

INSTITUTE OF EDUCATION SCIENCES

U.S. DEPARTMENT OF EDUCATION

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WEBINAR:

FUNDING OPPORTUNITIES

AT THE INSTITUTE OF

EDUCATION SCIENCES:

APPLICATION PROCESS

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TUESDAY

SEPTEMBER 1, 2009

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PROCEEDINGS

Slide One:

DR. DOOLITTLE: Hello, and welcome to the Institute of Education Sciences webinar. My name is Emily Doolittle, and today I will be talking to you about the application process. Today we will really go through the technical aspects of accessing the correct Application Package and finding the right forms that you need and how to fill out the forms that are mandated government-wide for use when putting in a grant submission under this funding opportunity.

I encourage you to please submit questions during the presentation, and as we go, I will stop and answer those questions as they come in.

Slide Two:

What will we cover today? Today we are going to go through, again, sort of the nuts and bolts of how you put a grant application in to the Institute of Education Sciences.

First, we will talk about how to find application materials. We will also go over some very general program information. The actual substance of requirements for the different competitions will be covered and have been covered in other webinars. Today we are really talking about some general basic requirements in terms of submitting the application.

We will talk some about the Grants.gov website, which is where you will actually submit your electronic application.

We will go over some of the basics of application contents and formatting requirements for your application, and then I'll go through some final reminders and things that are important to check as you finish up your submission prior to making that final submission of the application.

Slide Three:

First, we will talk about just how you find all the materials that you need in order to submit an application to IES.

Slide Four:

Essentially, there are three things that you need. The first is the Request for Application for the particular competition you are applying to. That gives you all of the substantive requirements of what you will need in terms of the content of the proposal. We won't talk about specific program requirements in terms of that content today.

You will also need to access the IES Grants.gov Application Submission Guide, and that's where much of the information today that I'll be going over is available to you. I'll tell you about where to find this Guide and what the contents of the Guide are.

Slide Five:

And the final thing you'll need is the actual Application Package. Where do you find the Requests for Applications? All fiscal year 2010 Requests for Applications and the Grants.gov Application Submission Guide are available on the IES website, and here is the IES website address here.

Something that is also helpful is a service that's provided through our website, the IES News Flash. You can register to receive e-mail alerts from IES as new information is available about funding opportunities. It will tell you when new Requests for Applications are issued and give you general updates about potential funding opportunities that may be of interest to you, and there's the address for signing up for the News Flash.

Slide Six:

What you see here is a screen shot of the IES website. This is the Funding Opportunities page, and what you see here at the very top is a link that you can click to get to the Request for Applications in the Grants.gov Application Submission Guide. You can get also other information here about important dates for current competitions. You can click on different program descriptions to get more information about the different funding opportunities, and notice here that there is information about research funding webinars: those that are scheduled and information about past webinars that have been held where you can access information on those as well.

Slide Seven:

When you click on the Funding Opportunities page and you click on the link to the RFAs, the Requests for Applications, this is what comes up, and so you will see at the very top is that Grants.gov Application Submission Guide. And, again, we're really going to focus on that Guide today and the information that it provides. But notice below that you see listed all the different RFAs that are being competed at this time through IES, and we will talk about some of those as we go along.

Slide Eight:

The first thing that you need to find is the Application Package, and for fiscal year 2010, all Application Packages are available on the Grants.gov website. And there is the link there.

And what you should do is as Requests for Applications are issued, those RFAs will contain information about when Application Packages and instructions for those packages become available.

Slide Nine:

Here we are. This is the screen shot of the Grants.gov website, and what I am going to do right now is sort of walk you through how to find the Application Package that you need in order to submit a grant proposal.

Slide Ten:

The first thing you want to keep in mind is that there will be many different Application Packages that are available through the Grants.gov website. The first thing you need to do is you need to search for the package according to the CFDA number that identifies different programs.

For the National Center for Education Research, NCER, that CFDA number is 84.305—that is, if you want to put in a proposal for the Education Research RFA.

If you are interested in special education, you need to access the package that is applicable to the National Center for Special Education Research competitions, and that CFDA number is 84.324.

I'll say it now, and I'll repeat this many times during the presentation today. It is absolutely critical that you access the correct Application Package.

If you submit an application using the NCER package, 84.305, but you intended this to go a Special Education competition, it won't make it to the correct competition. You must get the correct Application Package.

Slide Eleven:

How do you do the search? On Grants.gov, you begin by doing a basic search, which you see on the left-hand side of the screen there in blue, Basic Search.

Slide Twelve:

And what you want to click on is that middle tab, Basic Search, and this will allow you to search by CFDA number.

When you go in to do the search, as I mentioned, Grants.gov will yield more than one Application Package. You need to download the Application Package that is designated for your specific competition and for the specific deadline date. We are going to talk about both of those pieces of information and how you decide which is the correct package.

Slide Thirteen:

I have clicked on a basic search, and I've entered the CFDA number that I'm interested in. And in this particular example, let's say I'm interested in the Education Research competition, so putting in an application to the National Center for Education Research, and so I'm using CFDA No. 84.305.

When I put that CFDA number in, these five opportunities or Application Packages come up in the Search Results. If I'm interested in putting in an Education Research grant, I need to click on that very top opportunity title, which reads "Education Research Program." And notice the CFDA number there, 84.305; and then the alpha character A is what is specific to the Education Research program.

And you will also notice, though, the close date or the deadline date, 10/1/2009, which tells you that this is the right opportunity or Application Package for the October 1 deadline.

Notice, then, there are other competitions listed here. We have our Education Research and Development Centers, which is CFDA No. 84.305C, so it has a different alpha character.

We also have the Evaluation of State and Local Education Programs and Policies; again, a different alpha character, 84.305E. And you see listed here also are two new research initiatives that will be having deadlines of October 1, Reading for Understanding and Chronically Low-Performing Schools. You need to decide which of these packages is right for the competition you intend to apply for.

Slide Fourteen:

Once I have clicked on that Education Research Program, CFDA 84.305A, this screen comes up. And in order to access the Application Package, you need to click on the Application tab at the top right of the screen.

Slide Fifteen:

Once you click on there, then you come to the page that allows you to download and access that package, at the very bottom right, and you can see along the bottom there, you've got the right CFDA number, 84.305.

Competition ID gives you the CFDA number specific to Education Research. That is the alpha character A, and notice it has 2010. That's the correct fiscal year. And the 2 refers to the second application deadline of October 1, which is our upcoming deadline. We had an earlier competition this year with a deadline date of June 25. The 2 is telling you that you're submitting under the second deadline for fiscal year 2010.

