



Connecting Research,
Policy and Practice

IES FY 2014 Funding Opportunities: Application Submission Process

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National Center for Education Research

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During today's webinar, Institute of Education Sciences (IES) staff will provide information regarding the grant submission process. The webinar will focus on information in the application instructions packet, including content and formatting requirements, human subject clearance, and the application form.

Today you'll learn...

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

Today we are going to talk about how to apply for an IES grant, and you will learn about the application process in terms of finding the forms and materials you need, using [grants.gov](https://www.grants.gov) to download the application package and submit your application, and completing and formatting your application.

FY 2014 Research & Research Training Grant Programs

- Education Research Grants (84.305A)

- Education Research & Development Centers (84.305C)
- Statistical & Research Methodology in Education (84.305D)
 - Statistical & Research Methodology Grants
 - Early Career Statistical & Research Methodology Grants
- Partnerships & Collaborations Focused on Problems of Practice & Policy (84.305H)
 - Researcher-Practitioner Partnerships in Education Research
 - Continuous Improvement Research in Education
 - Evaluation of State & Local Education Programs & Policies

- Research Training Grant Programs in the Education Sciences (84.305B)
 - Predoctoral Interdisciplinary Research Training
 - Methods Training for Education Researchers
 - Training in Education Research Use & Practice

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The information contained in today's webinar applies to all of the fiscal year 2014 research and research training program grants. You will need to download a separate application package for each program, so pay special attention to the CFDA number. That is the one that starts with 84.305. The letter at the end is what distinguishes your competition from the others, so you want to pay special attention to that CFDA number and the letter at the end.

Special Education Research

- The National Center for Special Education Research (NCSER) will not hold research or research training competitions for FY 2014.
- If funds for research are available in FY 2014, NCSER will use these funds to make additional awards from the FY 2013 grant slates.
- NCSER anticipates being able to hold a grant competition for FY 2015.

The National Center for Special Education Research (NCSER) is not holding research or research training grant competitions for fiscal year 2014. If funds become available for grant-making in 2014, NCSER will use these funds to make additional awards from 2013. NCSER does anticipate being able to hold a grant competition for fiscal year 2015.



Connecting Research,
Policy and Practice

Finding Application Materials

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The first topic we will cover today is how to find the application materials that you need.

You Need Three Things to Apply

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

You need three things to apply. First you need the Request for Applications or RFA, which contains information for writing your Project Narrative. You will also need the [grants.gov](https://www.grants.gov) Application Submission Guide and the application package itself.

The FY 2014 Requests for Applications (RFAs) and the Grants.gov Application Submission Guide are available:

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

Sign up for the IES Newsflash:

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

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You can find the first two items, the RFA and the Application Submission Guide, on the IES website, on the funding page (<http://ies.ed.gov/funding>). While you are on the IES page, you might as well sign up for the IES Newsflash (<http://ies.ed.gov/newsflash>), which will tell you automatically when RFAs and application materials, upcoming webinars, etc. are available.

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What's New

Study of Performance-based Scholarships is Well Implemented *(Jun 4)*
 This 2012 randomized controlled trial examined the effects of performance-based scholarships on community college enrollment, credits earned, and academic achievement of 1,502 low-income, independent, adult community college students in New York City who were required to enroll in remedial courses. [» more info](#)

Deputy Commissioner Joan McLaughlin Named Acting Commissioner of NCSEER *(Jun 3)*
 IES Director John Q. Easton announced that Joan McLaughlin, the current Deputy Commissioner of the National Center for Special Education Research, has been named Acting Commissioner, effective July 1, 2013.
 "Joan has been a great asset to the National Center for Special Education Research." [» more info](#)

Condition of Education 2013 *(May 23)*
 The Condition of Education 2013 summarizes important developments and trends in education using the latest available data. [» more info](#)

[Archive](#) | [Calendar of Events](#) [XML](#) [RSS](#)

Connecting Research, Policy and Practice

Welcome to IES, the nation's engine for education research, evaluation, assessment, development and statistics. Read more about who we are and what we do to inform improvement in our nation's school system at [About Us](#).

Announcement to IES Grantees

Although the sequester will affect the level of funding available for new grants in FY 2013, grants awarded in prior years will not be affected. Continuation grants will be awarded at the previously approved levels.



REGIONAL EDUCATION LABORATORY PROGRAM

...providing policymakers and practitioners with expert advice and training and technical assistance on how to interpret the latest findings from scientifically valid research



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This is the main IES page (shown on slide). To find the RFA and Application Submission Guide, choose the Funding Opportunities link on the main ies.ed.gov webpage.

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What's New

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News

- What's New for this Month
- **NewsFlash**
- Press Releases
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- IES Research Conference
- Conferences, Training and Presentations
- Bridge Events

Announcement to IES Grantees

Although the sequester will affect the level of funding available for new grants in FY 2013, grants awarded in prior years will not be affected. Continuation grants will be awarded at the previously approved levels.



FIND THE RIGHT COLLEGE for you...



COLLEGE Navigator source: NCES/IPEDS

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To sign up for the Newsflash, hover your mouse over the News and Events on the main IES webpage, and choose Newsflash from the dropdown list.

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FUNDING OPPORTUNITIES

Steps to Applying for IES Grants

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

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



Funding Opportunities for Research and Research Training

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

The [FY 2013 Research and Research Training competitions](#) are now closed.

In FY 2014, the Institute will support the following research and research training programs (announced in the [Federal Register](#) on April 23, 2013).

When you go to ies.ed.gov/funding, this is what you will see (shown on slide). You will see I circled in red the link for the RFAs. When you click on that link you will find a list of all the RFAs for 2014, and then you want to make sure you choose the correct one, again paying attention to the letter at the end of the CFDA number.

Applications Due September 4, 2013

- National Center for Education Research (NCER)
 - Education Research Grants (**84.305A**)
 - Research Training Grant Programs in the Education Sciences (**84.305B**)
 - Education Research & Development Centers (**84.305C**)
 - Statistical & Research Methodology in Education (**84.305D**)
 - Partnerships & Collaborations Focused on Problems of Practice & Policy (**84.305H**)

This year the National Center for Education Research (NCER) only has one deadline for applications, which is September 4, 2013. Just to reiterate, that means that applications for 84.305A, B, C, D, and H are due on that day.

Finding Application Packages and Application Instructions

- FY 2014 application packages and instructions available now on <http://www.grants.gov>

You also can find the IES submission guide on the funding page of the IES website. The third thing you need is the appropriate application package; the packages are available on [grants.gov](http://www.grants.gov). Now I am going to show you how to navigate the [grants.gov](http://www.grants.gov) website to find the information that you need.

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SEARCH Grant Opportunities Enter Keyword GO

HOME ABOUT **SEARCH GRANTS** APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

Track Your Grants

Grants.gov makes it easy to TRACK your federal grants that you have applied for. Enter the Grants.gov tracking number you received after submitting your application to track the processing status.

[Track your Grants >>](#)



What's New

3- SAMIS Quick Start Guide For New Grantees Registration and SAMIS Video Tutorial for New Applicants are tools created by the General Services Administration to assist those registering with the System for Award Management (SAM). If you have questions or concerns about your SAM registration, please contact the Federal Support desk at <https://www.fed.gov>.

Grants.gov Applicant Training Video - Need a quick lesson on how to Register, Find and Apply? Watch this short video to get tips on registering with Grants.gov, finding grant opportunities, understanding your search results, and, applying for opportunities. If you have any additional questions please visit the Applicant Resources section of Grants.gov.

Grants.gov Blog

Grants.gov Releases a New Applicant Training Video
7/20/13 5:00 PM

Just in time for the roll out of the new look and feel to the Grants.gov website, the Program Management Office has developed a new "Find and Apply" training video. In the video, potential applicants will receive a walk-thru of what to expect once the new site is released. As this is an exciting time for the Program Management Office and our stakeholders, we invite you to take a...

New Look Coming to Grants.gov
7/25/13 11:32 PM

On, or about, August 2nd, the Grants.gov website will experience a facelift. Although the look and feel of the site will be different, the content and its functionality will remain the same. As this is an exciting time for Grants.gov, we appreciate your continued support in making it a better experience for our end-users.

[View More Blog Entries >](#)

Financial Assistance

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, please visit USA.gov. The United States Government does not require payment of any kind to receive federal grants. To report fraud, please contact the Department of Health and Human Services, Office of the Inspector General.

Find Open Grant Opportunities

NEWEST OPPORTUNITIES | BROWSE CATEGORIES | BROWSE AGENCIES | BROWSE ELIGIBILITIES [View More >](#)

Funding Opportunity Number	Opportunity Title	Agency
NPS-13-NERO-0125	Notice of Intent to Award: Place-Based Education Partnership, at March-Billings-Rockefeller National Historical Park in Woodstock, VT	National Park Service
RFA-121-13-000005	Moldova Partnerships for Sustainable Civil Society project (MPSCS)	Ukraine USAID-Kiev
L13AS00209	Developing Tools and Education Materials for Implementing the National Vegetation Classification	Bureau of Land Management
L13AS00192	BLM OR-WA: Nastucca Valley School District Youth Programs, Salem, Oregon	Bureau of Land Management
P13AS00201	Partnering for Preservation Technology 2013	National Park Service
L13AS00207	Jefferson River Watershed Water Quality Data in Montana	Bureau of Land Management
L13AS00202	Fisher's Botton Historical Landscape Preservation	Bureau of Land Management
NPS-13-NERO-0120	Task Agreement with Heritage Development Partnership, Inc.	National Park Service
NPS-13-NERO-0121	Schuylkill River Greenway National Heritage Area	National Park Service

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COMMUNITY: [USA.gov](#) [Whitehouse.gov](#) [USASpending.gov](#) [SBA.gov](#) [FSRS.gov](#) [SAM.gov](#) [DUNS Request](#)

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 200 Independence Avenue, S.W. • HHF Building
 Washington, DC 20201
 1-800-518-4726 • support@grants.gov

I am going to go to grants.gov. Across the top of the page, there are a number of menus, and you want to click on *Search Grants*.

