IES FY 2020 Grant Competitions:
Application Submission Process

EMILY J. DOOLITTLE, Ph.D.

National Center for Education Research

SARAH BRASIEL, Ph.D.

National Center for Special Education Research

Transcript

Transcription is provided in order to facilitate communication accessibility and may not be a totally verbatim record of the proceedings.

(Slide 1)

Welcome to the IES Application Submission Process webinar.   My name is Emily Doolittle and I am a Program Officer in the National Center for Education Research.   I'm joined by my colleague, Sarah Brasiel, who is a Program Officer in the National Center for Special Education Research.

In the webinar today, we will provide an overview of how to submit a grant application to IES for the current fiscal year 2020 funding opportunities.

(Slide 2)

Today, you'll learn how to apply for an IES grant, with a focus on how to find the materials you need, how to use grants.gov to complete and submit your application, and some general information about what to include in your application and how to format important components of your application.   You'll also learn about general requirements that apply to all IES grant programs.

(Slide 3)

IES has two Research Centers, each of which offers funding opportunities. The Research Centers' grant competitions are identified using a CFDA number, which stands for the Catalogue of Federal Domestic Assistance.   All National Center for Education Research, also known as NCER, competitions are identified with a CFDA number 84.305.   And all National Center for Special Education Research, also known as NCSER, competitions are identified with a CFDA number 84.324.   Individual grant programs within each center are identified using an alpha character, A, B, C, et cetera.   More on that later.

(Slide 4)

So, what are the Research Centers competing in FY 2020?   Each center runs one or more competitions each fiscal year.   Some are competed regularly, while others are not.

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NCER is accepting applications to five grant programs in FY 2020.   The Education Research Grants program is the main grants program for NCER, designated with CFDA number 84.305A.

NCER is also accepting applications to its Research Training in the Education Sciences Program, 84.305B, in three areas: Predoctoral Interdisciplinary Research Training Program; Postdoctoral Research Training Program; and Methods Training for Education Researchers. The Education Research and Development Centers program, 84.305C, is competed infrequently.   For FY '20, NCER is accepting applications for three R&D Centers: Improving Opportunities and Achievement for English Learners in Secondary School Settings; Improving

Teaching and Learning in Postsecondary Institutions; and Improving Access, Instruction, and Outcomes in Gifted Education.

(Slide 6)

NCER is also accepting applications to its Statistical and Research Methodology in Education program, 84.305D, also known as Stats and Methods.   For the regular Stats and Methods grants, as well as Early Career Stats and Methods Grants.   Finally, NCER has a new competition for Research Grants Focused on Systematic Replication, 84.305R.

(Slide 7)

Now let's look more closely at the main NCER grants program, Education Research.   Under this program, we accept applications to multiple topic areas.   There are 11 standing topics this year.   There are no special topics this year.   If you're applying to this grants program, you will need to identify the topic area on your application cover sheet to help make sure your application is assigned appropriately for peer review.   I'll return to this later.

(Slide 8)

NCSER is accepting applications to three grant programs in FY 2020.   The Special Education Research Grants Program is the main grants program for NCSER, designated with CFDA number 84.324A.

The Research Training Programs in Special Education, 84.324B, is accepting applications under three topic areas: Postdoctoral Research Training Program in Special Education and Early Intervention; Early Career Development and Mentoring; and Methods Training Using Single Case Designs.   Finally, NCSER has a new competition for Research Grants focused on Systematic Replication, 84.324R.

(Slide 9)

Like the Education Research Program in NCER, the Special Education Research Grants Program is the primary grants program for NCSER, with multiple topic areas.   There are 11 standing topics and three special topics in FY 2020.   The special topics are Career and Technical Education for Students with Disabilities; English Learners with Disabilities; and Systems-Involved Students with Disabilities.

(Slide 10)

Pay attention to due dates.   For FY 2020, the Research Centers are accepting applications on two different due dates.   Know the due date for your competition.   IES does not accept late applications.   More on that later.