You click on the download link.

Slide Sixteen:

And it brings you to this page. And on this page, the important thing is, you can access the Application Package, which is down there at the bottom left. Here you can also access the Grants.gov Application Submission Guide. That's what you will find under the application instructions link.

So I go to Download Application Package.

Slide Seventeen:

And the package opens up. And what you see here is, you have a package that is full of different forms that must be filled out in order to complete a submission to IES. And here at this point, you may want to double check that you have the correct Application Package. You can look at the opportunity title that's up there at the top of the page which is prepopulated when you open this up, Education Research Program, 84.305A-2, so you know you have the right Application Package for an Education Research proposal.

And so down at the bottom left, you see a field that shows all the mandatory documents that must be filled out in order to complete a submission to IES, and you would click on to those and then use the arrow key to move the form over to the right field in order to open the form up and fill out the relevant information.

At this point, I am just going to pause for a moment and see if there might be any questions so far about what we've discussed. If not, that's okay, but I just want to remind everyone that please feel free to submit questions as we go.

Slide Eighteen:

In thinking about filling out the Application Package, some general program information that's relevant.

Slide Nineteen:

Know that the awards that are made depend on the availability of funds.

The number of awards that we make at any given cycle really depends on the quality of the applications we receive, and the size of the award that you request really depends on the scope of your project.

Slide Twenty:

Who is eligible to apply? Applicants must show that they have the ability and the capacity to conduct scientifically valid research. Really, anyone is eligible to apply who can demonstrate that they can engage in the scientific research that is being asked for in the Request for Applications. And please note that cost sharing or cost matching is not required in an IES application.

Slide Twenty-one:

Okay. It looks like we have a question. The question is: *“Can you elaborate more on the quality of the application?”*

That's a great question. And the quality of your application really depends upon the extent to which the substantive portions of your application—and we'll talk a little bit about that, the Project Narrative, where you are really describing the research that you propose to conduct.

A high-quality application or proposal is one that is very responsive to the requirements that are detailed in the Requests for Applications. In order to ensure that you have a high-quality application, you really need to start with the RFA, and you need to look at the different requirements in terms of sample, setting, outcomes of the project, what are the products of the projects that you might put into IES. Those are the things that really determine whether it is a quality application.

Okay. So now let's talk a little bit about application due dates. For the Education Research Program and the Special Education Research Program and for the Evaluation of State and Local Education Programs and Policies, two due dates were set for fiscal year 2010.

The first due date has passed, June 25, 2009. And for those of you listening today, you're probably planning for and thinking about the October 1, 2009 deadline.

Information that I'll provide today in this webinar, the Grants.gov Application Submission Guide that you access on our website or through Grants.gov—that provides information specific to the October 1, 2009, deadline.

This has passed, but we had other competitions that were held only during the June 25 deadline for our Postdoctoral Research Training Grants Program under both Education and Special Education Research, and our Statistical and Research Methodology and Education competition. Proposals for those specific programs will not be accepted on October 1, but you should look for dates to be announced for next year.

For the October 1 deadline, we have two initiatives that we're competing. One is the Reading for Understanding Initiative, and the other is the Chronically Low-Performing Schools Research Initiative. And we also are competing Research and Development Center competitions. All of these have an October 1 deadline.

We have another question coming in.

“Is any consideration given to previous grant recipients? Does a new organization have any advantage or disadvantage, or is it based solely on quality of application and proposed projects?”

I think, you know, really, it comes down to the quality of the proposed work. Certainly, if you have a track record and you've been funded by IES in the past, I'm sure that's a factor in how the reviewers evaluate your proposal. But your proposal will be reviewed by a peer-review panel, and they are really given the directive to evaluate the quality of the proposed research against the requirements in the Requests for Applications. That is the most important criteria in determining whether an application would be funded or not.

Slide Twenty-two:

Okay. Now to get back to more on Grants.gov.

Slide Twenty-three:

In order to submit an application through Grants.gov, you must be registered with Grants.gov, and for this reason, you really must start early with the registration process.

Grants.gov recommends you allow at least 4 weeks in order to get your registration established and up to date. For those of you thinking about the October 1 deadline, if you have not yet done so, you really need to start the registration process now. But, you know, realistically this would probably take about 5 or so business days to complete.

Grants.gov also requires an annual update of the registration. If you've applied in past years, you do need to update your registration information, and that can take 3 or more days to complete.

Oh, okay. We have a question coming in.

“When are notifications typically sent to those whose—oh, okay—whose applications are accepted?”

That's a great question. It is a fairly lengthy review process, and specific details about that are provided in the Request for Applications. But I will give you an example. For folks who put in an application for the October 1 deadline, the earliest date that you could begin your research project, if you are recommended for funding, would be July 1 of 2010.

Given that earliest anticipated start date, realistically you will get notification about whether you are recommended for funding or not about 6 weeks or so before that earliest start date. You would probably hear something in May, but that is not a fixed timeline. The notification process just really depends on how quickly and efficiently the review process takes place. But you will hear some—you know, shortly before that earliest anticipated start date.

Slide Twenty-four:

Okay. Now I would like to talk to you a little bit about the software requirements for submitting an application electronically through Grants.gov. Essentially, right now in Grants.gov, you are going to need Adobe software to both read and complete the application forms, and you will also need to convert your Word documents, Excel documents, or any other kinds of documents into PDF documents.

Actually, I want to jump back and say one more thing about Adobe software. Grants.gov also provides information about the correct version of Adobe that you will need. You can look both in the Grants.gov Application Submission Guide and on the Grants.gov website to see which version of Adobe would be required in order to submit your application.

Slide Twenty-five:

All right. Talking a little bit now about the actual application submission process. Please note that applicants are required to submit their application electronically using Grants.gov. Do not e-mail an electronic copy of your application to a program officer. This is not considered to be an official application, and an e-mailed copy will not be sent forward for peer review. The application must be received electronically through the Grants.gov portal.

Slide Twenty-six:

Also, please note that when the application is received by Grants.gov, it receives a date and time stamp. Your application must be fully uploaded and submitted with a date and time stamp by the Grants.gov system that is no later than 4:30 and zero seconds, Washington, DC, time on the application date.

If you are submitting an application from California, that means that you need to get that thing into the Grants.gov system before 1:30 p.m. and zero seconds on October 1 in order for it to be date and time-stamped by Grants.gov as an on-time submission. Do pay attention to time zone differences, and please note that we're down to the seconds here.