Downloading the Correct Application Package

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

The easiest way to find the application package is to search by the CFDA number, using the third search term box in the upper left of the page. Enter “84.305” in the box and click *Search*.

GRANTS.GOV SEARCH Grant Opportunities Enter Keyword GO

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA: Search Tips | Export Results

Keywords:

Funding Opp #:

CFDA Number:

OPPORTUNITY STATUS: Open (2031) Closed (1454) Archived (2018)

FUNDING INSTRUMENT TYPE: All Funding Instruments
 Cooperative Agreement (533)
 Grant (1526)
 Other (42)
 Procurement Contract (44)

ELIGIBILITY: All Eligibilities
 City or township governments (1010)
 County governments (1019)
 For profit organizations other than small businesses (952)

CATEGORY: All Categories
 Agriculture (28)
 Arts (see 'Cultural Affairs' in CFDA) (6)
 Business and Commerce (13)
 Community Development (26)

AGENCY: All Agencies
 All Agency for International Development (56)
 All Corporation for National and Community Service (1)
 All Department of Agriculture (17)
 All Department of Commerce (29)
 All Department of Defense (112)
 All Department of Education (14)
 All Department of Energy (14)
 All Department of Energy - Office of Science

SORT BY: Open Date (Descending) DATE RANGE: All Available

1 - 25 OF 2031 MATCHING RESULTS: Previous 1 2 3 4 5 6 82 Next

Funding Opportunity #	Opportunity Title	Agency	Open Date	Close Date
NPS-13-NERO-0125	Notice of Intent to Award: Place-Based Education Partnership, at March-Billings-Rockefeller National Historical Park in Woodstock, VT	National Park Service	08/16/2013	08/20/2013
RFA-121-13-000005	Moldova Partnerships for Sustainable Civil Society project (MPSC5)	Ukraine USAID-Kiev	08/16/2013	10/15/2013
L13AS00209	Developing Tools and Education Materials for Implementing the National Vegetation Classification	Bureau of Land Management	08/16/2013	09/13/2013
L13AS00192	BLM OR-WA: Nestucca Valley School District Youth Programs, Salem, Oregon	Bureau of Land Management	08/16/2013	09/06/2013
P13AS00201	Partnering for Preservation Technology 2013	National Park Service	08/15/2013	08/26/2013
L13AS00207	Jefferson River Watershed Water Quality Data in Montana	Bureau of Land Management	08/15/2013	08/28/2013
L13AS00202	Fishers Bottom Historical Landscape Preservation	Bureau of Land Management	08/15/2013	08/27/2013
NPS-13-HERO-0100	Task Agreement with Heritage Development Partnership, Inc.	National Park Service	08/15/2013	08/20/2013
NPS-13-HERO-0121	Schuylkill River Greenway National Heritage Area	National Park Service	08/15/2013	08/20/2013
HRS-A-14-100	Service Area Competition Additional Area (Round Mountain, CA and Cheyenne, WY)	Health Resources & Services Administration	08/15/2013	09/12/2013
G13AS00094	National Land Remote Sensing Education Outreach and Research Activity (NLRSEORA)	Geological Survey	08/15/2013	09/12/2013
RFA-HL-14-011	Onsite Tools and Technologies for Heart, Lung, and Blood Clinical Research Point-of-Care SBIR (R43/R44)	National Institutes of Health	08/15/2013	10/15/2015
RFA-HL-14-017	Onsite Tools and Technologies for Heart, Lung, and Blood Clinical Research Point-of-Care STTR (R43/R42)	National Institutes of Health	08/15/2013	10/15/2016
EP-IDS-13-003	Smalbox Research Oversight Activities	Assistant Secretary for Preparedness and Response	08/15/2013	08/30/2013
L13AS00191	BLM OR-WA: CESU - Helping Shrub-steppe Communities Adapt to Climate Change Using Valuation of Ecosystem Services, Spokane District	Bureau of Land Management	08/15/2013	09/09/2013
FR-5700-N-15	Service Coordinators in Multifamily Housing	Department of Housing and Urban Development	08/15/2013	10/14/2013
F13AS00311	Climate Change Vulnerability Assessment	Fish and Wildlife Service	08/15/2013	08/30/2013
P13AS00204	Providing Sea Level Change and Storm Surge Projections for Coastal Parks	National Park Service	08/15/2013	08/26/2013
R13AS20037	Identifying the Genetic Bases of Migration and Survival in Central Valley Steelhead and Chinook Salmon	Bureau of Reclamation - Mid-Pacific Region	08/15/2013	08/29/2013
L13AS00208	BLM OR-WA Medford District Conservation Stewardship	Bureau of Land Management	08/15/2013	08/30/2013
F13AS00318	Waikamoi Fence Installation	Fish and Wildlife Service	08/15/2013	08/27/2013
NPS-13-HERO-0119	Notice of Intent to Award: Living Classrooms Partnership Program	National Park Service	08/15/2013	08/20/2013
P13AS00205	Rocky Mountain Inventory and Monitoring Network Stream Ecological Integrity Monitoring, Water Chemistry Project	National Park Service	08/15/2013	08/26/2013
NPS-13-HERO-0122	Forest for Every Classroom Professional Development	National Park Service	08/15/2013	08/20/2013

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- Grants.gov search yields more than one application package
- Download the application package designated for your *competition*
 - Look at the Opportunity Title and the CFDA number

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SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keywords:

Funding Opp #:

CFDA Number:

OPPORTUNITY STATUS:
 Open (5) Closed (0) Archived (29)

FUNDING INSTRUMENT TYPE:
 All Funding Instruments
 Grant (5)

ELIGIBILITY:
 All Eligible
 Others (see text field entitled 'Additional Information on Eligibility for clarification') (5)

CATEGORY:
 All Categories
 Education (5)

AGENCY:
 All Agencies
 All Department of Education (5)

1 - 5 OF 5 MATCHING RESULTS:

Sort By: Open Date (Descending) | Date Range: All Available

Funding Opportunity #	Opportunity Title	Agency	Open Date	Close Date
ED-GRANTS-042313-005	Institute of Education Sciences (IES) Partnerships and Collaborations Focused on Problems of Practice or Policy CFDA Number 84.305A	Department of Education	04/23/2013	09/04/2013
ED-GRANTS-042313-004	Institute of Education Sciences (IES) Statistical Research Methodology in Education CFDA Number 84.305D	Department of Education	04/23/2013	09/04/2013
ED-GRANTS-042313-003	Institute of Education Sciences (IES) Education Research and Development Centers CFDA Number 84.305C	Department of Education	04/23/2013	09/04/2013
ED-GRANTS-042313-002	Institute of Sciences (IES) Research Training Program in the Education Sciences CFDA Number 84.305B	Department of Education	04/23/2013	09/04/2013
ED-GRANTS-042313-001	Institute of Education Sciences (IES) Education Research CFDA Number 84.305A	Department of Education	04/23/2013	09/04/2013

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You will see here that this returns multiple results because these are all of the IES NCER grant competition packages for fiscal year 2014. You want to make sure that you are downloading the application package for your competition, so pay attention to the opportunity title and to the CFDA numbers at the end of the opportunity title. The first one is 84.305A, for example.

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ED-GRANTS-042313-005
 Institute of Education Sciences (IES): Partnerships and Collaborations Focused on Problems of Practice or Policy CFDA Number 84.305H
 Department of Education [Back | Link](#)

SYNOPSIS DETAILS | VERSION HISTORY | FULL ANNOUNCEMENT | APPLICATION PACKAGE

The synopsis for this grant opportunity is detailed below, following this paragraph. **This synopsis contains** all of the updates to this document that have been posted as of 4/23/2013. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

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

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

General Information

Document Type:	Grants Notice	Posted Date:	Apr 23, 2013
Funding Opportunity Number:	ED-GRANTS-042313-005	Creation Date:	Apr 23, 2013
Funding Opportunity Title:	Institute of Education Sciences (IES): Partnerships and Collaborations Focused on Problems of Practice or Policy CFDA Number 84.305H	Original Closing Date for Applications:	Sep 4, 2013 Application Package Available: June 6, 2013. Deadline for Transmittal of Applications: September 4, 2013.
Opportunity Category:	Discretionary	Current Closing Date for Applications:	Sep 4, 2013 Application Package Available: June 6, 2013. Deadline for Transmittal of Applications: September 4, 2013.
Funding Instrument Type:	Grant	Archive Date:	Oct 4, 2013
Category of Funding Activity:	Education	Estimated Total Program Funding:	
Category Explanation:		Award Ceiling:	
Expected Number of Awards:	CFDA Number(s): 84.305 – Education Research, Development and Dissemination	Award Floor:	
Cost Sharing or Matching Requirement:	No		

Eligibility

Eligible Applicants: Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility: Eligible Applicants: Applicants that have the ability and capacity to conduct scientifically valid research are eligible to apply. Eligible applicants include, but are not limited to, non-profit and for-profit organizations and public and private agencies and institutions, such as colleges and universities.

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Again, you want make sure that the CFDA number is correct. If you scroll down, you will see all of the appropriate information here. Again, this tells you the deadline. You now know that you have chosen the correct package.