Seven competitions are accepting applications on or before August 29th, 2019:   Education Research, Special Education Research, Research Training Programs in the Education Sciences,

Research Training Programs in Special Education, Statistical and Research Methodology in Education, and the NCER and NCSER Research Grants Focused on Systematic Replication. Applications to NCER's R&D Center Competition are due on or before September 26th, 2019.

(Slide 11)

Before you go to the IES websites to learn more about these programs and the requirements for an application, I recommend that you sign up for the IES News Flash, an e-mail alert system that can help you stay up to date with the latest news and information from IES, including upcoming research grant competitions.   To sign up for the IES News Flash, hover your mouse over the News and Events tab on the main IES web page and choose News Flash from the list.

(Slide 12)

Here, you can sign up to receive e-mail alerts from one or more of the IES Centers.   To receive information about funding opportunities, sign up for both the NCER and NCSER NewsFlashes.

(Slide 13)

Now let's review how to find the materials you'll need to submit an application to one of these research grant competitions at IES.

(Slide 14)

You need three things to apply.   First, you need the Request for Applications, or RFA, which contains information for writing your Project Narrative, including requirements that must be met to advance to peer review; and recommendations for a strong application.   The RFAs are located on the IES website.   Second, you'll need the Application Submission Guide, which contains information about submitting your application using grants.gov.   You also need to find the correct Application Package, which contains the forms that you will need to complete. That is located on the Grants.gov website.

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You can find all RFAs for current fiscal year competitions on the IES website on the Funding Opportunities page.

(Slide 16)

To get to the Funding Opportunities page, go to the main IES page, then click Menu.   From the dropdown, select Funding Opportunities.

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On the left-hand side of the page, you'll see a list of the steps to follow to submit a research grant application to IES.   Links to the RFAs are circled in red.   On the right-hand side you see

the competitions that are accepting applications in FY 2020.

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You can download RFAs either as a PDF or as a Word document.

(Slide 19)

Now let's turn to Grants.gov, where you'll find the Application Package for your competition.

(Slide 20)

I recommend that you start on the For Applicants page on Grants.gov.   Here, you'll find links to get registered and apply for grants, both circled in red.   Start with registration to ensure your organization is registered in time to submit your application well in advance of the deadline date.   More on that later.

(Slide 21)

Before you can register your organization on Grants.gov, you need a DUNS number, and an active System for Award Management, or SAM, registration.   Each organization only needs one Grants.gov account.   Within each account, you can have multiple User Profiles to allow more than one person to work on a single grant application.

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Registration and annual renewal on Grants.gov involves multiple steps that can take several weeks, depending on a variety of factors.   Your organization registration in grants.gov must be active in order to submit an application to IES.   Make sure your organization registration is complete in plenty of time to meet the application deadline for your competition.

(Slide 23)

Once you've attended to your organization's registration status in Grants.gov, you'll need to find the Application Package for your competition.   Go to Apply for Grants and select Apply for a Grant Opportunity Today.   If you're not familiar with Workspace, you can read an overview of how to apply using Workspace here as well, circled in red.

(Slide 24)

Workspace is the standard way for organizations to apply for federal grants in Grants.gov.

(Slide 25)

Now let's go to Apply for a Grant Opportunity Today and I'll show you how to find the application materials for your competition.

(Slide 26)

The easiest way to find the Application Package for your competition is to use the Search Function in Grants.gov, circled in red.

(Slide 27)

Search by CFDA number for the competition you wish to apply to without the alpha character. As a reminder, all grant competitions offered by NCER use 84.305 as the CFDA number, and all those offered by a NCSER use 84.324.

(Slide 28)

Search by CFDA using the numbers only.   Here, I've entered 84.305 in the search field, circled in red.