If your application has a time stamp of 4:30 and 29 seconds, it is marked late, and it is not sent forward for peer review. So it is really, really, really critical that you get this thing in on time.

And this process of uploading through the Grants.gov system can be fairly lengthy. Different recommendations are made about how much time to allow yourself.

In the Grants.gov Application Submission Guide, we recommend that you start this upload process about three or four days before the deadline, if at all possible, just to allow yourself time to get it uploaded successfully with no errors, and we'll talk about that further as we go along.

Late applications will not be considered. This is a very strict and firm timeline deadline.

Slide Twenty-seven:

In terms of exceptions to electronic submissions, your application will be rejected if it is submitted in paper format, unless you qualify for one of the following exceptions: either you do not have access to the Internet, or you don't have the capacity to upload large documents to the Grants.gov system.

Slide Twenty-eight:

If you feel that you qualify for one of those exceptions, you must submit a written statement showing that you qualify under one of these exceptions no later than 2 weeks before the application deadline, and more information about that is also provided in the Grants.gov Application Submission Guide.

Slide Twenty-nine:

Now, talking about submitting an application through Grants.gov, oftentimes applicants may encounter a problem with submitting their application, or you may find that your Application Package has an error in it. Maybe a piece of information is missing, or you attached the PDF file at the wrong place or to the wrong form. If you do experience technical problems like this when you're submitting your application through Grants.gov, we strongly encourage you to contact the Grants.gov support desk, and their 800 number is presented here. It is also on the Grants.gov website. It is also in the Grants.gov Application Submission Guide.

When you report a problem when you're submitting your application, Grants.gov will assign you a support desk case number. It is imperative that you keep a record of that case number in case your technical problem led to a late submission, and once you have that case number, you are encouraged to contact the program officer and provide an explanation of the technical problem that you experienced.

Essentially, if you are having any problems in the Grants.gov system, please get some documentation of that problem and communicate with the program officer for your particular program or competition to make sure that that information is being communicated.

Slide Thirty:

Note that we will accept your application only if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit the application by 4:30 and zero seconds on the application deadline date.

For example, if at 4:00, you are putting in your application, and you're uploading it, and Grants.gov reports back to you, oops, there's an error in the package— there's a problem, and you notice that you failed to fill in the mandatory field in the budget form—you may not have time from 4:00 to 4:30 to get the right field filled out and re-upload the application in time to meet the deadline.

If you're late because you forgot to fill out a field or you forgot to attach a document, that's a technical problem that you had; that's not a technical problem with the Grants.gov system. Again, I really urge you to make sure that you pay close attention to that deadline and to begin the submission process early.

Slide Thirty-one:

How will you know if you have successfully submitted an application? Within 2 days, you will receive two separate e-mails from Grants.gov. The first e-mail will confirm receipt of your application and provide you with a tracking number, and an example of the tracking number is given here. It begins with the word "GRANT," all in caps.

That's not enough, though. You need to look for the second e-mail, which tells you whether your application was successfully submitted, meaning it had no errors and that it was validated by the Grants.gov system prior to sending it to the U.S. Department of Education.

If there were errors in the package, like something was missing or a form wasn't filled out or a field wasn't completed properly, your application will be rejected with errors, and the second e-mail will tell you that. You need to really look for both of those e-mails from the Grants.gov system.

Slide Thirty-two:

In addition to those two e-mails from Grants.gov, you will receive a final e-mail from the Department of Education, and this tells you that your application was transmitted to the Department of Education successfully. And in this e-mail, you will receive or be assigned a PR/Award number that is unique to your application, and an example of that number is given here.

And so this, again—kind of sticking with the example we've been using of a submission to the Education Research Program—your PR/Award number begins with the letter R. And then notice there is the 305, which refers to the CFDA number unique to the Education Research Program, and then the alpha character A that, again, designates Education Research. And then you have the number 10. That tells you that this is an application submitted under fiscal year 2010. And then there will be four digits at the end that are unique to your application.

At this point, once you are assigned the PR/Award number, you can rest assured that the application was received successfully, and it will at this point now go forward to be screened for responsiveness to the RFA requirements and then assigned to a peer reviewer or a set of peer reviewers to evaluate your application.

Okay. This e-mail from the Department of Education will tell you if the application is late, as determined by Grants.gov. And the e-mail will state that it was late, and your application will not be given further consideration.

Essentially, you want to really be on the lookout for three e-mails: two from Grants.gov; one from the Department of Education. When you have the third e-mail from the Department of Education with a PR/Award number, and saying that it was on time and that it is going to be reviewed, then you can rest assured that the application was successful in terms of being submitted on time, and that it will be reviewed by the peer reviewers.

Slide Thirty-three:

Okay. Before I turn to the contents of the Application Package, do we have any questions that people may have about what we've covered so far?

It doesn't look like it. Okay. I am going to keep going, but I will stop to take questions as they come in.

Slide Thirty-four:

Application contents. Remember when the Application Package was opened up through Grants.gov. There were a series of forms that were shown within that first sheet when you opened the package using Adobe.

We are going to talk about the Research and Related Forms. Other important elements of your application include the Project Summary/Abstract; the Project Narrative. The Project Narrative has the substantive content of your application. It tells the reviewers what you are planning to do.

Appendix A is also an important component of your application. This includes things like Letters of Agreement, tables, figures that would complement and supplement the Project Narrative, and any responses to prior reviewer feedback if this is a resubmission of an application.

Appendix B is optional. But this is the place where you could put examples of assessment materials or curriculum materials that will be used in your research.

You will also need to include a bibliography and references cited.

Slide Thirty-five:

Also important in the application are biographical sketches of the project team so the different key personnel numbers, like the principal investigator and any co-investigators.

You will also include a Narrative Budget Justification, explaining the money you are asking for and how it will be used in conducting the project.

You will also need to include a Human Subjects Narrative.

And there are some additional forms included in the package that will be filled out if you are selected for funding after the peer-review process.

Slide Thirty-six:

We are going to go through these forms. It's recommended that you begin with the SF 424 (R&R) Form—what we call the cover sheets—primarily because much of this information that you fill out here will prepopulate other fields in subsequent forms. This is a good one to begin with.

Okay. I am going to pause here before we go through this form and answer a couple questions.

