward, you should use this particular form. Using this form, you will both extract and attach a Budget Form as a PDF document for each institution that holds a subaward on the grant. Keep in mind that separate budgets are only required if that other organization is performing a substantial portion of the work. So, use your discretion.

Question: *“If you’re developing a curriculum and then working offsite once the curriculum is developed, do you use the offsite rate for the entire grant project or only for those activities done offsite?”*

Answer: *My understanding is that you would use the off-campus rate only for the activities done offsite. I’ve seen people use both rates within their applications. I would double-check with your Sponsored Projects Office, if you have one and they can give you guidance on that as well, but that sounds like a reasonable scenario.*

R&R Subaward Budget (Fed/Non-Fed) Attachment(s) Form

CMB Number: 45AD-0011
Expiration Date: 06/30/2011

R&R Subaward Budget (Fed/Non-Fed) Attachment(s) Form

Instructions: On this form, you will attach the R&R Subaward Budget (Fed/Non-Fed) files for your grant application. Complete the subaward budget(s) in accordance with the R&R (Fed/Non-Fed) budget instructions. Please remember that any files you attach must be a PDF document.

[Click here to extract the R&R Budget \(Fed/Non-Fed\) Attachment](#)

Important: Please attach your subaward budget file(s) with the file name of the subawardee organization. Each file name must be unique.

- 1) Please attach Attachment 1
- 2) Please attach Attachment 2
- 3) Please attach Attachment 3
- 4) Please attach Attachment 4
- 5) Please attach Attachment 5
- 6) Please attach Attachment 6
- 7) Please attach Attachment 7
- 8) Please attach Attachment 8
- 9) Please attach Attachment 9
- 10) Please attach Attachment 10

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Here's a picture of the R&R Subaward Budget Attachment Form. See the big button in the middle? *Click here to extract the R&R Budget Attachment*. Then below, you see a list—*Please attach Attachment 1*. That would be, if you have one subaward. That's where you would put their particular subaward budget. If you have a couple of subawards, you just keep going down the list. If you tried to attach something here that you did not extract from this form, this will cause an error in Grants.gov and they will reject your application. If you have a subaward, only work from this particular form.

Biographical Sketches of Key Personnel

- Attach as single PDF file for each key person
- Page limit
 - Each biographical sketch is limited to 4 pages
 - i.e., abbreviated C.V.
- Adhere to margin, format, & font size requirements
- Attach this PDF at “Attach Biographical Sketch” field of Research and Related Senior Key/Person Profile (Expanded)

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Moving on to Biographical Sketches of Key Personnel... For each key person working on the project (i.e., the Principal Investigator [PI], any Co-PIs, any Co-Investigators), you need to attach a single PDF file for each of those key personnel. There is a page limit on this biographical sketch. It needs to be no longer than four pages. I like to think of it as an abbreviated CV. Follow the formatting requirements, and use the Research and Related Senior/Key Person Profile Expanded Form.

Please fill out the following form. Highlight Existing Fields

OMB Number: 4040-0001
Expiration Date: 06/30/2011

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator

Prefix: * First Name: Middle Name:
 * Last Name: Suffix:
 Position/Title: Department:
 Organization Name: Division:
 * Street1:
 Street2:
 * City: County/ Parish:
 * State: Province:
 * Country: * Zip / Postal Code:
 * Phone Number: Fax Number:
 * E-Mail:

Credentials, e.g., agency login:

* Project Role: Other Project Role Category:
 Degree Type:
 Degree Year:

◁ Attach Biographical Sketch
 Attach Current & Pending Support

PROFILE - Senior/Key Person 1

http://ies.ed.gov/ncsr/... First Name: Middle Name:

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On that form the tab for *Attach Biographical Sketch*, which I've circled, is down there at the bottom.

Lists of Current & Pending Support

- Attach list as single PDF file for each key person
- Page limit: 1 page single-spaced
- Attach this PDF at “Attach Current & Pending Support” field of Research and Related Senior Key/Person Profile (Expanded)

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New last year, we're asking for a separate list of current and pending support for each key person. This list is limited to one page, single-spaced. It goes on that same form I showed you using the *Attach Current & Pending Support* field.

Please fill out the following form. Highlight Existing Fields

OMB Number: 4040-0001
Expiration Date: 05/30/2011

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator	
Prefix: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	Suffix: <input type="text"/>
Position/Title: <input type="text"/>	Department: <input type="text"/>
Organization Name: <input type="text"/>	Division: <input type="text"/>
* Street1: <input type="text"/>	
Street2: <input type="text"/>	
* City: <input type="text"/>	County/ Parish: <input type="text"/>
* State: <input type="text"/>	Province: <input type="text"/>
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text"/>
* Phone Number: <input type="text"/>	Fax Number: <input type="text"/>
* E-Mail: <input type="text"/>	
Credential, e.g., agency login: <input type="text"/>	
* Project Role: <input type="text" value="PD/PI"/>	Other Project Role Category: <input type="text"/>
Degree Type: <input type="text"/>	
Degree Year: <input type="text"/>	
* Attach Biographical Sketch: <input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
* Attach Current & Pending Support: <input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
PROFILE - Senior/Key Person 1	
* First Name: <input type="text"/>	
Middle Name: <input type="text"/>	

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It's right below the *Biographical Sketch* field.

