

Frequently Asked Questions (FAQs) 2016 NIST NNMI Institute Competition

These “frequently asked questions” (FAQs) are a supplemental resource to the NIST 2016 NNMI Federal Funding Opportunity (FFO) and are organized according to the FFO structure. The purpose of this informational document is to assist potential NIST NNMI Institute applicants in better understanding the program and the 2016 competition. Information contained herein is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements or the specific application requirements set forth in the FFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the FFO, shall prevail over any inconsistencies contained in the below FAQs. New questions and answers will be added periodically, as the need arises.

Note: Section numbers match the corresponding section in the FFO. Not all sections have FAQs.

I. Program Description		
A. National NNMI Program		
1. What Is the NNMI?	The National Network for Manufacturing Innovation (NNMI) is a linked network of Institutes to support innovation in manufacturing across the United States. The NNMI fills a gap – the “missing middle” - between the nation’s R&D, education and training activities and the scale up of technological innovations to large scale production along with a skilled workforce needed for the domestic production of goods. At their core, these individual Institutes for Manufacturing Innovation (Institutes) will be world-leading centers that bring together companies of all sizes, universities, community colleges and other educational institutions, state and local governments, the Federal government, and others to co-invest in the development of technologies that businesses can use to innovate production processes and new products. The Revitalize American Manufacturing and Innovation (RAMI) Act of 2014 (15 U.S.C. § 278s (c)(1)(C)) authorizes the NNMI Program.	Posted: 2/19/2016
2. Are there other programs similar to the NNMI?	NNMI is uniquely designed to meet the needs of the U.S. advanced manufacturing community. Other countries have established government-industry-academia partnerships to spur industrial innovation, and there are some similarities. Understanding and being aware of these other programs informs the U.S. approach to developing a manufacturing infrastructure. There is no one-size-fits-all approach for all countries, and the needs of the U.S. are different from others.	Posted: 2/19/2016
3. How did the Federal government come up with the design for the NNMI?	The federal interagency Advanced Manufacturing National Program Office (AMNPO) conducted an extensive public engagement initiative to communicate with and involve manufacturing broad set of stakeholders in the design of the NNMI program. This extensive input was used to develop the “National Network for Manufacturing Innovation: A Preliminary Design,” a Federal report issued by the National Science and Technology Council. The report was publicly released at a design review workshop in Huntsville, Alabama, on January 16, 2013. It is located online here: http://www.manufacturing.gov/docs/nnmi_prelim_design.pdf	Posted: 2/19/2016
B. Individual NNMI Institutes		

<p>1. What makes NNMI institutes different from other R&D institutes in the U.S.?</p>	<p>Briefly, NNMI institutes are specifically designed to be sustainable at the individual level while also supporting the national priority of advancing the competitiveness of the manufacturing sector.</p> <p>Each institute is a research center where industry, academia and government partner to conduct research and development into applied manufacturing technologies of a focused nature. The benefits of this research accrue to Institute members and, eventually, to the nation as a whole.</p> <p>The openness of Institutes to a large number of partners enables them to welcome small and medium-sized businesses which cannot normally afford such facilities. Finally, Institutes may also connect with one another to pool knowledge, conduct joint events, training workshops, and more.</p> <p>For more information, please see:</p> <ul style="list-style-type: none"> - "The National Network for Manufacturing Innovation: A Preliminary Design," published in 2013 by the National Science and Technology Council (NSTC) with support from the AMNPO. It is online at: http://manufacturing.gov/docs/NNMI_prelim_design.pdf - About the NNMI Institutes and the NNMI Network, go to Manufacturing.gov 	<p>Posted: 2/19/2016</p>
<p>2. What types of activities would an Institute support?</p>	<p>Institute activities may include, but are not limited to: applied research and demonstration projects that reduce the cost and risk of commercializing new technologies or that solve generic industrial problems; education and training at all levels, from K-12 through professional training; development of innovative methodologies and practices for enhancing the capabilities of and integrating supply-chains; and engagement with small and medium-sized manufacturing enterprises (SMEs).</p>	<p>Posted: 2/19/2016</p>
<p>3. What is the value proposition for small manufacturers of joining an Institute? Typically they cannot afford any costs not directly related to the bottom line.</p>	<p>The shared facility infrastructure provided by a NNMI Institute is an asset for all manufacturers and innovators, especially small and medium sized enterprises (SMEs). They benefit from information and services tailored specifically to SMEs, tiered fee structures and allowance of in-kind contributions to facilitate access when cash payment for membership is not feasible, staged licensing of intellectual property, workforce training, and more. Specific benefits vary by Institute and the associated SME.</p>	<p>Posted: 2/19/2016</p>