The first question is: ***“Are we only to receive three e-mails if the application does not go through? I thought we should receive two confirmation e-mails. What was the third again?”***

Okay. This is a good question because the e-mails are confusing. Essentially, you really do need to look for three separate e-mails. The first two will come from Grants.gov, and they will assign a Grants.gov tracking number. First, it will say, all right, the application was uploaded, and the system has recognized it, and now sees that something has come in from an applicant.

The second e-mail from Grants.gov tells you if the application was validated—meaning all the forms were included, all the required fields were filled out, PDF attachments were put in the proper places; or if there were errors in the application—meaning something was missing or put in the wrong place. That second e-mail will tell you that it has been rejected with errors. You want to look for those two e-mails from Grants.gov. If the second e-mail says that your application has been validated, at that point the application is sent to the Department of Education.

That’s when you will receive a third e-mail coming from the Department of Education that assigns the PR/Award number that is unique to your application, and that third e-mail will tell you if, indeed, the application was received, assigned a PR number, and at that point whether it was on time or late.

For example, you may have submitted an application late, and it will get assigned a PR/Award number by the Department of Education, but it will not go forward for review because it was received after the application deadline. I hope that clarified that.

The three e-mails are also described in the Grants.gov Application Package.

And then, did we have one more question? Okay.

The final question here: ***“If our team will be designing or developing tools such as surveys, evaluation tools, et cetera, can you submit draft forms in the appendix, or do we need to submit complete and final versions?”***

I’m going to try to answer that. I don't know if I’m 100 percent certain how to answer this. Let’s say that you are developing, let’s say, an evaluation tool, some kind of measurement tool, an assessment tool. You could include draft forms of that tool in the appendix. That would go, I believe, most appropriately, in appendix B, but I would encourage you to contact the program officer for the particular competition you are applying to, to consult with him or her about the best place to put such materials. But that sounds like that would be something to put in appendix B, if this is something that you are planning to develop or design in the course of your project.

Okay. Getting back to this SF 424 cover sheet; this is the first form that you should fill out. Please note on here that certain fields are marked in yellow. Also, any field that has an asterisk next to it is a required field and must be filled out.

I'll just walk you through some of the specifics of this form, some of the highlights. For example, you will want to mark the type of submission that this is to IES, and only two of these are relevant to IES applications.

If this is a new submission, this is the first time you've submitted a proposal for this particular research project, you would mark that this is an application.

If this is a resubmission, so that you are submitting a revised application in response to prior reviewer comments, you would mark that this is a changed or corrected application.

Pre-application is not something that is relevant to an IES competition. You would not select that for an application to IES.

Other important fields on here that we need to talk about. The next really important field is Item 4; 4a is called the "Federal Identifier." This is a very important field for an IES submission.

If you are submitting a change or corrected application that is a resubmission—you have put this application in before or you went through the review process, you've received reviewer feedback, and now you've revised your application in response to that feedback, and you are resubmitting the application—you need to put the PR/Award number that was assigned to the prior submission in that Federal Identifier field, Item 4a.

This is important, so that when this comes in, our Standards and Review Office will know that this is a resubmission, and they will assign it appropriately given that it is a resubmission. That is a very important field to fill out for an IES application.

The second—oh, I think we have a question on that.

The question is: "***How common is it that applications get accepted the first time around?***" That is a great question.

It really depends on the quality of that application. If a new applicant is really being responsive to the requirements of the Request for Applications and it is deemed to be a very rigorous, scientifically valid, research proposal, then, you know, it's possible on a first submission to have your application recommended for funding.

Do know, though, that many people go through the resubmission process, and sometimes it can take multiple resubmissions. This is a good time to point out that there is no limit to the number of resubmissions that you can put in for an IES program. And I would encourage anyone who is going through this process and may be considering resubmitting a prior application to really work with the program officer for that competition and to get their feedback and advice about whether it would be viable to put it in, to revise in response to prior reviewer comments.

All right. So 4a, Federal Identifier; that's where you put that PR/Award number if you are doing a resubmission of an application.

Item 4b, which I have circled here in blue, is also very important. This is the Agency Routing Number. This number is very important, because within any given Request for Applications, there are multiple topic areas, and in some cases multiple goal areas, and we'll talk a little bit about what that means.

When you submit your application for certain of our competitions there are codes that are to be used for different topics and different goals. It is very important that you fill in a topic code and a goal code, as appropriate, for your application.

Slide Thirty-seven:

I want to talk about some of these codes and give you some examples. Let's say that you are submitting an application to the Education Research Program, CFDA 84.305A, and let's say that you would like to submit a proposal for the Reading and Writing topic. You would need to put under the Agency Routing Number for Item 4b, the code "NCER-RW" to indicate reading and writing within the National Center for Education Research.

In addition to that, you need to indicate what goal you're applying under for the Reading and Writing Program. For example, if you are going to develop a new curriculum to teach children how to read, this would be a Goal 2 proposal. And so notice here that for Education Research Applications, Goal 2 Developments and Innovation Projects, you would need to put in the code G2 to designate this is a Goal 2 application.

All of the codes that would be relevant for that field on the SF 424 form, Item 4b, are to be found in the Grants.gov Application Submission Guide. Information about these research programs—Reading and Writing, Education Leadership, English Language Learners, and information about the Educational Research goals—all of that can be found in the Requests for Applications. And I encourage you to work with the program officer to make sure that the topic area and the goal that you've selected is the most appropriate for your particular project.

Slide Thirty-eight:

Notice that there are also a series of codes for the Special Education Research programs, CFDA 84.324A. All of these codes for topics begin with NCSER, and then there are different codes for the program areas within the Special Education Center.

In that particular center, the program that looks at Reading and Writing is called Reading, Writing and Language Development, and the code then is NCSEER-RWL. And notice again that the goals apply for that particular competition as well.

Slide Thirty-nine:

Please note these are some of the program codes that are listed, so National Research and Development Centers, those different program areas or competition areas. But all of the updated codes are located in the October Application Submission Guide, the Grants.gov Application Submission Guide. Please consult that Guide to determine which competitions require codes to be entered for Item 4b on the SF 424 form.

I have a question here: *“How should the Agency Routing Identifier be formatted? For example, should both codes be combined, such as NCER and then the code, Social Behavioral, which is S-o-c-B-e-h Goal 2, or would we say, for example, NCER, Social Behavior and Goal G2?”*

You don't have to designate topic and goal. You can just put NCER, Social Behavioral G2. So that's a good question. Just use the code information that is found; you don't have to designate topic and goal within that particular field. That's a good question.

Slide Forty:

All right. I am going to keep moving on and talking about the different forms. But I did want to remind you again that all the information you will need about filling out these forms is to be found in the Grants.gov Application Submission Guide. You should definitely consult that, if in doubt, about what needs to be filled out.