Question: "If you have outside consultants on your grants who are key project members, do you need to submit a subaward for them?"

Answer: Not necessarily, that sounds like a situation where you would use your discretion. I would also recommend that you contact your Program Officer here at IES and ask their advice for that as well.

Other Mandatory Forms

- Project/Performance Site Location(s) Form
 - Allows for 8 sites
- Assurances for Non-Construction Programs (SF 424B)
- Dept of Education Combined Assurances (ED-80-0013)

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There are other mandatory forms in the application package that you need to complete. The first is the Project/Performance Site Location(s) Form. This allows for the entry of up to eight different sites. Then, there are the Assurances for Non-Construction Programs Form and the Department of Education Combined Assurances Form.

Please fill out the following form. Highlight Existing Fields

OMB Number: 4040-0010
Expiration Date: 09/31/2011

Project/Performance Site Location(s)

Project/Performance Site Primary Location I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: [Redacted]
DUNS Number: [Redacted]
* Street1: [Redacted]
Street2: [Redacted]
* City: [Redacted] County: [Redacted]
* State: [Redacted]
Province: [Redacted]
* Country: USA: UNITED STATES
* ZIP / Postal Code: [Redacted] * Project/ Performance Site Congressional District: [Redacted]

Project/Performance Site Location 1 I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: [Redacted]
DUNS Number: [Redacted]
* Street1: [Redacted]
Street2: [Redacted]
* City: [Redacted] County: [Redacted]

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Here's a screenshot of the Project/Performance Site Location(s) Form. Notice again the yellow/red fields with asterisks. Notice that here a DUNS number is not required, but you do need to enter the Congressional District Code. There's information about finding those codes in the *Grants.gov Application Submission Guide*.

Here, you would certainly include the applicant organization and any subaward organizations. You could include the schools or school districts where you might be working. Again, that shouldn't pose a problem, because you don't need to include a DUNS number on this form.

Please fill out the following form. Highlight Existing Fields

OMB Number: 4040-0007
Expiration Date: 06/30/2014

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

<ol style="list-style-type: none"> 1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from 	<p>Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 d4-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as</p>
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<http://ies.ed.gov/vce/>

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Here's a screenshot of the *Assurances for Non-Construction Programs* Form.

Please fill out the following form. Highlight Existing Fields

Combined Assurance

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Agency determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards

d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

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And the *Combined Assurances* Form.

What I'm going to do now is go back to the application package that we downloaded earlier and just show you some of the forms. Here's the Application Package. Here's the *Check Package for Errors* button that I talked about earlier. Let's go ahead and open up the Cover Sheet and see what that looks like. So, down here in *Mandatory Documents*, I click on *SF 424 R&R Form*. I click this arrow in the middle to move the form to complete. It goes over to the box on the right—SF 424 R&R under *Mandatory Documents for Submission*. Click on that and then finally, *Open Form*. And there it is.

Here's Item 4b that I talked about—Agency Routing Identifier. You would need to enter a DUNS number on this form. Notice when I put the mouse over different fields, that information pops up about what goes in that field—legal name of the applicant organization, type of applicant. It's a dropdown menu. See? It's telling me I have to say what type of applicant this is before I can say what type of applicant code.

Moving back up, I'm going to show you the Budget Form—so R&R Federal/Non-Federal Budget, *Move Form to Complete*, click on that *Open Form* and there's our budget. See? It requires the DUNS number here. You would click that it's a Project budget, not a Subaward budget. Here are those calendar/academic and summer months I talked about for key personnel. Moving down to the last page of the first budget

period, there's where you would add that budget justification. Until I add something there, notice I'm on Budget Period 1 and there's no Budget Period 2. So, until I attach that Budget Justification, it will not open up a new budget period for your project.

Let's look at the Other Project Information Form. That's where you're going to add all those different attachments like your Abstract and your Project Narrative. *Other Project Information Form Open*—there it is—questions about Human Subjects. There's a lot of detailed instructions in the Grants.gov *Application Submission Guide* about how to answer these, so make sure you follow those instructions. If Human Subjects are involved—yes. Then, it asks me, "*Is it exempt or non-exempt?*" We're going to say, "No." Now, this is the tricky part. Read the Grants.gov *Application Submission Guide*, if you get to this point and it asks you about the IRB review pending.