(Slide 29)

When you search by CFDA number without the alpha character, you look at a list of all of the competitions offered.   Make sure you select the Opportunity Title and CFDA number for your competition to get the correct package.

(Slide 30)

Here's the result of a search by CFDA 84.305.   This list, circled in red, shows the five NCER grant competitions that are accepting applications for FY 2020 funding.   Click on the Opportunity Number to get to the application forms for each competition.

(Slide 31)

Here's the list of NCSER's three funding opportunities when I search by CFDA 84.324. Again, click on the Opportunity Number to get to the application forms for your competition.

(Slide 32)

Here's the Grant Opportunity for Education Research, CFDA 84.305A.   Click on the Package tab to view the Application Package and apply, circled in red.

(Slide 33)

Note the "Please Read Before Applying" section.   Read these instructions to ensure that you have the correct version of Adobe Reader to view and complete the Application Package. Click the Preview link to access read-only forms and application instructions before you apply.

(Slide 34)

When you click Preview, you can see the mandatory and optional forms for this competition. If you click on any of these links, it will take you to a preview of that form. If you click Download Instructions, circled in red, you will open up a copy of the IES Application Submission Guide that is used for all IES grant competitions. As a reminder, the Application Submission Guide is also available on the IES website on the Funding Opportunities page.

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Back to the Package tab, where you can click Apply, to apply.

(Slide 36)

Here, you can access Grants.gov's Applicant FAQs, check the deadline, see closing date, and confirm you have found the correct Application Package, all circled in red. Here, you can also find Agency Contact Information, an IES Program Officer, if you have any immediate questions for someone at IES about the application materials for your competition. When you're ready, click the Apply button, upper right-hand corner, to begin working on your application. You can work on the application before your Grants.gov registration is complete; however, your registration must be complete before you can submit your application.

(Slide 37)

Now I'll show you how to apply using Workspace.

(Slide 38)

Workspace is a shared online environment where you work on your grant application. Multiple people may simultaneously access and fill out the mandatory and optional forms within an application. This is an example Workspace from Grants.gov to show you what the environment looks like. Now I'll show you some features of the Workspace. The Participants tab lists the members of a Workspace who work as a team to complete the required forms for a federal grant.

(Slide 39)

Under Actions, bottom right of the screenshot, you have several options. Click Webforms to fill out the forms online. Click Download to complete PDF forms. Click Upload to submit completed PDF forms. Click Lock or Unlock Forms to prevent other Workspace members from editing a form as needed. Click Reviews if you want to use a form from another Workspace.

(Slide 40)

Let's review some basic features of the webforms. Complete the form in your web browser. Navigate by clicking Sections, see the left-hand side. Use the Tab key to move through the

form fields.   Required fields are marked by a red asterisk.

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You'll enter information into the webform in a variety of ways, including entering your own text, using a dropdown menu, or using a pop-up calendar that allows you to choose dates, and selecting radio buttons for multiple choice fields.

(Slide 42)

If you need help while working on the web form, hover your mouse over the field where you will see a pop-up message that explains what is needed.

(Slide 43)

Other features to note in webforms.   They will autosave every five minutes.   Also, you should complete the SF-424 Application for Federal Assistance form first because it will prepopulate other forms in the Application Package.

(Slide 44)

At the bottom of each webform, there's a tab, Check for Errors, that will tell you if there are any errors in the form.   For example, if you haven't filled in a field that is required, when you click the Check Package for Errors button, you'll get a message telling you what is needed.

(Slide 45)

If you don't want to use the webform option, you can download the forms and complete them using Adobe software.   Once completed, you then upload them to Workspace.   Note that the PDF forms also have a Check for Errors button.

(Slide 46)

If using PDF forms, you can move through the form using the Tab key.   Note that required fields are flagged.   As with the webforms, you can hover your mouse over form fields if you need help.

(Slide 47)

Whether using webforms or PDF forms, you always have the option of reusing a form. Grants.gov will keep your forms for three years.