<p>4. How will the success of an Institute under the NNMI be determined?</p>	<p>The success of an Institute will be based on a number of factors, all of which point back to a successful business model and delivered value to its investors, especially those beyond the Federal government. Measures that may help to demonstrate that value include, for example, amount of (non-federal) co-investment, membership, and project successes. See “Guidance on Performance Metrics – NNMI (2015)” located at http://www.manufacturing.gov/pubs_resources.html</p>	<p>Posted: 2/19/2016</p>
<p>C. State- and Local Government Involvement in NNMI Institutes</p>		
<p>1. How are NNMI institutes different from state or local regional clusters?</p>	<p>The NNMI is a national asset intended to strengthen clusters at all levels, supporting the regional innovation ecosystem, while linking them to a nationwide infrastructure that supports the needs of manufacturers.</p>	<p>Posted: 2/19/2016</p>
<p>2. What is the role of state and local governments in forming an Institute?</p>	<p>State and local governments may partner with proposing teams to form an Institute and participate in its governance. Institute applications should outline clearly the methods by which decisions will be made, including those decisions related to partner rights and responsibilities. Additionally, regional solutions often require states to work together, sometimes across state lines.</p>	<p>Posted: 2/19/2016</p>
<p>II. Federal Award Information</p>		
<p>A. Focus Area</p>		
<p>1. Why doesn't the competition name the institute topic, like prior competitions sponsored by the Department of Defense and the Department of Energy?</p>	<p>The Revitalize American Manufacturing and Innovation (RAMI) Act of 2014 (15 U.S.C. § 278s (c)(1)(C)), which formally authorized the formation of the NNMI, provided the Department of Commerce the authority to sponsor institutes on any topic proposed by the private sector. This is complementary to the mission agencies which select topics which are important to advancing their respective mission.</p>	<p>Posted: 2/19/2016</p>
<p>2. The Department of Defense (DOD) recently issued a Request for Information (RFI) on prospective institute topics. Is this NIST opportunity somehow the same thing? Why is the process different across agencies?</p>	<p>The DOD RFI and this NIST NNMI Funding Opportunity are two separate initiatives of the multi-agency NNMI Program. The DOD's establishment of NNMI institutes pre-dates the Revitalize American Manufacturing and Innovation (RAMI) Act, which established the requirement for DOC to hold open-topic competitions. Therefore, they are within scope to seek to gain information regarding potential fits for their highest-priority mission areas. In contrast, this NIST NNMI Funding Opportunity uses an open topic approach for establishing an Institute allowed for under the RAMI authority.</p>	<p>Posted: 2/19/2016</p>

3. Should different Institutes under the NNMI have widely varying scopes and focus areas?	Absolutely. Each Institute will have a unique and well-defined focus area, such as an advanced material, a manufacturing process, an enabling technology, or an industry sector. The focus of each Institute will be on integrating capabilities through collaborations at facilities designed and equipped to address cross-cutting manufacturing challenges, yielding solutions that have the potential to retain, expand, or innovate industrial production in the United States.	Posted: 2/19/2016
4. Are there any topics which are not eligible for an institute award?	Any area of advanced manufacturing will be considered so long as it does not duplicate or overlap the technical scope and programs of other federally funded Institutes within the National Network for Manufacturing Innovation (NNMI), or the technical focus area(s) that are identified within any in-progress Institute(s) funding opportunity announcement led by another federal agency.	Posted: 2/19/2016
5. The NOI published December 2015 indicated that the NIST competition was open-topic with two area of "special interest". This is not referenced in the FFO. Please explain.	The NIST competition is open to all topics, with no preferential scoring for any particular topic. To encourage the submission of topics addressing areas of critical national need, the NIST Notice of Intent (NOI) provided examples identified by the President's Council of Advisors on Science and Technology (PCAST) Advanced Manufacturing Partnership. This only causes confusion on whether the competition was truly "open"; therefore, the FFO makes no mention of those or any other examples.	Posted: 2/19/2016
B. Funding		
1. What constitutes "cost-sharing?"	A contribution from any non-Federal source that directly supports Institute functioning. Both in-kind and cash contributions count toward the requirement. It must be tangible, meaningful, and substantial enough in the aggregate to signal strong and committed industry, regional, and local partnership. Each different type of cost-share has its own merits and uncertainties when used for an Institute application. For more information see "Guidance on Merits and Uncertainties of Cost Share.docx" on http://www.nist.gov/amo/nnmi/2016competition.cfm and the FFO for more details on cost-sharing.	Posted: 2/19/2016
2. How many years of federal support will be provided?	NIST anticipates funding approximately \$70 million for each Institute, distributed across five (5) years with the possibility of renewal for an additional two (2) years, subject to the appropriation and availability of funds, required approval of spend plans and the subsequent apportionment to NIST.	Posted: 2/19/2016