Moving down, here's where I attach the Project Summary Abstracts. Here's where I attach the Project Narrative, Bibliography, and References Cited. At Item 10, we don't ask for an attachment. Item 12 is where you would attach the Human Subjects Narrative.



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Application Format Requirements

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Now, we'll talk about application format requirements.

Format Requirements

For: Abstract; Project Narrative; Appendices A, B, C, and D; Bibliography and References Cited; Human Subjects Narrative; Narrative Budget Justification; Biographical Sketches; Lists of Current and Pending Funding

Page

- 8.5 in X 11 in
- On one side only
- 1-inch margins at top, bottom, & both sides

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All of the formatting requirements that I'm going to go over now apply to the Abstract, the Project Narrative, the four appendices, your Bibliography and References Cited, the Human Subjects Narrative, the Narrative Budget Justification, the bio sketches, and the Lists of Current and Pending Funding.

A page is defined as 8.5 x 11 inches, on one side only, with one-inch margins all around.

Format Requirements

For: Abstract; Project Narrative; Appendices A, B, C, and D; Bibliography and References Cited; Human Subjects Narrative; Narrative Budget Justification; Biographical Sketches; Lists of Current and Pending Funding

Type size/font size

- Height of letters must not be smaller than 12 point
- Type density, including characters and spaces, must be no more than 15 characters per inch (cpi)
- No more than 6 lines of type within a vertical inch

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The height of the letters that you include must not be smaller than 12-point font. There's some information here about type density and lines of type within a vertical inch.

Format Requirements

*For: Abstract; Project Narrative; Appendices A, B, C, and D;
Bibliography and References Cited; Human Subjects Narrative;
Narrative Budget Justification; Biographical Sketches; Lists of
Current and Pending Funding*

Spacing

- Text must be single-spaced

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Please make sure that you use single-spaced text.

Format Requirements

For: Abstract; Project Narrative; Appendices A, B, C, and D; Bibliography and References Cited; Human Subjects Narrative; Narrative Budget Justification; Biographical Sketches; Lists of Current and Pending Funding

Graphs, Diagrams, Tables

- Graphs, diagrams, tables, & charts must reproduce well in black & white
- Conform to same type size requirements
- Figures, charts, tables, & figure legends may be smaller in size but must be readily legible

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For things like graphs, diagrams, and tables, you can use color. However, keep in mind that if IES prints out your application and reproduces it in paper format, it will only be done so in black and white. You just want to make sure that anything in color is reproducing well in black and white—that you are still conveying the same information.

In general, you want to conform to those same type size requirements, but we do allow the things in legends to be a little bit smaller in size. Obviously, make sure it can be read. Use your discretion there.

Reminders about Page Limits

- Project summary/abstract: 1 page
- Project narrative: See relevant RFA
- Appendix A: 15 pages
- Appendix B: 10 pages
- Appendix D: 5 pages (*Effectiveness Goal only*)
- Each biographical sketch: 4 pages
- Each list of current & pending funding: 1 page

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Just some reminders about page limits for things within your application—there is a one-page limit for the Project Summary/Abstract. For the Project Narrative, you need to check out the RFA and see what those requirements are. Appendix A is always limited to 15 pages. Appendix B is always limited to 10 pages. If you need to include Appendix D, if you're submitting under the Effectiveness Goal, you need to include a five-page Appendix D describing your Data-Sharing Plan. Each biographical sketch is four pages long, and each List of Current and Pending Funding is one page in length.

No page limits for

- Appendix C
- Bibliography and References Cited
- Human Subjects Narrative
- Narrative Budget Justification

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Remember Appendix C does not have a page limit. Include all of those Letters of Agreement that you have from your research partners. The Bibliography is not limited in any way in terms of page limits, the Human Subjects Narrative has no page limits, and the Narrative Budget Justification has no page limits.



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General Program Information

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Now, I'll talk a little bit about some general program information.

Eligibility Information

- Applicants must have ability and capacity to conduct scientifically valid research
- Cost sharing or matching is not required

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People often ask us, “*Who is eligible to apply?*” We define eligibility broadly and simply say that you, as an applicant, you need to have the ability and the capacity to conduct scientifically valid research. So, what is your expertise? What institutional resources are you bringing to this project? These are things you need to make clear within your application.

Finally, keep in mind that cost sharing or matching is not a requirement for an IES application.

Award Information

- Awards will depend on availability of funds
- Number of awards depends on quality of applications received
- Size of awards depends on scope of projects proposed

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Awards will always depend on the availability of funds. The number of awards depends on the quality of applications that are received. Also, importantly, the size of an award depends on the kind of project you're proposing.

Award Information

- **Maximum dollar amount & Maximum project length** for total funding
- See relevant Request for Applications

- Applications that **exceed the maximum will be found non-responsive** and will **NOT** be sent forward for peer-review!