(Slide 48)

When you're ready to submit your application, the Workspace Owner, the participant with that assigned role, must notify the Authorized Organization Representative, AOR, that it is ready to

submit.   The AOR is the Workspace participant with the authority to submit the application. Also, please note that you need your Grants.gov password in order to submit the application.

(Slide 49)

Now we'll go over more features of Grants.gov to help you complete and submit your application successfully and on time.

(Slide 50)

As noted earlier, you need Adobe software to read and complete the application forms.   In addition, you'll attach documents to the application forms that contain the substance of your application.   More on that later.   IES recommends that you use PDF files.   If you need help converting your files to PDF, Grants.gov has resources to check the version you have and download the version you need if you don't have the correct version.   Note, if you can see the Application Package, you are able to complete and submit grant applications on Grants.gov.

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Back on the For Applicants page, there's a section on Adobe compatibility, circled in red, that you can use to ensure you have the right version of Adobe to submit your application.

(Slide 52)

You must submit your application through Grants.gov.   You cannot e-mail your application to the Program Officer.   If you do that, your application will not be sent forward for peer review.

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Applications received by Grants.gov are date- and time-stamped, and the time is stamped to the second.   Your application must be fully uploaded and submitted, and the date and time stamp must be no later than 11:59:59 p.m., Eastern time, on **THE DUE DATE in order for IES to review your application**.   Late applications will not be reviewed.

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IES will not accept your application in paper format unless you qualify for one of the following exceptions: If you do not have access to the Internet, or you do not have the capacity to upload large documents to the Grants.gov system, then you can qualify for an exception to the online submission.   If you think you qualify for this exemption, contact the relevant IES Program Officer to explain your situation and learn more.

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If you have any trouble completing the forms in the Application Package, or submitting your application through Grants.gov, your first step should be to contact Grants.gov.   You can call

their 800 number or send an e-mail.   When you contact grants.gov for help, they will give you a case number that you need to keep.   Once you have your case number, contact your IES Program Officer and let them know about the problem and the steps that you have already taken to remedy the problem.

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On the Applicant FAQ page, Grants.gov provides several resources that may help if you're experiencing any difficulties with your application.

(Slide 57)

IES does not accept late applications.   If Grants.gov determines that there was a technical problem with the Grants.gov system, and that the problem with the system affected your ability to submit your application on time, we will accept your application.   If that is the case, e-mail the IES Program Officer with your Grants.gov Case Number.   Please note, though, that the vast majority of the time, there is not a technical problem with Grants.gov.   Instead, it is often a common error that leads to problems that slow you down and that could make your application late.   IES will not accept an application that was late because the Grants.gov submission guidelines weren't followed.

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You can track your application on Grants.gov using the Track My Application link to verify that your submission was on time and valid.   You can track the application this way from the time you begin the upload process until IES receives the application and assigns a unique identifier.

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You access the Track My Application page from the For Applicants page where you can select Track Your Application.

(Slide 60)

Enter the Grants.gov tracking number for your submission to follow your application's progress through the Grants.gov system.

(Slide 61)

You'll get confirmation of your submission from Grants.gov and IES in the form of four e-mails.   The first three e-mails come from Grants.gov, and the fourth e-mail comes from IES, U.S. Department of Education.

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The first e-mail confirms that you have attempted to upload your application to Grants.gov. At this point, your application will be assigned a tracking number that starts with G-R-A-N-T, GRANT. The second e-mail you receive will indicate either that your application has been validated by Grants.gov, or that your application has been rejected due to errors. If it has been rejected, you'll need to go back and fix the errors. This is yet another reason that you should submit your application early because you want to make sure you have enough time to fix any problems if your application is rejected. The third e-mail you receive from Grants.gov indicates that the Department of Education has retrieved your application.