Application Packages

- Title of program
 - E.g., Partnerships and Collaborations Focused on Problems of Practice and Policy
- CFDA number
 - E.g., 84.305H

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ED-GRANTS-042313-005 « Back | Link

 **Institute of Education Sciences (IES): Partnerships and Collaborations Focused on Problems of Practice or Policy CFDA Number 84.305H**
Department of Education

SYNOPSIS DETAILS VERSION HISTORY FULL ANNOUNCEMENT **APPLICATION PACKAGE**

Selected Grant Applications for Download

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

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!
Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. Click to download the required Adobe Reader if you do not have it installed already.

Please click the support tab for additional resources.

Below is a list of the application(s) currently available for the Funding Opportunity.

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

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
84.305	ED-GRANTS-042313-005	84-305H2014-1	Partnerships and Collaborations Focused on Problems of Practice or Policy	U.S. Department of Education	Download

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When you are ready, you can click on the *Application Package* tab just under the grant opportunity title at the top. Again you have a chance here to confirm that you are downloading the correct package. Again, it says 84.305A, 2014. That is the correct package. Then we will click *Download*.

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GRANTS.GOV > Applicants > Download Application Package

DOWNLOAD APPLICATION PACKAGE

Download Opportunity Instructions and Application. You have chosen to download the application for the following opportunity:

[Back](#)

CFDA Number: 84.305: Education Research, Development and Dissemination
Opportunity Number: ED-GRANTS-042313-005: Institute of Education Sciences (IES): Partnerships and Collaborations Focused on Problems of Practice or Policy CFDA Number 84.305H
Competition ID: 84-305H2014-1
Competition Title: Partnerships and Collaborations Focused on Problems of Practice or Policy
Agency: Department of Education
Opening Date: 06/06/2013
Closing Date: 09/04/2013

To download an application, you will need to submit an email address so that you can be notified of any changes to the application before the closing date. Your e-mail address will allow us to e-mail you in the event this opportunity is changed and republished on Grants.gov before its closing date.

Email:
Confirm Email:
 No, I do not wish to provide my email address

CONNECT: [Twitter](#) | [RSS](#) | [XML Extract](#) | [Blogger](#) | [S2S Applicant](#) | [S2S Grantor](#)

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On this page, you have the opportunity to enter your e-mail address, which you can choose to do if you want to be alerted to changes in the package. If you don't want to enter it, you can click *No*. Then click *Submit*.

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SEARCH: Grant Opportunities | Enter Keyword... | GO

HOME | ABOUT | SEARCH GRANTS | **APPLICANTS** | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | OUTREACH | SUPPORT

GRANTS.GOV > Applicants > Download Application Package

DOWNLOAD APPLICATION PACKAGE

Download Opportunity Instructions and Application. You have chosen to download the application for the following opportunity:

[Back](#)

CFDA Number: 84.305: Education Research, Development and Dissemination
Opportunity Number: ED-GRANTS-042313-005: Institute of Education Sciences (IES) Partnerships and Collaborations Focused on Problems of Practice or Policy CFDA Number 84.305H
Competition ID: 84-305H2014-1
Competition Title: Partnerships and Collaborations Focused on Problems of Practice or Policy
Agency: Department of Education
Opening Date: 06/06/2013
Closing Date: 09/04/2013

Since you did not subscribe, you will not be notified of any future changes to this opportunity. [If you would like to receive notifications please click here.](#)

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

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

CONNECT: [Twitter](#) [RSS](#) [XML Extract](#) [Blogger](#) [S2S Applicant](#) [S2S Grantor](#)

HEALTH & HUMAN SERVICES: [HHS.gov](#) | [FOIA](#) | [No Fear Act](#) | [Accessibility](#) | [Privacy](#) | [Site Map](#)

COMMUNITY: [USA.gov](#) | [Whitehouse.gov](#) | [USASpending.gov](#) | [SBA.gov](#) | [FSRS.gov](#) | [SAM.gov](#) | [DUNS Request](#)

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Now you can download the application instructions and/or the application package. The application instructions are the IES Application Submission Guide; that is the same document that was on the IES website, so you can download it from here also.

Please fill out the following form. Highlight Existing Fields

GRANTS.GOV™ **Grant Application Package** Print Cancel

Opportunity Title:	Institute of Education Sciences (IES): Partnerships and
Offering Agency:	U.S. Department of Education
CFDA Number:	84.305
CFDA Description:	Education Research, Development and Dissemination
Opportunity Number:	ED-GRANTS-042313-005
Competition ID:	84-305H2014-1
Opportunity Open Date:	06/06/2013
Opportunity Close Date:	09/04/2013
Agency Contact:	Allen Ruby Education Research Analyst E-mail: allen.ruby@ed.gov Phone: 202-219-1591

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

Application Filing Name:

Select Forms to Complete

Mandatory Save Save & Submit Check Package for Errors

CE474 / B & B

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The application package is in Adobe; it is a PDF form. Again, at the very top, you just want to check here to make sure that you have the right package. Notice how this is outlined in red and highlighted in yellow? That is how you are alerted to the fact that this is a required field. You need to fill out that field.

Please fill out the following form. Highlight Existing Fields



Grant Application Package

Opportunity Title:

Offering Agency:

CFDA Number:

CFDA Description:

Opportunity Number:

Competition ID:

Opportunity Open Date:

Opportunity Close Date:

Agency Contact:

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

Application Filing Name:

Select Forms to Complete

Mandatory	Save	Save & Submit	Check Package for Errors
SF424 (R & R)			
RR FedNonFed Budget			
Research And Related Senior/Key Person Profile (Expanded)			
Research And Related Other Project Information			
Project/Performance Site Location(s)			
Assurances for Non-Construction Programs (SF-424B)			
Dept of Education Combined Assurances (ED-80-0013)			

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Below you will see there is a list of mandatory forms and a list of optional forms. If you click on any of these links, then it will take you to that form.

The *Check Package for Errors* button at the top of the form is an important button for you to use because that is how you are going to check to make sure that you didn't leave any required fields empty.



Connecting Research,
Policy and Practice

More on Grants.gov

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Now we are going to talk a little bit more about some tips for using [grants.gov](https://www.grants.gov).

Grants.gov Registration

- **START EARLY!**
- Initial registration may take 5 or more business days to complete
 - *Grants.gov recommends allowing 4 weeks*
- Annual update may take more than 3 days to complete

In terms of registration for [grants.gov](https://www.grants.gov), the first tip, and perhaps the most important tip, is to start early. Initial registration in [grants.gov](https://www.grants.gov) can take more than 5 business days, and [grants.gov](https://www.grants.gov) recommends allowing 4 weeks to register. Even if you are already registered on [grants.gov](https://www.grants.gov), the annual update that you must complete could take more than 3 days. One thing to note here is that it is actually your institution that needs to register on [grants.gov](https://www.grants.gov), not you as an individual. For most institutions, especially universities, the sponsored projects office will likely take care of the [grants.gov](https://www.grants.gov) registration if it hasn't already been done, but you may want to check with them just to make sure that it has been completed.

Grants.gov Software Requirements

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

In terms of software requirements, you need Adobe software in order to read and complete the application forms. You can use the Adobe software to convert your documents to PDFs. All of the documents that you are going to upload to your application need to be uploaded as PDFs, so you need to have the capability of converting your files to PDF. Adobe Reader 8.1.2 is the minimum requirement, and [grants.gov](http://www.grants.gov) can help you check the version you have and download the version you need if you don't have the correct version.

Application Submission

- Must be submitted electronically using <http://www.grants.gov>
- Do NOT e-mail an electronic copy to Program Officers
 - This is NOT an official application, and it will NOT be sent forward for peer review

You must submit your application through [grants.gov](http://www.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.

Grants.gov Submission

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

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 must be stamped no later than 4:30:00 p.m. Washington, DC time on September 4, 2013. Late applications will not be reviewed.

Grants.gov Submission

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

You cannot submit your application on paper. Your application will be rejected unless you meet one of the following requirements. If you do not have access to the Internet or you do not have the capacity to upload large documents to the [grants.gov](https://www.grants.gov) system, then you can qualify for an exception to the online submission.

If You Qualify for a Grants.gov Submission Exception

You MUST...

- **Submit a written statement that you qualify no later than 2 weeks before the application deadline**

If you qualify for a grants.gov submission exception, you must submit a written statement that you qualify at least 2 weeks before the application deadline.

Grants.gov Submission Problems

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

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

If you experience technical problems with grants.gov, your first step should be to contact the grants.gov support desk. They will give you a case number, which you need to keep. After this, you should contact your Program Officer and let them know about the problem and the steps that you have already taken to remedy the problem.

Grants.gov Submission Problems

We will accept your application if we can confirm that ***a technical problem occurred with the Grants.gov system*** and that the problem affected your ability to submit your application by **4:30:00** p.m. Washington, DC time on the application deadline date.

If we can confirm that a technical problem occurred with the [grants.gov](https://www.grants.gov) system, and that the problem with the system affected your ability to submit your application on time, we will accept your application.

Grants.gov Submission Confirmation

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

You will get a submission confirmation from grants.gov, and it will come in the form of multiple e-mails. You are going to get four different e-mails. The first three e-mails come from grants.gov, and the fourth e-mail comes from the U.S. Department of Education (ED).

From Grants.gov

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

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 will 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 ED has retrieved your application.

Department of Education Confirmation

- You will receive a 4th e-mail from the U.S. Department of Education with a PR/Award number unique to your application (e.g., R305A14XXXX).
- **Use this PR or award number to track your application from this point forward.**
- If your application is late (as determined by Grants.gov), this e-mail will state that it was late and your application will not be given further consideration.