<p>3. After federal funding has ceased, how will institutes become self-sustaining?</p>	<p>Each Institute has its own business plan and model, but the 2013 report “National Network for Manufacturing Innovation: A Preliminary Design” http://www.manufacturing.gov/docs/nnmi_prelim_design.pdf outlines a notional approach for sustainability. Over time, revenue is expected to increase for successful Institutes from membership dues, project fees, user fees, intellectual property licensing, and competitive federal awards and contracts.</p>	<p>Posted: 2/19/2016</p>																																																															
<p>4. Please provide an example of \$70 M Institute funding that is distributed over 5 years and has decreasing funding.</p>	<p>The table presents two notional federal program budget profiles for an Institute for an initial award of up to five (5) project years. The example budget profiles meet the requirements set forth in the 2016 NIST NNMI FFO and are provided for illustrative purposes solely. Others budget profiles that meet the requirements stated within the FFO are possible. Further information is available within the “Notional Multi-year Institute Budget” document found on the NIST NNMI Competition webpage.</p> <table border="1" data-bbox="475 695 1295 936"> <thead> <tr> <th>Project Year</th> <th>Yr 1</th> <th>Yr 2</th> <th>Yr 3</th> <th>Yr 4</th> <th>Yr 5</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;">Example 1</td> </tr> <tr> <td>Fed. Gov't Funding</td> <td>\$ 12.0</td> <td>\$ 18.0</td> <td>\$ 16.0</td> <td>\$ 14.0</td> <td>\$ 10.0</td> <td>\$ 70</td> </tr> <tr> <td colspan="6" style="text-align: right;">Non-Federal Cost Sharing (minimum)</td> <td>\$ 70</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total Institute Funding (minimum)</td> <td>\$140</td> </tr> <tr> <td colspan="7" style="text-align: center;">Example 2</td> </tr> <tr> <td>Fed. Gov't Funding</td> <td>\$ 8.0</td> <td>\$ 18.0</td> <td>\$ 16.0</td> <td>\$ 14.5</td> <td>\$ 13.5</td> <td>\$ 70</td> </tr> <tr> <td colspan="6" style="text-align: right;">Non-Federal Cost Sharing (minimum)</td> <td>\$ 70</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total Institute Funding (minimum)</td> <td>\$140</td> </tr> </tbody> </table>	Project Year	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total	Example 1							Fed. Gov't Funding	\$ 12.0	\$ 18.0	\$ 16.0	\$ 14.0	\$ 10.0	\$ 70	Non-Federal Cost Sharing (minimum)						\$ 70	Total Institute Funding (minimum)						\$140	Example 2							Fed. Gov't Funding	\$ 8.0	\$ 18.0	\$ 16.0	\$ 14.5	\$ 13.5	\$ 70	Non-Federal Cost Sharing (minimum)						\$ 70	Total Institute Funding (minimum)						\$140	<p>Posted: 2/19/2016</p>
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III. Eligibility Information

A. General Eligibility

<p>1. Which entities are eligible to submit Pre-Applications? Universities? Industry? Consortia?</p>	<p>Eligible applicants are:</p> <ul style="list-style-type: none"> - Non-profit organizations; - Accredited institutions of higher education; - State, local, and Tribal governments; and - For-profit organizations that are organized and operated in the United States (including U.S. territories) with majority domestic ownership or control. <p>Ineligible applicants are:</p> <ul style="list-style-type: none"> - Federal agencies, and - Federally Funded Research and Development Centers (FFRDCs) 	<p>Posted: 2/19/2016</p>
<p>2. What is the ideal mix of partners to compete for a NNMI-funded Institute?</p>	<p>The ideal mix of partners will depend on the proposed Institute focus, but should include all relevant stakeholders needed to develop the infrastructure envisioned by the NNMI program. Participation by large industry (anticipated to be a significant co-investor in the Institute), small and medium manufacturers, local universities and community colleges, research organizations, career and technical institutions, and other state, regional, and local public and private entities is likely to be valuable.</p>	<p>Posted: 2/19/2016</p>