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This final e-mail contains an identifier called a PR/Award number that is unique to your application. It will start with the letter "R", then 305 or 324, depending on which Center you submitted your application to. And then the letter of the competition and a series of digits. Once you get this PR/Award number, use this R305 or R324 number to track your application on the IES Peer Review Website, which I will describe next. If your application was submitted late, this e-mail will state that it was late and that it will not be given further consideration.

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IES has a Peer Review Website called PRIMO, Peer Review Information Management Online. After submitting your application, you will be invited to set up your PRIMO applicant account to keep track of the status of your application as it's reviewed.

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A few weeks after the application deadline, you'll receive up to three e-mails about PRIMO's Application Notification System, ANS. From this point forward, all communication about the status of your grant application will come from this system. The first e-mail has the subject line "IES-PRIMO Applicant Notification System (ANS) Status of Application (Part 1 of 2)" and provides login information. The second e-mail has the subject line "IES-PRIMO Applicant Notification System (ANS)-Status of Application (Part 2 of 2)" and provides password information. The third e-mail, or first e-mail if you already have an ANS account, has the subject line "FY 2020 Application Status Update-Institute of Education Sciences-PRIMO ANS" and tells you to login to PRIMO to see the status of your application. If you do not receive these e-mails, please contact your IES Program Officer so we can help you get set up.

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Hello. This is Sarah Brasiel from the National Center for Special Education Research, and I'm now going to continue this webinar and talk about what is included in an application.

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An application consists of several important forms.   The SF 424, Research and Related, or R&R form family; and PDF files with the substantive content of your application that are attached to the forms.   This substantive content includes a Project Abstract; a Project Narrative; several Appendices, some of which are required, some optional; a Reference List; a Human Subjects Narrative; and Bio sketches for Key Personnel.

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This is the SF 424 cover sheet.   As mentioned earlier, you should fill this form out first because it will prepopulate the other forms in the Application Package.   Please note, Item 4b, the agency routing identifier.   This is not a required form field according to Grants.gov, but IES would like you to enter information into this field to help us make sure your application is routed appropriately.   Please reference the Application Submission Guide, Page 24 to 26, to find the appropriate Agency Routing Number.

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The Agency Routing Identifier, Item 4b, is used to screen applications for responsiveness and to assign applications to the appropriate scientific peer review panel.   If your application doesn't include an agency routing identifier, or if it is incorrectly identified, your application may be rejected as nonresponsive, or assigned inaccurately for scientific review.

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This is the Other Project Information form shown on this slide, which is where you will attach the substantive portions of your application, like your Project Abstract and Narrative.   All attachments must be PDF files.

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The Department of Education will only accept an application that uses PDF files as attachments.   The forms included in the Application Package provide the means for you to attach Adobe Portable Document Format, PDF, files.   **You must attach read-only, non-modifiable, "flattened" PDF files**.   Any other file attachment will not be accepted by the Department.   Grants.gov has additional requirements for PDFs, including a unique name for each file, names that are no more than 50 characters and that avoid special characters.   Finally, you must use individual files that are non-fillable and not password protected.   See Grants.gov's Applicant FAQs for more information about PDF files.

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Next, I will talk about the PDF attachments, the substantive content of your application.

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The Project Summary, or Abstract, has a page limit of one page, single-spaced.   You should

add it as a PDF file attachment under number 7 on the "Other Project Information" form. Make sure that you adhere to margin and formatting recommendations, which we are going to go over later. You should include your research topic and project type in the Project Summary or Abstract, if you are applying to 84.305A or 84.324A. This information should match the information provided in Item 4b of the SF 424 form.

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Project Narratives have varying recommended page limits and it depends on the competition to which you are applying, so make sure that you check the RFA to determine your recommended page limit for your Project Narrative. The Project Narrative should be added as an attachment under Item number 8 on the "Other Project Information" form.