This is the Other Project Information Form. This is a very important form, because this is where you are going to attach the substantive pieces of your proposal. We'll talk about this form a bit.

This is the form where you indicate whether human subjects are involved or not, and whether your project is exempt from Federal regulations or whether it will require IRB approval in order for the research to take place.

Again, information about this form and these fields is to be found in the Grants.gov Application Submission Guide.

Again, remember everything that has an asterisk must be filled out. It is a required field. Please make sure that you pay attention to that as you're filling out the form.

Slide Forty-one:

As you get to the bottom of the form, this is where you attach some of the substantive pieces of your proposal. At Item 7 on the Other Project Information Form, this is where you attach the PDF file of your Project Summary/Abstract.

At Item 8, this is where you attach the PDF file that contains your Project Narrative and appendices A and B.

Item 9 is where you add the attachment for the bibliography and references cited, that PDF file, and so on.

Notice that Items 10 and 11 are not required, and IES does not ask for an attachment there. You should definitely look through the Grants.gov Application Submission Guide to determine which of these fields need to be filled out and which of these require attachments.

I am going to pause a moment to see if there are any questions there.

The other important attachment on this form is at Item 12. That's just simply labeled here "Other Attachments." This is where IES applicants need to attach their Human Subjects Research Narrative. Information about that narrative and what its contents should be are described in the Guide.

Slide Forty-two:

As I go through now through the webinar, we'll talk about those different attachments that are added to the Other Project Information Form.

Okay. We have a question that's come in: ***"Do you need to have human subjects approval when you submit your proposal?"***

That's an excellent question, and the answer is, no. You do not need to have that human subjects approval available when you submit the application, but you do need to include the Human Subjects Narrative indicating whether you will be pursuing human subjects approval or not.

And then upon being recommended for funding, at that point, you'll be asked to move forward with that IRB approval process.

Okay. We will talk now about some of those attachments that are added to the Other Project Information Form.

The first attachment is the Project Summary/Abstract. This is important. It needs to be one page, single-spaced. This is added as a single attachment, a PDF file, at Item No. 7 of the Other Project Information Form.

Please pay attention to margin, format, and font size requirements that are described both in the Grants.gov Application Submission Guide, and information about the Private Summary/Abstract is also included in the Requests for Applications.

This is an important point. You must include the research topic and goal in the abstract, and they really need to agree with Item 4b of the SF 424 form. If this a Reading and Writing Goal 2 application, it needs to indicate that at Item 4b of the SF 424 form, and it also needs to indicate that—you need to indicate that in your Project Summary/Abstract.

And the substance and pieces of what should be included in your Summary Abstract are described in the Requests for Applications.

Slide Forty-three:

Let's see. We have another question coming in. The question is: *“Many school districts have lengthy approval timelines for conducting research. Can we submit letters of consent or partnership agreements plus the submitted application to the district, or must there be an official approval by the district by October 1, 2009?”*

That's a great question. You will need to indicate in your application that you have that approval and letter of consent or partnership in place when you submit your application, and those kinds of letters would be included in appendix A of the Project Narrative. That's a great question. You really should have that as part of your application when you submit it for October 1.

Okay. The second important attachment for the project is the Project Narrative. Page limits for the Project Narrative will vary depending upon the particular program that you are applying to. You should look at the relevant Request for Applications to get that information.

The Project Narrative must be submitted or attached, I should say, as a PDF file, and that goes at Item No. 8 of the Other Project Information Form.

Slide Forty-four:

The Project Narrative typically includes four sections, but in some cases, it's five sections. And please check the relevant RFA to determine what section must be included as part of your Project Narrative.

But typically there are four parts: Significance of your project; the Research Plan that describes your research design and the methodology you will be employing for your project and your data analytic plan; a third section describing Personnel who will be working on the project; and a final section, Resources, that describes your institutional resources. You can describe things like access to schools or partnerships with schools who will participate in the research in that section.

Again, though, please look at the relevant RFA to see what sections are required and what should be put into each section. This is how your proposal is reviewed for scientific merit, and determinations of quality are made with respect to the proposed research.

Okay. We have a question here. ***“Does the title page and the table of contents page count in the 25-page limit for the Project Narrative, or does the 25-page limit start with page 1 of the narrative?”***

The 25 pages should really just be the narrative. I would encourage you, if you add a title page and a table of contents page, that will be counted as part of the 25 pages. In the interest of space constraints, I would say that a title page and a table of contents are not necessary for these proposals. Instead, you should just clearly label each section, you know, according to the required sections for the program you’re submitting to: Significance, Research Plan, and so on.

Information about the contents of those sections would be found in the RFAs under Part II, Research Grant Topics, and Part III, Requirements of the Proposed Research.

We have another question coming in: ***“Regarding access to schools, in the Resources section, how specific should we be, and what information is crucial to include?”***

That’s a great question; and, in part, I would say the best thing to do would be to consult with the program officer to find out for the particular program you’re applying to what that letter should indicate. But very generally, the letter should indicate both a willingness on the part of the school to be a partner in the research or to participate, and it should show that they understand what the participation requires.

For example, if you are doing an evaluation study or you are looking at the effects of a particular intervention on students’ academic achievements, typically, projects coming in to evaluate efficacy will use some kind of random assignment procedure to treatment and control group.

If you are doing such a study, you want the letter from the school to state that, to somehow indicate that, the school knows that random assignment will be taking place and that some of the schools or some of the classrooms will be assigned to the treatment condition, others would be assigned to a control condition, and that they’re willing to be participants, and, you know, they agree to these types of procedures in the research.

Slide Forty-five:

Please note that the Project Narrative does not include any of those Research and Related (R&R) forms that are part of the Application Package. The Project Narrative does not include the abstract. It doesn’t include the appendices. All these other things that are bulleted here, those are separate from the Project Narrative. The Project Narrative is 25 pages, with those four or five sections addressing the substantive content of your application.

Slide Forty-six:

Just some guidelines. Make sure the Project Narrative is concise. Make sure it is easy to read. You may want to have a colleague read it who is not part of the team, so they can look at it with fresh eyes and make sure that information is included that should be included. Please number pages consecutively.

Information about where to place page numbers is provided in the Grants.gov Application Submission Guide, and please make sure you adhere to the type size and font size and format specifications with respect to everything that is included in that Research Narrative.