Then you will get a fourth e-mail from ED, which will contain a PR award number unique to your application. It will start with R305, and then the letter of the competition. From then on you should use this R305 number to track your application. If your application was submitted late, this e-mail will state that it was late and that it will not be given further consideration.

Track your application on Grants.gov

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

You can track your application on grants.gov using the Track My Application link to verify that your submission was on time and valid.

The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with options: HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The "APPLICANTS" menu is expanded, showing a sub-menu with "Apply for Grants" and "Track My Application" (highlighted with a red circle). Other sub-menu items include "Grant Eligibility", "Individual Registration", "Organization Registration", "Grant Application Process", "Applicant FAQs", "Applicant Resources", and "Applicant Tips".

Below the navigation menu, there are several sections:

- Find Grants:** A section with a search bar and a "Search Grant Opportunities" button.
- Find Open Grant Opportunities:** A section with tabs for "NEWEST OPPORTUNITIES", "BROWSE CATEGORIES", "BROWSE AGENCIES", and "BROWSE ELIGIBILITIES". Below the tabs is a table of grant opportunities.
- What's New:** A section with a "What's New" heading and several news items, including "SAMS Quick Start Guide For New Grantee Registration" and "Grants.gov Applicant Training Video".
- Grants.gov Blog:** A section with a "Grants.gov Blog" heading and a "New Look Coming to Grants.gov" article.
- Financial Assistance:** A section with a "Financial Assistance" heading and a brief description of the service.

Funding Opportunity Number	Opportunity Title	Agency
NPS-13-NEHO-0125	Notice of Intent to Award: Place-Based Education Partnership, at March-Billings-Rockefeller National Historical Park in Woodstock, VT	National Park Service
RFA-121-13-000005	Moldova Partnerships for Sustainable Civil Society project (MPSCS)	Ukraine USAID-Kiev
L13AS00209	Developing Tools and Education Materials for Implementing the National Vegetation Classification	Bureau of Land Management
L13AS00192	BLM OR-WA: Nestucca Valley School District Youth Programs, Salem, Oregon	Bureau of Land Management
NPS-NOIP13AC01191	National Park Service-Make Archives Accessible	National Park Service
P13AS00201	Partnering for Preservation Technology 2013	National Park Service
L13AS00207	Jefferson River Watershed Water Quality Data in Montana	Bureau of Land Management
L13AS00202	Fisher's Bolton Historical Landscape Preservation	Bureau of Land Management
NPS-13-NEHO-0120	Task Agreement with Heritage Development Partnership, Inc.	National Park Service

You access the Track My Application page by selecting *Applicants* from the menu bar at the top of the main [grants.gov](https://www.grants.gov) page, and then select *Track My Application*.



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SEARCH: Enter Keyword... GO

[HOME](#) | [ABOUT](#) | [SEARCH GRANTS](#) | [APPLICANTS](#) | [GRANTORS](#) | [SYSTEM-TO-SYSTEM](#) | [FORMS](#) | [OUTREACH](#) | [SUPPORT](#)

GRANTS.GOV > Applicants > Track My Application

TRACK MY APPLICATION

Track and check the status of your grant application submissions.

- The system will only return a status for VALID tracking numbers.
- Until the status is available for valid tracking numbers, the following message will be returned by the system: *Tracking number(s) entered currently being processed, please check back later.*
- For invalid tracking numbers entered, the system will return the following message: *The tracking number(s) entered are not valid. Please make sure you entered the correct tracking number(s).*

To Track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Submit Tracking Number(s)" button:

Warning Notice!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

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HEALTH & HUMAN SERVICES: [HHS.gov](#) | [FOIA](#) | [No Fear Act](#) | [Accessibility](#) | [Privacy](#) | [Site Map](#)

COMMUNITY: [USA.gov](#) | [Whitehouse.gov](#) | [USASpending.gov](#) | [SBA.gov](#) | [FSRS.gov](#) | [SAM.gov](#) | [DUNS Request](#)

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Application Contents

What is included in an application?

Next we are going to discuss the materials that are included in the application, and we do have a question related to the forms.

Question: *What are the optional forms in the application package?*

Answer: *That is the same for every package in grants.gov, and grants.gov is the site where all grants to the federal government go. When it says mandatory, it means those are mandatory for the entire federal government. Some of the optional forms are not actually optional for you because IES requires them. The Application Submission Guide, and the rest of this webinar, indicate exactly which of the optional forms you do have to complete. Make sure you pay attention to the Application Submission Guide and make sure that you are completing all the forms that that Application Submission Guide indicates you need to complete.*

Application Contents

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

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Now we will discuss what is included in the application.

First is the Research and Related, or R&R form. This is the SF424 family. You will have a project summary or abstract. You will have the Project Narrative. You will have appendices A, B, C and/or D; bibliography and references cited; the Human Subjects Narrative; biographical sketches of key personnel; Narrative Budget Justification; and lists of current and pending funding.

Question: *What about the Letter of Intent (LOI)?*

Answer: *The Letter of Intent deadline has passed, but that doesn't mean that you cannot submit an application. The LOI is not required, so if you didn't manage to send one in, or you sent one in and you have now changed your mind about the project you want to do, you can still submit an application. You should contact the Program Officer listed in the RFA to let them know that you didn't submit an LOI but that you would like to submit an application. The best way to contact your Program Officer the first time is through e-mail, and the Program Officer may request a brief written summary of your idea for your project, or they may request a phone call to discuss it, but definitely, if you have not submitted an LOI, you can still submit an application and you should contact your Program Officer.*

Research and Related (R&R) Forms

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

The first set of forms you need to fill out are the Research and Related, or R&R, forms. Again, the required fields are marked by an asterisk, are highlighted in yellow, and are outlined in red. Again, you want to use the *Check Package for Errors* button. You should start with the SF424 cover sheet because it pre-populates all the other forms.

Please fill out the following form. Highlight Existing Fields

GRANTS.GOV™ Print Cancel

Grant Application Package

Opportunity Title: Institute of Education Sciences (IES): Partnerships and
Offering Agency: U.S. Department of Education
CFDA Number: 04.309
CFDA Description: Education Research, Development and Dissemination
Opportunity Number: ED-GRANTS-040113-005
Competition ID: 04-305R2014-1
Opportunity Open Date: 06/06/2013
Opportunity Close Date: 09/04/2013
Agency Contact: Allen Ruby
 Education Research Analyst
 E-mail: allen.ruby@ed.gov
 Phone: 202-219-1591

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

Application Filing Name:

Select Forms to Complete

Mandatory Save Save & Submit **Check Package for Errors**

[SF424 \(R & R\)](#)
[RR FedNonFed Budget](#)
[Research And Related Senior/Key Person Profile \(Expanded\)](#)
[Research And Related Other Project Information](#)
[Project/Performance Site Location\(s\)](#)
[Assurances for Non-Construction Programs \(SF-424B\)](#)
[Dept of Education Combined Assurances \(ED-80-0013\)](#)

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This is a screenshot of the webpage that I have already shown you, and notice the circle around the *Check Package for Errors* button.

SF 424 (Cover Sheet)

The screenshot shows the SF 424 (Cover Sheet) form with the following sections and highlighted fields:

- 1. TYPE OF SUBMISSION:** Pre-application (red), Application (yellow), Changed/Corrected Application (yellow).
- 2. DATE SUBMITTED:** (red)
- 3. DATE RECEIVED BY STATE:** (red)
- 4. a. Federal Identifier:** (red)
- 4. b. Agency Routing Identifier:** (red and circled in red)
- 5. APPLICANT INFORMATION:** Legal Name, Department, Street1, Street2, City, State, Country, Organizational DUNS, Person to be contacted (Prefix, First Name, Middle Name, Last Name, Suffix, Phone Number, Fax Number, Email).
- 6. EMPLOYER IDENTIFICATION (EIN) or (TIN):** (red)
- 7. TYPE OF APPLICANT:** (red)
- 8. TYPE OF APPLICATION:** New (red), Resubmission (yellow), A. Increase Award, B. Decrease Award, C. Increase Duration, D. Decrease Duration.

Additional text on the form includes: "Please fill out the following form.", "View Burden Statement", "APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)", "OMB Number: 4040-0001", "Expiration Date: 06/30/2011", "State Application Identifier", "Please select one of the following", and "If Revision, mark appropriate box(es)".

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This is the SF424 cover sheet. Again, here you will notice the required fields are pretty well highlighted. IES uses Item 4B, which is circled in red on the slide, toward the upper right corner of the screen in front of you. We use Item 4B to correctly route your application, so even though it is not red and yellow, you must complete this item.

Item 4b “Agency Routing Identifier”

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

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

SF 424 (R&R) Item 4b	
Codes for Education Research Programs (CFDA 84.305B, C, D, and H)	
Research Training Grant Programs (84.305B)	Code
Predoctoral Interdisciplinary Research Training	NCER-Predoc
Methods Training for Education Researchers	NCER-MethodsTrain
Training in Education Research Use & Practice	NCER-ResearchUse
Education Research & Development Centers (84.305C)	Code
Developmental Education Assessment & Instruction	NCER-DevEd
Knowledge Utilization	NCER-KU
Statistical & Research Methodology in Education (84.305D)	Code
Statistical & Research Methodology Grants	NCER-Regular
Early Career Statistical & Research Methodology Grants	NCER-EarlyCareer
Partnerships & Collaborations Focused on Problems of Practice & Policy (84.305H)	Code
Researcher-Practitioner Partnerships in Education Research	NCER-Partnerships
Continuous Improvement Research in Education	NCER-CIRE
Evaluation of State & Local Education Programs & Policies	NCER-State&Local

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The grants.gov Application Submission Guide contains tables that tell you what you should put into Item 4B depending on the competition to which you are applying. This table on the slide is for the competition for CFDA 84.305B, C, D, and H. This is the table that comes from the Application Submission Guide. Find the competition to which you are applying, and use the code from the right-hand column.