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The Project Narrative has four or five sections, depending on the competition to which you are applying, so you should read the relevant RFA. Most of the applications will have Project Narratives that include Significance, Research Plan, Personnel, and Resources sections. Information for each of these sections is detailed in the RFA.

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See relevant RFA for information about appendices. Appendices and alpha codes, A through F, vary by competition. Some are required; some are not.

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Dissemination Plan should be tailored to the audiences that may benefit from the findings and reflect the unique purposes of the research goals. Appendix A, Dissemination Plan, is required. It should be included at the end of the Project Narrative and submitted as part of the same PDF file attachment. In other words, the same file as your Project Narrative should also include Appendix A at the end. Make sure you adhere to margin format and font size recommendations.

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Appendix B, Response to Reviewers, is required for resubmissions. Appendix B should be three pages, single-spaced. This appendix is required for resubmissions only. For resubmissions, you must use up to three pages to describe how your revised proposal is responsive to prior feedback from the reviewers. Make sure you indicate your prior application number in those three pages in Appendix B.

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Appendix C, Supplemental Charts, Tables, and Figures, is optional. Appendix C has a recommended page limit of 15 pages, single-spaced. It should be included at the end of

Appendix B and submitted as part of the same PDF file attachment.   Make sure you adhere to margin format and font size recommendations.

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Appendix D, Examples of Intervention or Assessment Materials, is optional.   Appendix D has a recommended page limit of ten pages, single-spaced.   It should be included at the end of Appendix C and submitted as part of the same PDF file attachment.   Make sure you adhere to margin format and font size recommendations.

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Appendix E, Letters of Agreement, is optional.   Appendix E has no page limit.   It should be included at the end of Appendix D and submitted as part of the same PDF file attachment.   Again, make sure you adhere to margin, format and font size recommendations.

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Appendix E should include Letters of Agreement from your research partners.   That may be schools or districts.   It also may be consultants who will work on your project.   Do not reduce the size of the letters.   Make sure they are full size.   The letters should clearly indicate an understanding of the time, space, and resources that will be required of the partner if the application is funded.

If you include scanned documents as part of a PDF file, for example, Letters of Agreement in Appendix E, scan them at the lowest resolution to minimize the size of the file and expedite the upload process.   PDF files that contain graphics and/or scanned materials can greatly increase the size of the file attachments and can result in difficulties opening the files.   The average discretionary grant application totals one to two megabytes; therefore, **check the total size of your Application Package before you attempt to submit it**.   Very large Application Packages can take a long time to upload, putting the application at risk of being received late, and therefore not accepted by the Institute.

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Appendix F, the Data Management Plan, is required only for the initial Efficacy and Follow-Up project types under 305A and 324A.   There is a page recommendation of five pages, single-spaced.   Appendix F should be included at the end of Appendix E and submitted as part of the same PDF attachment.   Make sure you adhere to margin format and font size requirements.   See your particular RFA to determine if your application requires a Data Management Plan.

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For your Bibliography and References Cited, there is no page recommendation.   You should use APA style, that is, the American Psychological Association style.   You should add the

references as a PDF file under number 9 on the "Other Project Information" form.   Make sure you adhere to margin format and font size recommendations, and that your citations are complete.

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The Human Subjects Narrative has no page limit; and, again, it should be added as an attachment, a PDF file, on number 12 on the "Other Project Information" form.   Note that Item 12 on the form says, "Other Attachments".   It does not specifically say "Human Subjects Narrative", but that is where you want to upload your file.   So, you either need to submit an Exempt Human Subjects Narrative or a Nonexempt Human Subjects Narrative.

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You can learn more about exemptions on the Department's website.   Provide enough detail to determine whether the exemption is appropriate or not.

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If you are conducting nonexempt human subjects work, your Narrative should include the involvement and characteristics of the human subjects, the sources of materials and data, the recruitment and informed consent process, discussion of potential risks and protection against those risks, the importance of the knowledge to be gained, and collaborating sites.