Slide Forty-seven:

Okay. Now, appendix A—this is also an important piece of your application. It is limited to 15 pages, single-spaced, and please note that you include appendix A at the end of the Project Narrative and submit it as part of the same PDF file attachment. On that Other Project Information Form, when you are including appendix A—I'm sorry—when you are putting in the Project Narrative as an attachment at Item 8, appendix A needs to be part of that same PDF attachment.

And, for example, to be sensitive to page constraints and to make it clear that your Project Narrative is 25 pages, and appendix A is 15 pages, one recommendation is to number the Project Narrative, 1 to 25, and then appendix A immediately follows, and it is designated as such by being numbered A1 to A15. It is very clear what is the Project Narrative, what appendix A is, and that they meet the page limit requirements.

And then, again, with appendix A, the same margin, format, and font-size requirements apply.

Slide Forty-eight:

Appendix A, in terms of content—this is where you would put any figures, charts, or tables that supplement the Project Narrative. You can also put here examples of measures that will be used in the project to measure, you know, student academic achievement or student behaviors or fidelity of implementation measures. Those can be included there.

This, importantly, is where you put Letters of Agreement from partners and maybe consultants who will be working with you with on the project. And, in the case of a resubmission, you may use 3 pages of the 15 pages to describe how your revised proposal is responsive to that prior reviewer feedback. And when you are preparing those three pages addressing the reviewer comments, please do also indicate that prior application number, that PR/Award number that you include at Item 4a of the SF 424 form.

Slide Forty-nine:

Now, appendix B is optional. Not every proposal will include appendix B. This is 10 pages, single-spaced. If you include an appendix B, it follows appendix A and is part of that same PDF file attachment. Appendix B could be numbered B1 through B10 and come right after appendix A.

Again, make sure it follows the margin, format, and font-size requirements.

Slide Fifty:

Appropriate materials for appendix B include: examples of a curriculum that you may be developing in your project; maybe screen shots of computer programs that will be used in the research; test items that you may be developing or validating; or some other types of materials that are used in the intervention itself or in the assessment that is the focus of the research.

Slide Fifty-one:

Another attachment that's included is the bibliography and references cited. There's no page limits for the bibliography. You are encouraged to use APA style. This is added as its own separate attachment, its own separate PDF file, at Item No. 9 of the Other Project Information Form.

Again, make sure it follows the margin, format, and font-size requirements, and make sure that the citations are complete. And another bit of advice: make sure that that bibliography is complete in that everything that you cite in the text of your Project Narrative can be found in your bibliography. You want to make sure that it is very representative of what you're referencing in your Project Narrative.

Slide Fifty-two:

Biographical sketches of key personnel—this is another important kind of substantive piece of your application. For each key personnel member—for the principal investigator and for each co-investigator, you will submit a biographical sketch, and it is limited to five pages.

What it consists of essentially is four pages. That is your CV, or an abbreviated CV, something that lists the most relevant publications and experiences that you would like to present to the reviewers.

And then the fifth page needs to list all your current funding, so current grants that you're working on, as well as any pending grants that you have applied for. For example, on that fifth page, please be sure to include the application you are putting in. That is going to become one of your pending grants.

And also important on that fifth page is to list the proportion of time that you have allocated to each project effort so your percentage effort on each of the projects that are listed on that funding page.

Each biographical sketch is added as an attachment, a PDF file, and these key personnel biographical sketches are attached to the R&R Senior/Key Person Profile (Expanded) form. This is a separate form within the Grants.gov Application Package, and please note that you can add as many as 40 sketches here. There should be plenty of room for all the team members to include a biographical sketch, and these should also adhere to the margins, format, and font-size requirements.

Slide Fifty-three:

The Narrative Budget Justification is another attachment you will include in your application. There is no page limit to the Narrative Budget Justification. It is also attached as a PDF file, and for this file, you will use the R&R Budget Total Federal and Non-Federal form.

Please note that the Narrative Budget Justification needs to provide justification for the funding you're asking for, for every year of the project that you're submitting. Let's say you're submitting a 3-year proposal to develop a new intervention. The Narrative Budget Justification needs to describe the money being asked for and how it will be spent in all 3 years of the project.

This attachment, this budget justification, is attached at Section K of the first budget period in that budget form. You fill out the first year's budget; you come to Section K; you need to attach your Narrative Budget Justification. That will open up or enable you to fill out a second budget period—so, the second year of the project. It is one Narrative Budget Justification that covers all the project years, but it is submitted at the first year's period of the budget form.

I think I have a few questions that have come in. Let's see.

“Can a key staff member be listed for 100 percent of time on more than one pending project, or should the time allocation equal 100 percent for all pending projects?”

That's a great question. Because it's pending, you know you may or may not get funding for all of those projects. I would say that if your time allocation looks like it will exceed 100 percent, given pending funding, you need to provide an explanation—I think the most appropriate place would be the Narrative Budget Justification—regarding how allocation of time will be adjusted depending upon the outcome of these pending applications. That's a good question.

Let's see. Another question: ***“What should be recorded in the allocated percentages? Is all the grants for all personnel...?”*** Wait. I don't know if I am understanding this question. I might ask that person to—oh, “allocated”—if all the grants—

I would say, and I guess the bottom line here about percentage time and allocated percentages, is that you just need to demonstrate that you are not going over 100 percent effort across all your time commitments and projects that you'll be working on, and you need to make sure that that allocated percentage is a reasonable reflection of the time you would need to commit to the project in order to do what you say you'll be doing when you describe the proposed research.

You just want to make sure that the percentage effort sort of makes sense given what your tasks and obligations are, and what your job—what you'll be doing on the research if it's funded, and that you're not exceeding 100 percent effort across all your many projects.

Let's see. We've gotten a few questions here. I'm just going to keep going through these as they relate to the percentages. Let's see here. ***“Are pending projects only those that have been submitted, or are they projects that are in the proposal preparation stage?”***

That's a good question. I'm actually not sure of the answer, but I think it would be safe to include there those that are submitted and that you're planning to submit just to be as comprehensive as possible. But probably just anything that you've actually submitted is sufficient as well.

Let's see. We have some more questions about this. ***“On current and pending support, how do you want efforts shown—percent of effort or percent of months?”***

Great question. It should be percent of effort expressed over, as a percentage of a calendar year.

“Out of 12 months, what percentage of time will you be devoting to the project?” That's a great question.

Here's another question. ***“Should we submit a separate review of literature to establish research criteria, or should we work it into what we are presenting in the grant itself?”***

That would need to be worked into the Project Narrative. That would most likely go in your Significance section to provide, you know, the rationale for why it would be important to do this work.