B. Specific Types of Domestic Applicants		
1. What role can Federally Funded Research and Development Centers (FFRDCs) play with respect to this funding opportunity?	<p>At the time of application, a FFRDC may not be included as a funded subrecipient or contractor.</p> <p>After an award is issued:</p> <ul style="list-style-type: none"> - Institutes will be expected to interact with FFRDCs, as appropriate, in a number of manners consistent with those organizations' respective missions / purposes. Institutes are encouraged to utilize federal entities to support the program goals. - FFRDCs may be allowed as subrecipients or contractors, based on the unique and specific needs of the Institute, subject to the provisions of FAR 35.017-1. 	Posted: 2/19/2016
2. Is it possible for third-party contractors to contribute cost share dollars towards this award?	No, contractors may not contribute cost share. Applicants, proposed subrecipients and third party organizations, however, may provide cost sharing, per 2 C.F.R. § 200.306 and 2 C.F.R. part 200, Subpart E.	Posted: 2/19/2016
3. May federal agencies apply?	No.	Posted: 2/19/2016
C. Foreign Organizations		
1. May foreign-owned or foreign-controlled organizations apply or become part of an Institute once an award is issued?	<p>Organizations that are majority foreign-owned or foreign-controlled are not eligible as applicants, subrecipients or contractors at the time of application. However, they may be included in a team or consortium as an unfunded collaborator, if they are organized and operated in the U.S.</p> <p>Once an award has been issued, NIST will review on a case-by-case basis whether majority foreign-owned or foreign-controlled entities organized and operated in the U.S. may be allowed as subrecipients or contractors based on the unique and specific needs of the Institute.</p>	Posted: 2/19/2016
D. Change of Applicant		
1. If invited to submit a Full Application, can we "re-team" with additional members and with others who submitted Pre-Applications but were not invited to submit Full Application?	Yes. Once invited to submit a Full Application, the original "team" may choose to strengthen their application by adding members to their team. This includes adding others who submitted a Pre-Application, but were not invited to submit a Full Application.	Posted: 2/19/2016

2. May a successful pre-applicant change the lead entity to another eligible entity before submitting its Full Application?	Yes. Please note that the applicant must provide written notice of its intent to change the proposed lead entity or revise its requested budget amount prior to submission of its Full Application. Written notices should be submitted by mail to Jessica Strickler, National Institute of Standards and Technology, 100 Bureau Drive, Stop 4700, Gaithersburg MD 20899, or by e-mail to jessica.strickler@nist.gov . (See section V.5.e within the FFO.)	Posted: 2/19/2016
E. Intellectual Property		
1. What if there are inventions made under the award?	Each funded Institute is required to establish and finalize within the Institute Startup Phase a number of agreements, including management of intellectual property. Under the Bayh-Dole Act, government funded inventions must be reported to the federal agency who made the award. This disclosure must be made electronically at www.iedison.gov .	Posted: 2/19/2016
2. What do we do if we plan on using any NIST-owned intellectual property?	Please review Section VI.2.f. of the Federal Funding Opportunity, "Use of NIST Intellectual Property."	Posted: 2/19/2016
F. Other Questions		
1. How can I find out about small and medium manufacturers who would be interested in teaming?	Visit your local Manufacturing Extension Partnership (MEP) center (http://ws680.nist.gov/mepmeis/FindYourLocalCenter.aspx). They will be able to help make those connections.	Posted: 2/19/2016
2. May I ask a Federal legislator for a letter and include the letter in my application?	Yes, a letter of interest from a legislator can be included, just as any letter of interest from any interested stakeholder. Letters of interest from legislators are not weighed any differently than other letters contained within the application. (Please note, letters of commitment are only provided for parties that commit specific resources or funding to the project.)	Posted: 2/19/2016
IV. Pre-Application/Full Application and Submission Information		
A. Schedule		
1. What is the schedule for Pre-Application submission and Full Application submission?	NIST is requiring Pre-Applications under this FFO. The Pre-Applications will be evaluated using the criteria in the section V.1.a of the FFO and those found to be of merit will be invited to submit a Full Application. <ul style="list-style-type: none"> – Pre-Applications must be received electronically through Grants.gov no later than April 20, 2016, 11:59 p.m. Eastern Time (ET). Materials received after this deadline will not be reviewed or considered. 	Posted: 2/19/2016