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There are now maximum dollar amounts and maximum project lengths for total funding. You need to check out the RFAs to figure out what those are. They vary depending upon the program and for 84.305A and 84.324A, the goal that you're applying under.

Applications that exceed the maximum will be found non-responsive and will not be sent forward for peer review. So, please pay very close attention to the project length maximum and the dollar amount maximum for awards.

Question: *"If your research includes human subjects research but an IRB has not been submitted by the time of the application, how do you answer the question that you mentioned was tricky?"*

Answer: *Please read the IES Grants.gov Application Submission Guide for a full description. Basically, if you get to the point in the form where it asks, "Is an IRB review pending?" only answer "No" if a data is available for IRB approval. Answer "Yes" if an IRB approval date is not available. See p. 20 of the IES Grants.gov Application Submission Guide for more details.*



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Final Reminders

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I'm going to move into some final reminders.

Application Checklist

- Provided in *Grants.gov Application Submission Guide* to determine that you have
 - Provided required information for each mandatory form in Grants.gov electronic application package
 - Attached correct PDF files to proper form
 - Completed certifications & assurances

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In the *Grants.gov Application Submission Guide* that I mentioned, there is a checklist. This checklist can help you make sure that you have each piece of your application ready to go. You can check to make sure that you have filled out each of those mandatory forms in the Grants.gov electronic application package. You need to make sure that you have attached the correct PDF file to the proper form. You can double-check that you've completed all those certifications and assurances.

Application Checklist (cont.)

- Use “Check Package for Errors” button on application package
- Upload application and confirm validation by Grants.gov before **4:30:00** p.m. DC time on 6/21/2012
 - Use “Track My Application” on Grants.gov
 - Pay attention to e-mails (4 in total)
 - Look for PR/Award number and date/time stamp

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The checklist will also remind you to use the *Check Package for Errors* button on the application package. Also, remember, you have to upload your application and confirm that it's validated by Grants.gov before 4:30:00 p.m., Washington, DC time, on June 21, 2012. Remember that you can use the *Track My Application* button on Grants.gov. Please pay attention to your e-mails. There will be four in total. You should be looking at the content of all those e-mails—Grants.gov has received it, Grants.gov has validated it, Grants.gov has sent it to ED, and ED has it and gave it a PR/Award number.

Remember to...

- Register for [Grants.gov](https://www.Grants.gov) early
- Review *Grants.gov Application Submission Guide*
 - For information on filling out forms and uploading applications
 - <http://ies.ed.gov/funding/13rfas.asp>
- Download application package designated for your competition and deadline

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Finally, please remember to register for Grants.gov early. If you're already registered, please make sure your registration is updated. Look at the Grants.gov Application Submission Guide. There, all the information I've gone over today and more details are provided about the forms and how to fill them out. Remember to download the application package designated for your competition and deadline.

And remember to...

- **SUBMIT YOUR APPLICATION EARLY!**
 - 3 or 4 days in advance
- Verify submission is OK using “Track My Application”
 - <https://apply07.grants.gov/apply/checkApplStatus.faces>

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Also, we recommend that if it's at all possible, submit your application a little bit early—like 3-4 days before the deadline date. Things can get jammed up on Grants.gov on June 21 due to volume. You don't want to run into a position where you're racing against the clock and maybe Grants.gov is being slow because of high volume.

Go to *Track My Application* to verify that your submission is okay.

And last but not least...

- Contact relevant Program Officer
 - to learn more about substantive requirements for proposal
 - for help with completing forms in application package

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Last but not least, IES always encourages you to contact the relevant Program Officer. We can help you understand the substantive requirements for a proposal. We can always try to help you complete those forms in the application package, if any questions come up.



All right, so I'm going to put up our two important websites: <http://ies.ed.gov/funding> and <http://www.grants.gov>.

In the time remaining on the webinar, I will go over any last questions that have come in. I have a couple things that have come in. Here somebody has raised the question of color in tables, figures, charts, etc. This is a really good point. Color is usually used to convey meaning in tables and charts. So, if you're using color and it's reproduced in black and white, maybe some important information will be lost. We just recommend that you keep that in mind when you're creating charts, figures, and tables to include in your application. It's probably best to do it in black and white.

For those of you who are at a university, it will be your Sponsored Projects Office that submits your application. They will probably ask you to give them the application ahead of the deadline, so that they have plenty of time to get it submitted. I would recommend that you follow up with your Sponsored Projects Office and make sure that they have been able to submit it and they haven't had any problems. Make sure that the communication between the Sponsored Projects Office and the Project Director or PI is maintained throughout the process.

Thank you very much for joining the webinar today.

This concludes today's webinar, Application Process, part of the Research Funding Opportunities webinar series. Copies of the PowerPoint presentation and a transcript from today's webinar will be available on the IES website shortly.

Thank you and have a wonderful day.