Let's see. Final question here. ***“If there are changes prior to the July start date, such as a team member no longer available, do we need to submit an updated Budget Narrative, and do we submit an Annual Budget Justification identifying final annual expenditures?”***

Okay. Good questions. If you are recommended for funding, once you find out the outcome of that review process and prior to the July start date, the program officer will review your application and review the budget. And if there are any questions about the budget or if you have any updates to the budget, like a team member has changed or somebody different is going to come in as a co-investigator, that's a process of communication that takes place at that point, prior to the award actually being obligated.

Let's see here. ***"I have made note in the Budget Narrative that the percentages would be adjusted if additional multiple awards are received. Do you think that would be acceptable?"***

Yeah, that sounds fine. And, again, if you are recommended for funding, and if there is any question about that, the program officer would contact you, and you could discuss how those, the time commitments, would be adjusted given what you then know about your funding.

Let's see. We have another question. ***"In Section K, are we only to submit for the first budget year or for each year?"***

That's a good question. The Narrative Budget Justification needs to describe your funding over all the project years, not just the first year, but you only put the attachment at Section K of the first budget year.

And, again, this is described in the Grants.gov Application Guide. It is a little confusing, but just look at that text as well.

And then here we have another question. ***"Do the start and end dates on Section A, Budget Period 1, represent the first fiscal year of funding, or does it represent the entire year period of the project? Can cumulative budget data for the entire 3-year period be placed on Budget Period 1?"***

No. You want to show the breakdown for each project year, and the project year is defined as when you propose to start the project, and then 12 months later would be the end date. For example, applications coming in for this October 1st deadline—the earliest you could start your project would be July 1, 2010. For example, you might put a start date of July 1, 2010, and the end date for that first budget period would be June 30, 2011.

There's a little bit of flexibility in picking that start date. You could start August 1 or September 1. If you have any questions about what can be put in as a valid start date, again, I'd recommend you contact the program officer to discuss that.

All right. I think that's it for questions for the moment. I am going to continue going through the slides to make sure we don't run out of time.

Slide Fifty-four:

In that Narrative Budget Justification, you don't have a page limit there, so you really want to provide sufficient details so that reviewers can judge whether costs are reasonable or not. You want to make sure that the Budget Justification corresponds to all the itemized breakdown of project costs as represented in that budget form. And, again, in the Narrative Budget Justification, those time commitments should be expressed as annual percentage effort. And you really want to describe the responsibilities of the principal investigator and any other key personnel who will be working on the project.

I think we have another question. *“The section I am on in the Grant Application Guide is the section regarding the Project Narrative. It looks like I didn't interpret the instructions correctly. It looks as if an attachment is to be submitted for each year if I am to proceed.”*

The section where you can read about where to put the Narrative Budget Justification is described on page 19 of the Grants.gov Application Submission Guide, and I think that will provide the information that you need. This is different than the Project Narrative. This is the Narrative Budget Justification. I hope that answers that question.

Slide Fifty-five:

Some specifics of the Narrative Budget Justification. The indirect cost rate that you use, you need to use the institution's federal indirect cost rate. Use of the off-campus indirect cost rate is encouraged where it's appropriate. And some of these other specifics, again, are described in the Grants.gov guide.

If less than 75 percent of your total indirect costs are based on the off-campus rate, you need to provide a detailed justification.

An indirect cost rate agreement must be in place at the time of the award in order to claim indirect costs. If you are recommended for funding and your indirect cost rate has not been approved, and you don't have an agreement in place, you need to get one as soon as possible. And I would encourage you to discuss that with your program officer.

If that is the case, you can certainly establish a temporary indirect cost rate, but there is a tight time frame for that. So that is an important thing to have in place when an award is made if you're recommended for funding.

Slide Fifty-six:

All right. Subaward Budget. As part of an application by an institution, there may also be subawards to other institutions who will be contributing to the research in some way.

If you're in doubt about whether to create a subaward, you know, that's, again, something you could discuss with the program officer for the competition you're applying to.

If you do have a subaward as part of your project, you need to submit a separate budget for each subaward institution, and you will use the R&R Subaward Budget Federal/Non-Federal Attachment(s) Form.

And what this form does—and I'll show you a screen shot of this—it allows you to extract and attach a Budget Form for each institution that will hold a subaward on the grant.

Separate budgets are required only if there is a subawardee or collaborating organization that performs a substantial portion of the project. So you may want to think about whether it is important to create a subaward or not.

Slide Fifty-seven:

This is a screen shot of the Budget Form itself. This is where you do the budget for the main applicant institution—the Project Budget, and this is also the form that is used if you are creating a Subaward Budget. And so you can see that at the top, the budget type that you would need to indicate.

Slide Fifty-eight:

And this is that Subaward Budget Attachment Form. If you do have a subaward, you would click on that top button to extract that Budget Form, and then you would have the subaward institutions fill that out—save it with a file name that includes the subawardee organization—and then you would attach that Subaward Budget using this particular form.

Okay. We've got a question or several questions maybe. ***“What is the off-campus rate? Does that mean off campus from the school or district where you're doing the program at?”***

“Off-campus” in this instance means off-campus from or away from the institution where—that is the applicant in this case. So, right. Let's say you're a university putting in a proposal. Off-campus rates would apply for work that is done not at the actual physical institution itself. Maybe at like an elementary school if you're developing a reading curriculum.

“Does an indirect cost rate apply to a for-profit entity?”

Yes, I believe it does. All proposals will include an indirect cost rate. There is information in the Grants.gov Application Submission Guide about a website that you can go to for more information about indirect cost rates, and the Department of Education also has people that you can talk to about how to establish indirect cost rates and what kind of indirect cost rate you might want to use.

“If there are no indirect costs applied to the application, will that count against the applying organization?”

No, it really shouldn't. I think however you want to work out that budget is up to you.

Another question: ***“What is considered a substantial portion of work for a subaward?”***

That's a good question, and I don't think there are any hard and fast rules about what counts as substantive versus not. I think, ultimately, it's really up to you and your applicant institution and how you want to kind of divide up those costs, so to speak.

What a subaward will do is, it will change the indirect costs that are charged to the grant so it does have some implications.

Here's another question. ***“An instruction in the application indicated that the PI and the institute will have to be registered on Grants.gov. If the PI has received a grant through Grants.gov, are they automatically registered?”***

Not necessarily. Everybody—if you've registered in the past and submitted an application, you need to update your registration annually. Any time you put in an application, you want to either update your registration status or renew it in some way, and there are instructions on Grants.gov regarding that.