	<ul style="list-style-type: none"> - Review of Pre-Applications, selection, and notification to applicants is expected to be complete within approximately four (4) weeks. (Note that this timeline is tentative and subject to change.) Selected proposers will then be invited to submit a Full Application. - Full Applications must be received electronically through Grants.gov no later than July 22, 2016, 11:59 p.m. ET. Materials received after this deadline will not be reviewed or considered. - Submission of Full Applications is limited to applicants who have submitted a Pre-Application <u>and</u> who have been invited by NIST to submit a Full Application. 	
2. What is the anticipated schedule for notification of awardees?	The anticipated timeframe for awards is subject to change and are currently expected to be within the first calendar quarter of 2017.	Posted: 2/19/2016
B. Budget		
1. How much federal funding will be available?	NIST anticipates funding approximately \$70 million for each Institute, distributed across five (5) years with the possibility of renewal for an additional two (2) years, subject to the appropriation and availability of funds, required approval of spend plans and the subsequent apportionment to NIST.	Posted: 2/19/2016
2. What if we do not have an indirect cost rate agreement?	<p>Any non-federal entity that has never received a negotiated indirect cost rate may choose to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely.</p> <p>You may at any time choose to negotiate an indirect cost rate with your cognizant agency.</p>	Posted: 2/19/2016
3. What is cost-sharing or matching?	<p>Cost-sharing or matching means the portion of project costs not paid by Federal funds. It includes all contributions of cash and in-kind that a recipient or third party (excluding contractors) makes towards the project. Each different type of cost-share has its own merits and uncertainties when used for an Institute application.</p> <p>Please review the document "Guidance on Merits and Uncertainties of Cost Share" found on the Helpful Resources section of the competition website, www.nist.gov/amo/nnmi/2016competition.cfm, that outlines the merits and uncertainties associated with different examples of cost-sharing.</p>	Posted: 2/19/2016

4. What is the expected cost-sharing or matching amount?	<p>For an application to be eligible, at least 50% of total project costs annually from non-federal sources over the lifetime of the award is required. In addition, applications will be evaluated to as to whether the non-Federal financial support provided to the proposed Institute from non-Federal sources will significantly exceed the requested Federal financial assistance for the proposed Institute. Lastly, RAMI also requires that weighted preference will be given to applications that provide greater than 1:1 cost share of funds in the proposed budget.</p> <p>Please note the Federal financial assistance provided to the Institute shall decrease after the second year of funding and continue to decrease each year in which Federal financial assistance is provided. Federal financial assistance shall not exceed 50% of the total funding of the Institute of that year. Refer to the federal funding opportunity Section III.5.</p>	Posted: 2/19/2016
5. What activities are not allowed with NNMI funding?	<p>Awardees will be required to follow the Department of Commerce Financial Assistance Standard Terms and Conditions (December 2014) as well as the appropriate cost principles outlined in 2 C.F.R. 200, Subpart E for Institutions of Higher Education (IHE) or nonprofit organizations and 48 C.F.R. Part 31, Subpart 31.2 for-profit organizations.</p>	Posted: 2/19/2016
6. What is the federal definition of equipment?	<p>As stated in 2 C.F.R §200.33, equipment is tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser value established by the non-Federal entity for financial statement purposes, or \$5,000.</p>	Posted: 2/19/2016
7. What is the amount for a large equipment purchase?	<p>A large equipment purchase is the acquisition of any singular piece of eligible equipment that cost \$500,000 or more. An analysis must be made of lease versus purchase alternatives.</p> <p>Please review the footnotes on page 17 of the federal funding opportunity.</p>	Posted: 2/19/2016
8. What is the dollar threshold for the purchase of large capital facilities?	<p>Purchase of large capital facilities is defined at \$500,000 or more, and are limited to the costs allowable under the OMB Uniform Guidance at 2 C.F.R. Part 200, Subpart E – Cost Principles.</p> <p>An analysis must be made of lease versus purchase alternatives, as well as any other appropriate analysis to determine the most economical approach.</p> <p>Please review the footnotes on page 17 of the federal funding opportunity.</p>	Posted: 2/19/2016
9. What is the difference between subawards vs. contracts?	<p>Subawards are awards of financial assistance made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower tier-sub-recipient. Subawards could provide cost-share.</p>	Posted: 2/19/2016