SF 424 (R&R) Item 4b	
Codes for Education Research Grants (CFDA 84.305A)	
Topic	Code
Cognition & Student Learning	NCER-CASL
Early Learning Programs & Policies	NCER-ELPP
Education Technology	NCER-EdTech
Effective Teachers & Effective Teaching	NCER-Teach
English Learners	NCER-EL
Improving Education Systems: Policies, Organization, Management, and Leadership	NCER-SYS
Mathematics & Science Education	NCER-MS
Postsecondary & Adult Education	NCER-PostsecAdult
Reading & Writing	NCER-RW
Social & Behavioral Context for Academic Learning	NCER-SocBeh
Goals	Code
Exploration Projects	Exploration
Development & Innovation Projects	Development
Efficacy & Replication Projects	Efficacy
Effectiveness Projects	Effectiveness
Measurement Projects	Measurement

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If you are applying to 84.305A, you need to identify both a topic and a goal in Item 4B, so you need to include both the topic code and the goal code in Item 4B on the form.

Other Project Information Form

Please fill out the following form. Highlight Existing Fields

RESEARCH & RELATED Other Project Information

1. * Are Human Subjects Involved? Yes No

1.a. If YES to Human Subjects

Is the Project Exempt from Federal regulations? Yes No

If yes, check appropriate exemption number. 1 2 3 4 5 6

If no, is the IRB review Pending? Yes No

IRB Approval Date:

Human Subject Assurance Number:

2. * Are Vertebrate Animals Used? Yes No

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending? Yes No

IACUC Approval Date:

Animal Welfare Assurance Number:

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

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

4.b. If yes, please explain:

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

4.d. If yes, please explain:

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

5.a. If yes, please explain:

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

6.a. If yes, identify countries:

6.b. Optional Explanation:

7. * Project Summary/Abstract

8. * Project Narrative

9. Bibliography & References Cited

10. Facilities & Other Resources

11. Equipment

12. Other Attachments

<http://ies.ed.gov/ncse7>

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This is the Other Project Information form (shown on slide), which is where you will attach your abstract and your narrative. You will also attach other materials here like your bibliography.

Project Summary/Abstract

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

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

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 seven on the Other Project Information form. Make sure that you adhere to margins and formatting requirements, which we are going to go over later. You should include your research topic and goal in the Project Summary or Abstract if you are applying to 84.305A. This information should match the information provided in Item 4B of the SF424 form.

Project Narrative

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

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

Project Narrative

Four (or five) sections (see relevant RFA):

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

- Information for each section is detailed in the RFA:
 - Part II: Research Topics
 - Part III: Requirements of the Proposed Research

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.

Project Narrative

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

We recommend that your Project Narrative be concise and easy to read and that you number your pages consecutively. This helps the reviewers to find the information that they need during the review process. You also must adhere to type, font size, and format specifications for the entire Project Narrative, including any footnotes.

Appendix A

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

Appendix A has a page limits of 15 pages single-spaced. 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 requirements.

Appendix A

Include...

- Figures, charts, or tables that supplement research text
- Examples of measures to be used in the project
- **Resubmissions**
 - Use up to 3 pages to describe how revised proposal is responsive to prior reviewer feedback
 - Indicate prior application number

Appendix A should include figures, charts, or tables that supplement the text of your Project Narrative, and can include examples of measures to be used in the project. If this is a resubmission, 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 A.

Appendix B

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

Appendix B has a page limit of 10 pages single-spaced. It should be included at the end of Appendix A and submitted as part of the same PDF file attachment. Make sure you adhere to margin, format, and font size requirements.

Appendix B

Include...

- Curriculum materials
- Computer screenshots
- Test items you will develop
- Other materials used in the intervention or assessment

Appendix B should include curriculum materials, computer screenshots, test items of measures you will be developing, or other materials used in the intervention or assessment.

Appendix C

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

Appendix C has no page limit. 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 requirements.

Appendix C

Include letters of agreement from research partners

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

Appendix C should include letters of agreement from your research partners; that may be schools or districts, it may also 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.

Appendix D

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

Appendix D is required only for the Effectiveness Goal application, under 305A. There is a page limit of five pages single-spaced. Appendix D should be included at the end of Appendix C and submitted as part of the same PDF attachment. Make sure you adhere to margin, format, and font size requirements.

Appendix D

- Required only for Effectiveness Goal applications
- Include data-sharing plan

Again, Appendix D is only for the Effectiveness Goal application, and it should include your data sharing plans.

Bibliography & References Cited

- Page limit: None
- Use APA style
- Add as an attachment (PDF file)
- #9 on the “Other Project Information” form
- Adhere to margin, format, and font size requirements
- Include complete citations

For your bibliography and references cited, there is no page limit. You should use APA style; that is the American Psychological Association. You should add it as a PDF file under number nine on the Other Project Information form. Make sure you adhere to margin, format, and font size requirements and that your citations are complete.

Human Subjects Narrative

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

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 that 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 Project Narrative or a nonexempt Project Narrative.

Human Subjects Narrative: Exempt

- 6 exemptions listed in IES Grants.gov Application Submission Guide
- Include information on involvement of human subjects to determine whether exemptions are appropriate

There are six exemptions listed in the IES grants.gov Application Submission Guide. Include information on the involvement of human subjects to determine whether your exemption is appropriate.

Human Subjects Narrative: Nonexempt

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

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

Before I move on to the budget form we have some questions.

Question: *Should the Project Narrative and appendices A, B, C, and D be one PDF file?*

Answer: *Yes. Your Project Narrative file should include the Project Narrative and all of the appendices that you are including, so that is A, B, C and/or D in one file. That goes under item number eight on the Other Project Information form.*

Question: *Does each proposal have to submit a Human Subjects Narrative?*

Answer: *Yes, you have to submit a Human Subjects Narrative. Again, you need to submit a narrative indicating that your research is exempt or that it is not exempt, but you absolutely have to submit that narrative.*

Question: *After this current IES grant cycle ends with submissions on September 4, when will the next cycle begin?*

Answer: *The next cycle will be for fiscal year 2015. We can't exactly predict when that cycle will begin. We aim at releasing RFAs in the early spring, but we can't make any promises about when they will be released, or even if they will be released for 2015 although we anticipate they will. This is a good reason to sign up for the IES Newsflash because if you sign up for the Newsflash, then you will get an e-mail telling you about new RFAs when they are released, but typically we release RFAs in the early spring and typically the submission deadlines are in the late summer or early fall.*

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

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

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

* ORGANIZATIONAL DUNS: [Red Highlight]

* Budget Type: Project Subaward/Consortium

Enter name of Organization: [Red Highlight]

Include Salary * Start Date: [Red Highlight] * End Date: [Red Highlight] * Budget Period: 1

A. Senior/Key Person

1. Prefix: [Red Highlight] * First Name: [Red Highlight] Middle Name: [Red Highlight] * Last Name: [Red Highlight] Suffix: [Red Highlight]

* Project Role: [Red Highlight]

Base Salary (\$)	Cal Months	Acad Months	Sum Months	* Req. Salary (\$)	* Fringe Ben. (\$)	* Total (Sal & FB) (Fed + Non-Fed(\$))	* Federal (\$)	* Non-Federal (\$)
[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]

2. Prefix: [Red Highlight] * First Name: [Red Highlight] Middle Name: [Red Highlight] * Last Name: [Red Highlight] Suffix: [Red Highlight]

* Project Role: [Red Highlight]

Base Salary (\$)	Cal Months	Acad Months	Sum Months	* Req. Salary (\$)	* Fringe Ben. (\$)	* Total (Sal & FB) (Fed + Non-Fed(\$))	* Federal (\$)	* Non-Federal (\$)
[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]

3. Prefix: [Red Highlight] * First Name: [Red Highlight] Middle Name: [Red Highlight] * Last Name: [Red Highlight] Suffix: [Red Highlight]

* Project Role: [Red Highlight]

Base Salary (\$)	Cal Months	Acad Months	Sum Months	* Req. Salary (\$)	* Fringe Ben. (\$)	* Total (Sal & FB) (Fed + Non-Fed(\$))	* Federal (\$)	* Non-Federal (\$)
[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]

4. Prefix: [Red Highlight] * First Name: [Red Highlight] Middle Name: [Red Highlight] * Last Name: [Red Highlight] Suffix: [Red Highlight]

* Project Role: [Red Highlight]

Base Salary (\$)	Cal Months	Acad Months	Sum Months	* Req. Salary (\$)	* Fringe Ben. (\$)	* Total (Sal & FB) (Fed + Non-Fed(\$))	* Federal (\$)	* Non-Federal (\$)
[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]	[Red Highlight]

RESEARCH & RELATED Budget (A) (Total Fed + Non-Fed)

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Next we are going to talk about the Research and Related form. This is the budget form. This is the total federal plus non-federal form. Again, notice the red and the yellow and asterisks that are highlighting the required fields.



Connecting Research,
Policy and Practice

Common Mistakes Applicants Make When Filling Out the Budget Form

ies.ed.gov



Here are a few common mistakes that applicants make when filling out the budget form. We are going to go through them just so that you don't make the same mistakes.