Okay. Great. I think that's it for questions at the moment.

I'm going to keep going through the slides. We may go a little bit over time, but if folks can stay on to continue listening, please do so.

Slide Fifty-nine:

The Human Subjects Narrative, which goes at Item 12 of the Other Project Information Form, does not have a page limit. It describes and addresses research activities involving human subjects, and you need to make a decision whether you will submit an exempt research narrative or a nonexempt research narrative.

Slide Sixty:

If you go for an exempt narrative, the six exemptions that are allowed are listed in the Grants.gov Application Submission Guide, and what you will need to put in your narrative is information on the involvement of human subjects that allows someone to determine whether those exemptions are appropriate or not.

Slide Sixty-one:

If you submit a nonexempt research narrative, the following information needs to be included: what involvement is—what the characteristics of the human subjects are; sources of materials; potential risks; protection against risk. Again, this information is provided in the Grants.gov Application Submission Guide.

Slide Sixty-two:

A little bit on format requirements for your application.

Slide Sixty-three:

For all of these attachments that I've described—the Abstract, the Project Narrative, the Appendices, the Bibliography, the Biosketches, and the Narrative Budget Justification—a page is defined as being 8.5 by 11 inches on one side only, with 1-inch margins at the top, bottom, and both sides.

Slide Sixty-four:

The type size or font size must not be smaller than 12 points. And there's some other information there, but, typically, a Times New Roman font, 12-point font is appropriate.

Slide Sixty-five:

Text must be single-spaced in the narrative and in all these other attachments.

Slide Sixty-six:

Please note that if you are submitting a graph or a diagram or a table of some sort in appendix A, or if you have included such a thing in your Project Narrative, you should really only do it in black and white.

Proposals will be given to reviewers only in black and white. Color printouts will not be made. You may want to consider whether any color you're using would actually translate well, and still, you know, produce an effective figure or something that will present information effectively for you. The same type size requirements apply. Note, though, that numbers, and things like that in tables or charts, can be smaller in size, but they should be legible in order for reviewers to read them.

Slide Sixty-seven:

Just some quick reminders about page limits; these are important. The Project Summary/Abstract is one single-spaced page. The Project Narrative, it depends. You should see the relevant Requests for Applications.

Appendix A is 15 pages. Appendix B is 10 pages, and each biographical sketch is limited to five single-spaced pages: four pages—that's your CV—plus the one page listing your current and pending funding.

Slide Sixty-eight:

Okay. We are nearing the end, and I'm going to go through some final reminders.

Slide Sixty-nine:

There is an Application Checklist at the end of the Grants.gov Application Submission Guide. Please use that checklist to make sure that you have provided required information for each form, completed all certifications and assurances, and ensure that you've attached PDF files where they need to go that contain the substantive content of your application.

Slide Seventy:

PDF files—you know, they need to be attached at certain items on certain forms in that package. Make sure you're doing this correctly.

A very handy tool at the top of the Application Package. When you first opened the package and downloaded it from Grants.gov, there is a button at the top that's called the Check Package for Errors button. If you click on that button, it will go right to any missing information or required fields that have not been filled out. Please use this button. This will tell you if the application is free of errors and whether it would be validated by Grants.gov when you submit it. By using this button, you can find errors that might prevent your application from being received on time.

Please, please, please remember you must upload and have validated by Grants.gov a fully completed Application Package before 4:30 and zero seconds p.m., Washington, DC, time on the deadline date.

Slide Seventy-one:

And our next deadline is October 1.

Also remember please register for Grants.gov early. If you are not registered yet, I encourage you to go do so right now.

Review that Grants.gov Application Submission Guide for all information you'll need about filling out forms and uploading your application.

Please make sure that you have downloaded the Application Package designated for your competition and deadline. A very important word of caution here with this October 1 deadline: if you are someone who thought you might submit a proposal for the first deadline this year on June 25, and you downloaded an Application Package from Grants.gov earlier this year, you downloaded the June Application Package.

If you attempt to fill that package out and submit it on October 1 to Grants.gov, it will be rejected. You will not be able to submit an application using that June Application Package. You need to go to Grants.gov and get the Application Package that is designated for the October 1, 2009, deadline. Please make sure you have the right package.

We encourage you strongly to submit the application early if at all possible. Three or 4 days in advance is recommended, just in case there's a mistake, you've forgotten a piece, Grants.gov might be slow, who knows. The deadline is very time sensitive.

And please verify that your submission is okay. Remember there will be the three e-mails, two from Grants.gov and one from the Department of Education.

You can also verify that the submission is valid and has been uploaded successfully through the Grants.gov website. We encourage you to verify that submission in multiple ways, not just with those e-mails, e-mails that you'll get from Grants.gov.

When you're on the Grants.gov website, there's a Track My Application link that you can use to verify on-time valid submissions, in addition to the confirmation e-mails. I strongly recommend that you use that Track My Application button.

Slide Seventy-two:

And then, finally, there are our websites again: the IES website, where you can find the RFAs and the Grants.gov Application Submission Guide; and, finally, the Grants.gov website, where you can find the guide again for Grants.gov and the actual Application Package.

And that is it. We're done. I think we have a few questions, so I'm going to take a few minutes to go through those.

“Is Grants.gov the only place to get the packages?”

Yes. That is the only way you can get those packages that you need. You need to make sure that you can access them through Grants.gov.

Okay. A clarification here: ***“I think someone mentioned registering individual PIs in Grants.gov. I did not see this mentioned anywhere. Is it sufficient for the organization to be registered and current in Grants.gov?”***

Yeah, that's a great question. You have two options within Grants.gov: registering as an individual or as an institution. For these proposals, you will want to register as an applicant's institution.

Okay. For the Education Research grant, for example, for English Language Learners, it appears that this package is the same as for, let's say, for example, math. Is this the case, and if we can't find the correct package, who do we call?

You are absolutely correct. For Education Research, there are, I believe it is 14 separate topic areas, including: English Language Learners; Math and Science; Reading and Writing. What I would do is start with the Requests for Applications that provides the program description—let's say English Language Learners—and on the front page of that Request for Applications is the CFDA number that is relevant to that program. Make sure that CFDA number matches the package that you access on Grants.gov.

And I believe that's it for our questions. Thank you so much for participating today and we look forward to talking with you if you have further questions. Please do contact program officers if you would like to talk about your proposals. Thank you.