	<p>Subrecipient is a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program. Please review 2 C.F.R. §200.93 for the full definition.</p> <p>Contracts are used to acquire through purchase, lease or barter, property or services.</p>	
10. May unsuccessful applicants request a debriefing?	Yes. Information on how to request a debriefing will be provided in NIST's response to your application.	Posted: 2/19/2016
VI. Federal Award Administration Information		
A. Information Exchange		
1. Where can I find information about the NIST NNMI competition?	Please visit Grants.gov and the competition website at www.nist.gov/amo/nnmi/2016competition.cfm for the most up-to-date information about the NIST NNMI competition. A Proposers' conference will be offered and available for in person attendance and via webcast. An archived recording will be available on the competition website.	Posted: 2/19/2016
2. What if I have a question that has not been addressed within a FAQ?	Send your question by email to: nnmifund@nist.gov . Responses to questions of broad interest will be posted as a FAQ on the competition website at www.nist.gov/amo/nnmi/2016competition.cfm . The list will be periodically updated as the need arises.	Posted: 2/19/2016
3. I've worked with NIST employees before. Can I ask a former colleague there about the competition or get them to write a letter of interest or support?	No. NIST employees are prohibited from helping any potential applicant prepare an application so as to avoid any unfair advantage or conflict of interest or appearance of conflict of interest. Examples of prohibited exchanges include, but are not limited to: detailed technical or business discussions with potential applicants, their proposing partners, industry groups, or others that are likely to participate in the intended NIST NNMI institute competition. NIST employees are also not allowed to offer any letter of interest or support to any applicant.	Posted: 2/19/2016
B. Funds Withdrawal		
1. How will a funded Institute withdraw funds?	NIST uses Automated Standard Application for Payments – on the web (ASAP) to disburse funds for Institute recipients.	Posted: 2/19/2016
C. Auditing & Reporting Requirements		
1. Where can I find standard reporting forms?	Check https://www.whitehouse.gov/omb/grants_forms for copies of standard reporting forms.	Posted: 2/19/2016

<p>2. What will be the reporting requirements for this award?</p>	<p>Technical progress reports and financial reports will be due on a quarterly basis for performance periods ending March 31, June 30, September 30, and December 31 of each year. Reports will be due 30 days after the end of the reporting period.</p> <p>If the total value of the recipient's total active grants, cooperative agreements, and procurement contracts exceeds \$10 million, the recipient is subject to requirements outlined Section VI.3.a.(4) in the federal funding opportunity.</p> <p>Select recipients may be required to submit property and patent reports.</p> <p>Institutes under this award are also required by RAMI to submit an annual report to the Secretary of Commerce.</p>	<p>Posted: 2/19/2016</p>
<p>3. Is there a standard format for the financial and technical reports?</p>	<p>For financial reports, yes, go to https://www.whitehouse.gov/omb/grants_forms to retrieve the SF425 Federal Financial Report.</p> <p>For technical progress reports, there is no specific format, however, they must cover the information outlined in 2 C.F.R §200.328 as well as any additional information your program officer may request.</p>	<p>Posted: 2/19/2016</p>
<p>4. Who should the financial and technical reports be submitted to?</p>	<p>Submit all quarterly financial and technical reports to your assigned NIST federal program officer, grants specialist, and grants officer within 30 days from the end of the reporting period.</p>	<p>Posted: 2/19/2016</p>
<p>5. What if we need an extension on the financial and technical reports?</p>	<p>Please provide sufficient justification for the reporting due date extension and expected due date to your assigned federal program officer and grants specialist.</p>	<p>Posted: 2/19/2016</p>
<p>6. What about reporting requirements for sub-awardees?</p>	<p>All recipients are responsible for reporting sub-awards of \$25,000 or more.</p> <p>Please refer to the federal funding opportunity Section VI.3.for more information.</p>	<p>Posted: 2/19/2016</p>
<p>7. Do you allow no-cost extensions or budget revisions?</p>	<p>Yes, we allow both. Recipients may initiate a one-time extension of the expiration date of the award of up to 12 months, unless certain conditions apply. Send the request to both your federal program officer and grants specialist at least 10 days before the project end date.</p> <p>Budget revision information must be provided if there are any significant changes in the size or scope of the project or in originally negotiated total estimated costs.</p>	<p>Posted: 2/19/2016</p>