Participant/Trainee Support Costs

Please fill out the following form. Highlight Existing Fields

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

* ORGANIZATIONAL DUNS:

* Budget Type: Project Subaward/Consortium

Enter name of Organization:

* Start Date: * End Date: Budget Period:

C. Equipment Description
List items and dollar amount for each item exceeding \$5,000

* Equipment Item	* Federal (\$)	* Non-Federal (\$)	* Total (Fed + Non-Fed) (\$)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11. Total funds requested for all equipment listed in the attached file:			
Total Equipment			

* Additional Equipment:

D. Travel

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

E. Participant/Trainee Support Costs

	* Federal (\$)	* Non-Federal (\$)	* Total (Fed + Non-Fed) (\$)
1. Tuition/Fees/Health Insurance			
2. Stipends			
3. Travel			
4. Subsistence			
5. Other			
Number of Participants/Trainees			
Total Participant/Trainee Support Costs			

RESEARCH & RELATED Budget (C-E) (Total Fed + Non-Fed)

<http://ies.ed.gov/nctf/> ies INSTITUTE OF EDUCATION SCIENCES

On this form you will notice, circled in red, there is a category called Participant/Trainee Support Costs. Only use the Participant/Trainee Support Costs category on a training grant application. If you are applying, for example, for the Pre-Doctoral Interdisciplinary Research Training, that is 84.305B, you should use that category. Otherwise you shouldn't be using that category at all.

Participant/Trainee Support Costs

- Only use the Participant/Trainee Support Costs category on a training grant application
 - I.e., Predoctoral Interdisciplinary Research Training (84.305B)

The next common mistake we see is the Time Commitment of Senior and Key Personnel. Under the Senior Key Person Profile is where you enter the information for your key personnel, including the current and pending support as an attachment.

Time Commitment of Senior/Key Personnel

Please fill out the following form. Highlight Existing Fields

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

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator

Prefix: * First Name: Middle Name:
* Last Name: Suffix:
Position/Title: Department:
Organization Name: Division:
* Street1:
Street2:
* City: County/ Parish:
* State: Province:
* Country: USA: UNITED STATES * Zip / Postal Code:
* Phone Number: Fax Number:
* E-Mail:
Credential, e.g., agency login:
* Project Role: - Other Project Role Category:
Degree Type:
Degree Year:
* Attach Biographical Sketch
*** Attach Current & Pending Support**
PROFILE - Senior/Key Person 1
* First Name: Middle Name:

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You will see that that is circled in red. We are going to go over that in a little bit more detail in just a moment.

Time Commitment of Senior/Key Personnel

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

For the time commitment of each person, on the SF424 form, make sure you fill in the calendar months or the academic plus summer months that they will be devoting to the project.

Narrative Budget Justification

- Page limit: None
- Add as an attachment (PDF file) to the R&R Budget (Total Federal + Non-Federal) form
- Adhere to margin, format, and font size requirements
- Create a single document with budget justification for all years of the entire project
- Attach the PDF file at Section K *of the first budget period*

You also, for the budget, 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 requirements. This should be a single document with all of the budget justification for all years of the entire project in one file. You are going to attach that at Section K of the first budget period.

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

Please fill out the following form. Highlight Existing Fields

RESEARCH & RELATED BUDGET (TOTAL FED + NON FED) - SECTION H-K, BUDGET PERIOD

ORGANIZATIONAL DUNS: [Redacted]

Budget Type: Project Subaward/Consortium

Enter name of Organization: [Redacted]

Delete Entry * Start Date [Redacted] * End Date [Redacted] Budget Period [1]

H. Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Federal (\$)	Non-Federal (\$)	Total (Fed + Non-Fed) (\$)
1. [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2. [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3. [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
4. [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Total Indirect Costs					[Redacted]

Cognizant Agency [Redacted] (Agency Name, POC Name, and Phone Number)

I. Total Direct and Indirect Costs

Total Direct and Indirect Costs (G + H) [Redacted] Federal (\$) [Redacted] Non-Federal (\$) [Redacted] Total (Fed + Non-Fed) (\$) [Redacted]

J. Fee

Federal (\$) [Redacted]

Budget Justification [Redacted] Add Attachment Delete Attachment New Attachment (Only attach one file.)

RESEARCH & RELATED Budget (C-E) (Total Fed + Non-Fed)

This is what the form looks like (on the slide), and you can see that toward the bottom there in red I have circled where you add the Narrative Budget Justification. Notice also the circle in the upper right corner, which has two highlighted buttons that say, “Next Period.” That is how you move between periods for multiple year projects.

Narrative Budget Justification

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

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.

More on the Narrative Budget Justification

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

Sub-awards, 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.

Question: *Please provide further explanation by what is meant by calendar versus academic or summer months.*

Answer: *What we mean by this is that the calendar year is out of the full 12 months, versus academic and summer months, which a lot of professors use. They will refer to the 9 months that they are in their academic year in their institution as a certain percentage of time and what their summer months time will be, and generally that is only done by people in universities; whereas people who are in the nonprofit/for-profit world will generally use calendar months.*

The Indirect Cost Rate

- Use institution's negotiated federal indirect cost rate
- Use off-campus indirect cost rate where appropriate
- Don't include as direct costs things that are really indirect costs (as defined by your negotiated agreement)
- Indirect cost rate agreement must be in place at the time of the award to claim indirect costs

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 where appropriate. 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 indirect costs. The Indirect Cost Rate Agreement must be in place at the time of award in order for you to claim indirect costs.

Subaward Budget

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

Use the R&R Sub-Award Budget Attachment forms if you have sub-awards. This is listed under Optional Documents. If you don't have any sub-awards, you don't need to complete the optional documents, but if you do, then you need to complete these forms. You need to extract and attach a budget form for each institution that will hold a sub-award. Separate budgets are required only for those sub-awardee and collaborating organizations that perform a substantial portion of the work.

Question: *How do you define indirect costs versus direct costs?*

Answer: *Indirect costs are generally negotiated; there should be a negotiated document that is between some federal agency—it does not have to be with the U.S. Department of Education—and your institution. I would reference your institution's indirect cost to find out more on what that covers.*

Question: *Are DUNS numbers required from each sub-awardee?*

Answer: *Yes.*

Question: *Do you need a sub-award budget for collaborators?*

Answer: *It depends. I believe, in the Application Submission Guide, it is recommended that a sub-award only be included for a collaborator or a partner who is doing a substantive amount of work, and substantive is really up to you to decide. IES doesn't have a preference. If you don't create a sub-award for a collaborator you can include the collaborator as a consultant within the main budget. There is a place in the Other Direct Costs category, I believe, where you could do that.*

Question: *For the partnership grant, which is 305H, if your partner is a school district, would you necessarily create a sub-award budget for the school district?*

Answer: *Yes, you would make a sub-award. How that sub-award would be designed would depend on the school district, in terms of paying for personnel and information related to that. They would be either the sub-awardee, or they would be the primary. So, yes, in the partnership, you would need to have them in one of the roles, either as the primary or as the sub-awardee.*

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

Please fill out the following form. Highlight Existing Fields

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

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

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

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

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

1) Please attach Attachment 1	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	Add Attachment	Delete Attachment	View Attachment

<https://ies.ed.gov/nces/>

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This is what the R&R Sub-Award Budget Form looks like (shown on slide). You will notice the big red circle is where you click to extract the form. The small red circle shows you where you would attach the form once it is complete. You need a separate form for each sub-award. If you have three sub-awards, you need to extract the form three times and you need to attach three separate forms on this page under one, two, and three.

Biographical Sketches of Key Personnel

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

I am going to pause for a moment to answer a couple questions.

Question: *Is cost sharing required?*

Answer: *No, it is not required. Cost sharing is not required under any of these grants.*

Question: *Does the proposed research need to be approved by our institutional review board prior to submission to IES?*

Answer: *No, you don't need to have IRB approval before you submit your application. You do need to have IRB approval before you can collect any data. So if your grant is awarded, then IES and ED will work with you to make sure that you have IRB approval, and that is the point at which you would go through the IRB at your institution and you would need to send that information to IES. You don't need to worry about that in order to apply. You only need to worry about that if your grant is funded.*

Question: *Please clarify what a collaborating site is in the Human Subjects Narrative. Is that a district that is permitting access to its teachers of students? What is the difference between a collaborating site and being engaged in the research?*

Answer: *Collaborating sites for the Human Subjects Narrative are any sites where you will be collecting data. If you are working with a district and you are getting access to the teachers and the students, then that is considered a collaborating site. There isn't really a difference between a collaborating site and being engaged in the research. It is just different terminology depending on whether we are talking about the Human Subjects Narrative. There is more information and more detail about the Human Subjects Narrative in the Application Submission Guide, so you can also look there if you have further questions.*

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 requirements. It should be attached as a PDF at the Attach Biographical Sketch field of the Research and Related Senior Key Person Profile.

Please fill out the following form. Highlight Existing Fields

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

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

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

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

Question: *Can biographical sketches be in National Institutes of Health (NIH) format?*

Answer: *We have no requirements for the format of your biographical sketch except that it needs to be four pages or less and it needs to adhere to our margin, format, and font size requirements. Other than that you can use any format that you would like.*

Lists of Current & Pending Support

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

For each key person you need to attach a list of current and pending support as a single PDF file, so a separate file for each person. This list must be a maximum of one page single-spaced. This should be attached as a PDF at the Attach Current and Pending Support field of the Research and Related Senior Key Person Profile. We recommend, also, that you include the date of each project on your list of current and pending support so that reviewers and IES can see which of the projects will overlap with your application.