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Next, we are going to talk about the budget form.

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In this section, I'll review some of the common mistakes that we see in budget forms.

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Section E, Participant/Training Support Costs, circled in red, should only be used for Training Grant Applications 305B or 324B.

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The next common mistake we see is the Time Commitment of Senior and Key Personnel.   Under the Senior Key Personnel Profile is where you enter the information for your key personnel, including the current and pending support, as an attachment.   For the time commitment of each person on the SF 424 Budget Form, make sure you fill in the calendar months or the academic plus summer months, that they will be devoting to the project.

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You will see that months is circled in red.

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IES sets budget maximums for grants.   Budget maximums vary by RFAs, topics, and research project types.   Make sure that your budget does not exceed the maximum allowed.

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For the budget, you also need to include a Narrative Budget Justification.   The Narrative Budget Justification has no page limit, and you should add it as an attachment, a PDF file, to the R&R Budget Form.   Adhere to margin format and font size recommendations.   This should be a single document with all of the budget justification for all years of the entire project in one file.   Attach this file at Section L of the first budget period.

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This is what the form looks like on the slide.   And you can see that toward the bottom there is, in red, I have circled, where you add the Narrative Budget Justification.   Notice also the circle at the bottom right corner that says, "Add Period".   That is how you add another period for multiple-year projects.

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Your Narrative Budget Justification should provide sufficient detail to allow reviewers and IES to judge whether your costs are reasonable.   Make sure your Narrative Budget Justification aligns with the budget.   In other words, make sure that the numbers in your narrative match the numbers on your form.   We recommend that in order to allow for easy cross-checking, you organize either within year by category, or within category by year.

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Subawards, if you have them, should not duplicate the costs in the main award.   Include the time commitment and descriptions of responsibilities for the Principal Investigator and other key personnel.   You need to clearly indicate cost shares in your Narrative Budget Justification if you have them.

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For the Indirect Cost Rate, you need to use your institution's negotiated federal indirect cost rate.   You should use the off-campus indirect cost rate when appropriate, following the terms of your institution's negotiated agreement.   Do not include as direct costs things that are really indirect costs.   You need to check your negotiated agreement and make sure that you are only including indirect costs in this category.   The Indirect Cost Rate Agreement must be in place at the time of award in order for you to claim indirect costs.

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Use the R&R Subaward Budget Attachment forms if you have subawards.   This is listed under Optional Documents.   If you don't have any subawards, you don't need to complete this optional document.   But if you do, then you need complete this form, extracting and attaching budgets for as many subawards as you are including.   You need to extract and attach a budget form for each institution that will hold a subaward.   Separate budgets are required only for those subawardees and collaborating organizations that perform a substantial portion of the work.

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This is what the R&R Subaward Budget Form looks like, shown on the slide.   You will notice the big red circle is where you click to extract the form.   The small red circle shows you where you will attach the form once it is complete.   You need a separate form for each subaward.   If you have three subawards, you need to extract the form three times, fill in each one, save each with a unique name, following Grants.gov instructions for naming these PDF files, and then attach each to this form under 1, 2 and 3.

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Next, we are going to talk about the Biographical Sketches for Key Personnel.   You should attach a single PDF file for each person.   Each biographical sketch is limited to four pages. For example, many people submit an abbreviated curriculum vitae, CV.   Each biographical sketch needs to adhere to margin format and font size recommendations.   It should be attached as a PDF at the "Attach Biographical Sketch" field of the Research and Related Senior Key Personnel Profile.   The Institute encourages you to use the IES Biosketch available through SciENcv, or you may develop your own Biosketch format.

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You can find the IES Biosketch here.   To begin, you click the blue button.

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This is where, circled in red at the bottom, shown on the slide, you would attach the biographical sketch, and you need to do it separately for each person.