Please fill out the following form. Highlight Existing Fields

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

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

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

PROFILE - Senior/Key Person 1	
Prefix: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	

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This is where the Attach Current and Pending Support (shown on slide) field is; this is where you would attach that list.

Question: *Is there a standard form or format for the biographical sketch?*

Answer: *There isn't a standard form or format for the biographical sketch. I think most people submit abbreviated CVs, but there is no form or format for that; so whatever you think is the best or most appropriate is fine.*

Other Mandatory Forms

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

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 ED Combined Assurances form. I am going to show you what they look like (on the slides).

Question: *To clarify, we have four partners, and we consider them equal partners, but their budget amounts differ. Some are much smaller than others. Are you saying that we can choose not to submit sub-award budgets from them, but add them under the principal investigator (PI) budget as a collaborator?"*

Answer: *This, again, is up to you. Things to consider are both the budget and the time—the amount of the budget that is given to that individual or to that sub-awardee, and then the time commitment listed. You want to be able to show they can have a small budget, but can also have a significant amount of time on the project. That is one way of showing that they are in some way an equal partner in the application. The decision of whether they are actually treated as a sub-awardee or a consultant really depends on you. I would recommend, if you have questions about your specific circumstance, that you contact your Program Officer to discuss that further, since they may be able to give you additional guidance.*

Please fill out the following form. Highlight Existing Fields

OMB Number: 4040-0010
Expiration Date: 08/31/2011

Project/Performance Site Location(s)

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

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

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

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

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

Please fill out the following form. Highlight Existing Fields

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

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

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

Please fill out the following form. Highlight Existing Fields

Combined Assurance

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

1. LOBBYING

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

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

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

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

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

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

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

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

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

This is the Combined Assurance form (shown on slide). There is more information about those forms on each of the forms and also in the Application Submission Guide.



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Application Format Requirements

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Question: *Do IES grants allow a fee-for-profit; are for-profit agencies allowed to charge a standard fee?*

Answer: *That is an excellent question. I don't believe that for-profit agencies are allowed to charge a standard fee. For-profit agencies can apply for grants, absolutely.*

My understanding is that they are not allowed to charge a standard fee. This would be a good question about which to contact your Program Officer.

Our last topic will be application format requirements.

Format Requirements

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

Page

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

The same format requirements are used for the Abstract, the Project Narrative, the appendices, the bibliography, the Human Subject 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 8-1/2 by 11 inches and one side. You should have 1-inch margins at the top, bottom, and both sides of the page.

Format Requirements

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

Type size/font size

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

The height of your letters must not be smaller than 12-point, and your type density, including both characters and spaces, must be no more than 15 characters per inch. You also have to make 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 requirements. We have these requirements for two reasons: first, so 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, etc.

Question: *Is there a standard form or format for the current and pending funding information that gets uploaded for each person?*

Answer: *There is not a standard form and format for that information either. I think, most commonly, people make a small table that includes the start and end dates of each project, the percent effort on each project, and whether the project is pending or already funded. I think that is sort of the minimal amount that you probably want to include, but again, we don't have a form or format for that, so it is up to you.*

Question: *Is there a particular font that you prefer?*

Answer: *There isn't necessarily a particular font that we prefer. Please choose one that is easy to read for the reviewers. As I said a moment ago, I think that if you choose Times New Roman in a 12-point, then you should be fine in terms of your type size and font size, so that is probably a safe bet, but we don't really have a preference for any font.*

Question: *Please confirm if the page numbers and footnotes are within the 1-inch margin or if they can be outside the 1-inch margin.*

Answer: *They can be outside the 1-inch margin if you need them to be. I would be especially careful about footnotes because you don't want to run the risk of your footnote being cut off. If you can move the footnote outside of the 1-inch margin, I think that that would be a safer bet, but you can go in the 1-inch margin if necessary.*

Question: *If we have key personnel that are included under sub-awards, do we include that person under the main personnel section or the sub-award section?*

Answer: *If they are being paid through the sub-award, they should be included in the sub-award budget and budget narrative justification. You don't want to duplicate the cost of the funds devoted to that person, so if they will be paid through the sub-award, then they should be in the sub-award.*

Format Requirements

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

Spacing

- Text must be single-spaced

All your text must be single-spaced.

Format Requirements

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

Graphs, Diagrams, Tables, and Charts

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

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. Your graphs, diagrams, tables, and charts should conform to the same type size requirements as the rest of the materials with your application. Figures, charts, and table legends may be smaller in size but should still be readily legible.

Reminders about Page Limits

- Project summary/abstract: 1 page
- Project narrative: See relevant RFA
- Appendix A: 15 pages
- Appendix B: 10 pages
- Appendix D: 5 pages
- Each biographical sketch: 4 pages
- Each list of current and pending funding: 1 page

Some reminders about page limit. The Project Summary/Abstract has a limit of one page. The Project Narrative has a page limit, and you need to check your RFA to see what the page limit is. Appendix A has a limit of 15 pages. Appendix B has a limit of 10 pages. Appendix C has a limit of five pages. Each biographical sketch has a limit of four pages and each list of current and pending funding has a limit of one page.

No page limits for...

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

There are no page limits for Appendix D, the bibliography and references cited, the Human Subjects Narrative, and the Narrative Budget Justification.

Question: *Is there any way to see a completed application sample, especially of the attached documents?*

Answer: *There is. You can make a request through the Freedom of Information Act, FOIA, and if you Google that you can find the FOIA information on the ed.gov website, and it tells you the process that you need to go through. That is the formal avenue for seeing a completed application. No one at IES can send you an application. We don't have any samples. So if you would like to see an application, you would need to put in a FOIA request. If you put that request in, then you will get all of the information that is not personally identifying information, including all of the attachments.*

We will go over some general program information.



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General Program Information

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Eligibility Information

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

In terms of eligibility, applicants must have the ability and capacity to conduct scientifically-valid research. I have already said this, but here it is again: cost sharing or matching is not a requirement.

Question: *Are footnotes in 12-point font?*

Answer: *The answer is yes, but I will add a little bit to that. You are allowed to put in footnotes, and I know that programs like Microsoft Word will automatically format footnotes in a smaller font size, which is okay. I think the idea here is that we are trying to create equity in these applications, which is why we have all these requirements about font sizes. So I would strongly recommend that you either avoid footnotes altogether or use them very, very sparingly, and don't use them as a way to include a lot of additional information. You can use footnotes. They can be smaller font size, but I wouldn't use them excessively. I hope that helps.*

Question: *Should the narrative be single-spaced?*

Answer: *Yes.*

Award Information

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

Awards will 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.

Question: *You mentioned that sub-award budget dollars shouldn't be duplicated in the prime budget but at Other Direct Costs there is an item number five which says Sub-Awards Consortium Contractual Costs. Does the sub-award budget dollars go in here?*

Answer: *Yes. You want to do your sub-award budget separately. So fill out a separate form for each sub-award. Once you do that, you take that number you come up with at the end and put it into number five for Sub-Awards Consortium Contractual Costs on the main budget form. So yes, that is absolutely correct. What I meant when I said they shouldn't be duplicated is that you don't want to, for instance, pay the same person under key personnel for the main award and pay them again through the sub-award. You don't want to buy two computers when you really only need one, once through the main award and once through the sub-award. So that is what I meant by duplicating. You are right that that number itself does need to go into the main form. That is a great question.*

Award Information

- **Maximum dollar amount** for total funding
- See relevant request for applications

There is a maximum dollar amount for total funding for each grant. You should refer to the RFA to see what the maximum dollar amount for total funding is for the competition to which you are applying.



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Final Reminders

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Here are a couple final reminders.

Application Checklist

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

Use the application checklist in the Application Submission Guide 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.

Question: *A question came in earlier about where key personnel should be listed. Let's say you have a key person on a sub-award. I think you also want to make sure you list them, for example, on the Key Personnel form. The question here is about whether a key person who is being paid through a sub-award should be included in that Section A, and the answer is yes.*

Answer: *Yes, and have the biographical sketch for them and a current and pending funding.*

That means that you put their contact information in, you upload their bio, and you include a list of current and pending funding. So your key personnel, whether they are on your sub-award or your main award, should be included on that form, should have a bio, and should have a current and pending funding list. In terms of budget, they go on a different form, but in terms of the key personnel form, you do want to include them there also.

Application Checklist

- Use “Check Package for Errors” button on application package
- Upload application and confirm validation by Grants.gov before **4:30:00** p.m., Washington, DC time on 9/4/2013
 - Use “Track My Application” on Grants.gov
 - Pay attention to e-mail (4 in total) – look for PR or award number and date/time stamp

You should use the Check Package for Errors button on 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 is validated by grants.gov before 4:30:00 p.m. Washington, DC time; that is Eastern Daylight Time, on September 4, 2013. 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 should get four in total. Look for the PR award number and the date/time stamp in one of the e-mails to ensure that your application was received in time.

Remember

- Register for Grants.gov early
- Review Grants.gov Application Submission Guide for information on filling out forms and uploading applications
 - <http://ies.ed.gov/funding/14rfas.asp>
- Download the application package designated for your competition and deadline

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.

Review the grants.gov Application Submission Guide for information about filling out the forms and uploading the application. I have included a link here, but it is on the IES funding page. The Application Submission Guide is also available through grants.gov.

Make sure that you download the application package designated for your competition and your deadline.

Question: Appendix C—should you conform to the font and format requirements? What if you have letters coming from many different institutions?

Answer: You probably will have letters coming from many different institutions. I would say that it is not very strictly enforced, in terms of the formatting of the letters. The most important thing is that you make sure that they are legible, that is what we mean when we say you shouldn't shrink down the letters, what we mean is don't make them smaller and put multiple ones on a page or something like that. This really is just so reviewers can read the letter. So you want to make sure that the letter is legible and that nothing gets cut off in the margins. You don't need to contact all of your schools and force them into certain formatting requirements as long as their letter is legible.

Remember

- Submit your application early
 - Three or four days in advance
- Verify submission is OK using “Track My Application”
 - <https://apply07.grants.gov/apply/checkApplStatus.faces>

Also, remember to submit your application early, we would recommend 3 or 4 days in advance. This is so that you can verify your submission is okay. Again, use the Track My Application function on grants.gov to make sure that your application is validated.

Question: *What do you recommend in terms of running heads on any or all parts of the application documents?*

Answer: *I am not sure that I have a recommendation for that. I would say don't waste your space. The other thing people ask about a lot is a table of contents. In theory, tables of contents are really nice, but they take up a page, and if you include a table of contents it is going to count toward your page limit for the narrative. Running heads take up space, so I would recommend, unless you are sure you have space for them, not including a running head. One of the things to keep in mind is that when all of your PDFs and forms are put together, there is a footer that is added on every page that has your unique assigned number. You don't need to identify each page of your application because that is done automatically through the system.*

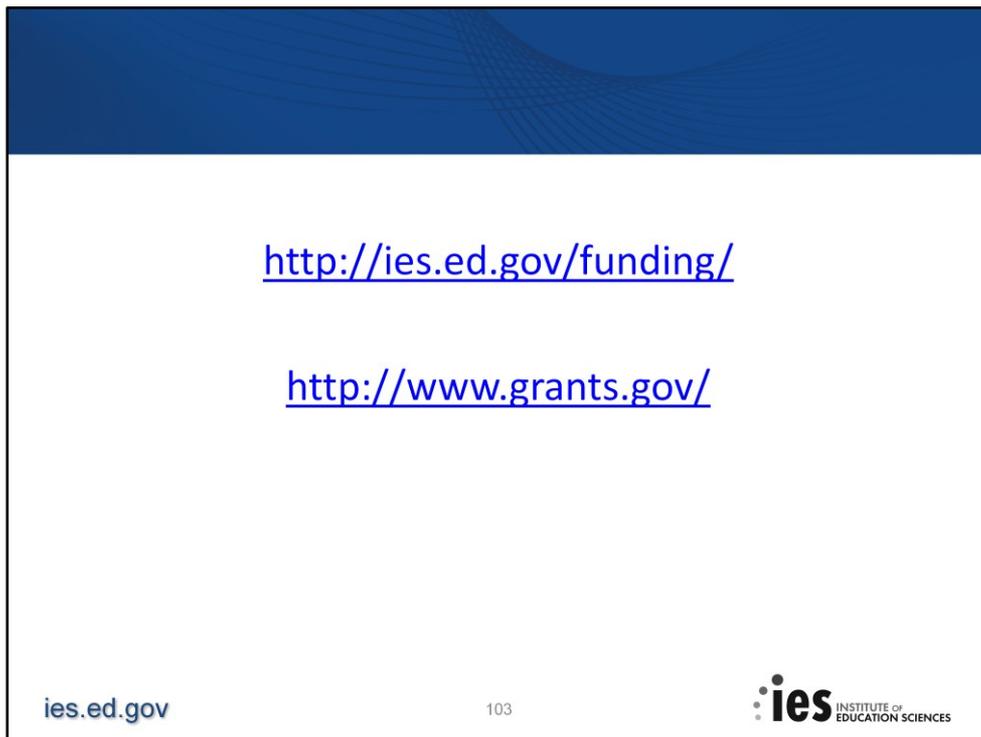
Question: *Is it too late to contact a Program Officer to discuss a proposal?*

Answer: *The answer is absolutely not. It is never too late to contact a Program Officer. How should we contact the Program Officer? Should we e-mail for a phone conference with a brief description of the project? That sounds great. Program Officers are more than happy to talk with you on the phone, but I think your best bet is to e-mail them ahead of time and request a time to speak with them. If you can include a brief description of your project that will help them a lot too, so that they can have an idea of your project before they speak to you on the phone.*

And last but not least...

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

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.



Here is the website for [grants.gov](http://www.grants.gov) and our funding page.

Question: In terms of budget, how specific in detail should the Budget Narrative Justification be?

Answer: It needs to be pretty specific. You need to talk about each key person, talk about the role that they play on the project, the jobs that they are going to do on the project, and be clear about their percent effort. In terms of other items, if you are talking about travel, for example, make sure you indicate how many trips per year and how many people are going to be on each trip. You also need to itemize cost estimates for airfare, hotel stays, and meals and incidentals. You need to estimate all of that. Your sponsored projects office will have guidance on the per diem that you are allowed to use for your hotel, etc. When we are talking about materials or equipment, you need to itemize that also. You need to say, "I need to purchase five computers at \$1,000.00 each for a total of \$5,000.00." All that needs to be itemized in your Budget Narrative Justification. I would say you want to err on the side of being overly detailed. It is better to have more information and to be more specific than to be too general.

Question: Can the budget be an estimate or does it need to be precise?

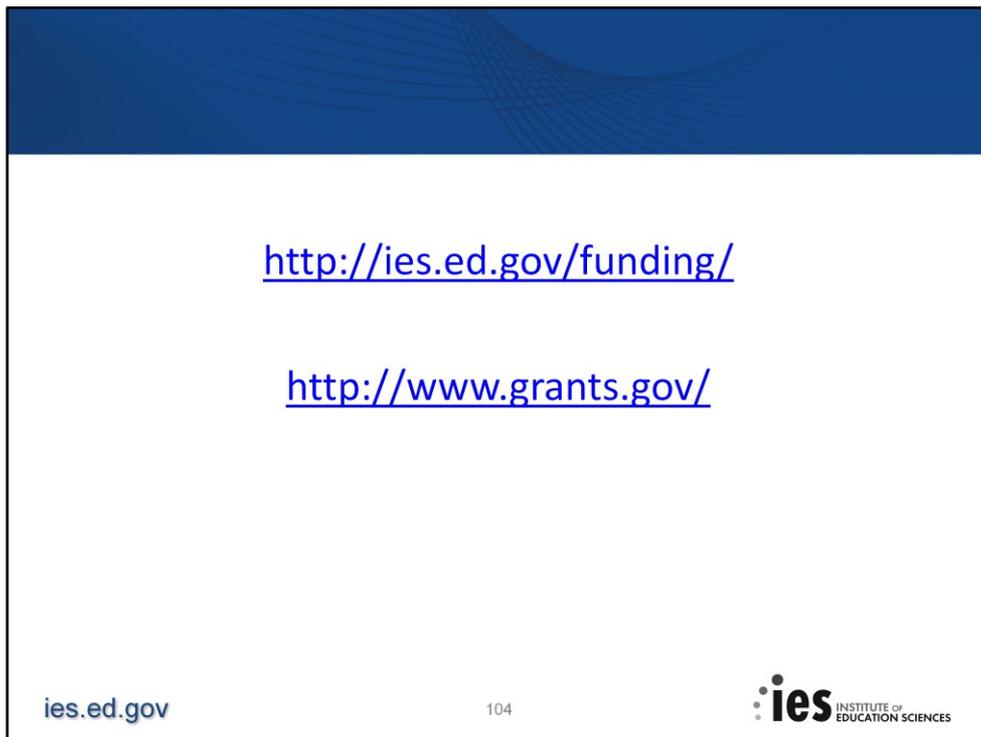
Answer: You should be as precise as you can. We recognize that the cost of things change sometimes between the time that you have submitted your application and the time that your grant is awarded. For instance, if you look up airfare to a conference, that is just an estimate. Do the best you can with your estimates. Price out the costs of all the assessments you need, the cost of the equipment and the computers and the materials you need, and just do the best you can.

Question: Does IES have any limitations with regard to including non-American citizens as collaborators or consultants on applications? What about post-doctoral fellows?

Answer: I don't believe we have any limitations on including non-American citizens as collaborators. You can also include institutions outside of the United States. They can be included as sub-awards. An important thing to note, though, is that those institutions outside of the United States cannot charge indirect costs. Otherwise, we don't have any limitations on non-American citizens or post-doctoral fellows.

Question: Which e-mail confirms on-time submission?

Answer: The fourth e-mail you receive, from the U.S. Department of Education, confirms that your application was on time. The first e-mail tells you that you have uploaded it into the system. The second e-mail tells you that it has been validated. The third tells you that the U.S. Department of Education has retrieved it. It is the fourth e-mail that tells you that it is on time. You do not need to receive that e-mail from the U.S. Department of Education before the deadline. However, I would recommend that you submit your application early. That way you don't need to be concerned about whether your submission was on time. So the earlier you can do it, the better.



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Question: *How do we find out who the Program Officer is?*

Answer: *You can find that out through the RFA or through the IES website. All of the RFAs will have the Program Officer listed. Some RFAs only have one Program Officer; for instance, if you are applying to 305C or 305D, there is only one Program Officer. If you are applying to 305A, which is our main education research program, then there is a different Program Officer for each topic, and if you look at the beginning of the topic in the RFA, it will have the name and the contact information of the Program Officer for that topic.*

Question: *I recently heard that NIH is no longer funding yearly cost-of-living increases. Is this true for IES as well?*

Answer: *We have not put any restrictions on that.*

Again, please e-mail your Program Officer if you have any other questions after this webinar is over. Thank you so much for joining us today.

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