(Slide 104)

There are a few other mandatory forms that you need to fill out for your application.   The first is the Project Performance Site Location form.   The second is the Assurances for Non-Construction Programs.   And the third is the Grants.gov Lobbying form, formerly the ED Combined Assurances form.   I'm going to show you what they look like on the next few slides.

(Slide 105)

This is the Project Performance Site Location form shown on this slide.

(Slide 106)

This is the Assurances for Non-Construction Projects form shown on this slide.

(Slide 107)

This is the Grants.gov Lobbying form, formally the ED Combined Assurance form shown on this slide.

(Slide 108)

Our last topic will be application format **recommendations**. **To strive for consistency across applicants, we provide formatting recommendations.**

(Slide 109)

The same format recommendations are used for the Abstract, the Project Narrative, the Appendices, the Bibliography, the Human Subjects Narrative, Narrative Budget Justification, Biographical Sketches and List of Current and Pending Support. In other words, everything that you need to create on your own as opposed to just filling out a form. A page is defined as 8.5 by 11 inches, and one side. **We recommend having** a 1-inch margin at the top, bottom, and both sides of the page.

(Slide 110)

We recommend that the height of your letters not be smaller than 12-point and your type density, including both characters and spaces, must be no more than 15 characters per inch. We suggest making sure you have no more than six lines of type within a vertical inch. In general, if you use a 12-point Times New Roman font, and single-spacing, you should be fine on all of these type size and font size recommendations. We recommend these things for two reasons. First, that we make sure that your text is legible for all of our reviewers; but also, to ensure that everyone has the same amount of space for their Project Narrative and all of the other components of your application.

(Slide 111)

If you have graphs, diagrams and tables, which you are allowed to have, you should make sure that they reproduce well in black and white. So, make sure, for instance, if you have some kind of pie chart or bar graph, that in black and white, you can tell the difference between the different sections of the pie or different bars. **We recommend that your graphs, diagrams, tables and charts, conform** to the same type size as the rest of the material with your application. Figures, charts, and table legends may be smaller in size but should still be

readily legible.

(Slide 112)

Now we will turn to General Program Information.

(Slide 113)

IES considers applicants eligible if they have the ability and capacity to conduct scientifically valid research.   IES does not require cost sharing or matching as part of the grant award.

(Slide 114)

Awards depend on the availability of funds.   Also, the number of awards will depend on the quality of the applications that we receive, and the size of the awards depends on the scope of the projects that are being proposed.   The size of the award is also contingent on the budget maximum set for that particular competition or topic, or project type within a competition.

(Slide 115)

Here are a couple of final reminders.

(Slide 116)

Use the Application Checklist in the Request for Applications for the competition you are submitting to in order to determine that you have provided all of the required information for each form, that you have attached the correct PDF files to the proper form, and that you have completed all of the certifications and assurances.

(Slide 117)

You should use the Check Package for Errors button in the Application Package in order to make sure that you have completed all of the required forms.   You need to upload your application and confirm that it's validated by Grants.gov before 11:59:59 p.m. Eastern Time.   You can use the Track My Application function on Grants.gov to make sure that your application has been uploaded and validated.   Pay attention to your e-mails.   You'll get four in total.   Look for the PR/Award number and the date/time stamp in the final e-mail to verify that your application was received on time.

(Slide 118)

Remember to register for Grants.gov early.   If you aren't sure if your institution is registered for Grants.gov, you should do it as soon as this webinar is over just to make sure.   Make sure that you download the Application Package designated for your competition and your deadline. I recommend you submit your application early, if at all possible, at least three or four days in advance of the deadline, so that you have enough time to correct any errors and try to submit

again before the deadline.

(Slide 119)

Last but not least, I have said this before, but I will say it again, contact your Program Officer if you have any questions.   They can help you with the substantive requirements for your proposal, and they can also help you with completing forms in the Application Package, so make sure you reach out to your Program Officer.

(Slide 120)

Here is the link for the IES funding page and the Grants.gov website.