8. When do we have to request prior written approval from NIST for a budget revision?	<p>Recipients must provide revised budget information to NIST if there are any significant changes in the size or scope of the project or in the originally negotiated total estimated costs for the project period.</p> <p>Within 30 calendar days, the request for budget revisions will be reviewed, and recipients will be notified if those revisions have been approved.</p>	Posted: 2/19/2016
9. What if the scope of work changes?	You must notify both the federal program office and grants office and receive prior approval if the scope or objective of the project or program changes, even if there is no budget revision requiring prior written approval.	Posted: 2/19/2016
10. What do we do with any remaining funds at the conclusion of the grant?	The recipient will refund any balances of unobligated cash that NIST has advanced or paid and that is not authorized to be retained by the recipient to use in other projects.	Posted: 2/19/2016
11. Who do we notify in the case of address and/or contact changes?	Notify your assigned grants specialist and federal program officer in writing.	Posted: 2/19/2016
12. What are the audit requirements of this award?	<p>Any non-Federal entity (i.e. states, local governments, non-profits) that expends Federal awards of \$750,000 or more in the recipient's fiscal year will be required to conduct a single or program-specific audit.</p> <p>Commercial organizations follow the DOC Financial Assistance Standard Terms and Conditions, December 26, 2014 or special award conditions in the award package. NIST, the Department of Commerce Office of Inspector General, or another Federal agency may conduct an audit of award at any time.</p>	Posted: 2/19/2016
D. Records Retention		
1. How long must records be retained after the award has ended?	As outlined in 2 C.F.R. §200.333, financial records, supporting documents, statistical records, and all other non-Federal entity records related to the award must be retained for a period of three years from the date of submission of the final expenditure report.	Posted: 2/19/2016

E. Formatting		
1. Can we use color charts in the application?	Yes.	Posted: 2/19/2016
2. Can we use web links in the application?	Yes. However, please note that the evaluation panel will only look at information that is in the application. This means that they will not go online to access and read the information contained at any web links provided.	Posted: 2/19/2016
3. Any limitations on fonts or font sizes?	The font must be legible and 11-point at the minimum. Smaller type is acceptable for figures and tables, but must also be clearly legible. It is advisable to err on the side of a larger font if one is unsure.	Posted: 2/19/2016
VIII. Other Information		
1. Can we send in our application by email, or alternatively by regular (postal) mail?	No, you may not. Applicants are required to submit their applications using Grants.gov. NIST will not accept applications via email or regular mail. Since applications cannot be submitted when Grants.gov is closed for routine maintenance, applicants should be aware, and factor this into your submission timeline. A complete schedule can be found at http://www.grants.gov/web/grants/outreach/calendar.html	Posted: 2/19/2016
2. What proactive steps can we take to prepare for a possible submission?	1) Make sure that your System for Award Management (SAM.gov) registration is up to date (annual registration required), or register for the first time. The free annual registration process in SAM.gov may take between three and five business days or as long as more than two weeks. 2) Make sure that you are currently registered on Grants.gov. 3) If you do not have a DUNS number, take the time now to obtain one.	Posted: 2/19/2016
3. Where do we go to register on Grants.gov?	Please visit the following URL: http://www.grants.gov/web/grants/register.html	Posted: 2/19/2016
4. Where do we go to register on SAM.gov?	Please visit the following URL: https://www.sam.gov/portal/SAM/#1	Posted: 2/19/2016
5. Where do we go to apply for a DUNS number?	Please visit the following URL: http://fedgov.dnb.com/webform/displayHomePage.do	Posted: 2/19/2016
6. Any advice for submissions?	We strongly recommend that you not wait until the last minute to submit your application. NIST will not make any allowances for late submissions, including but not limited to incomplete Grants.gov registration. Grants.gov will send a series of e-mail messages over a period of up to two	Posted: 2/19/2016

	business days before you learn whether a Federal agency’s electronic system has received your application.	
7. How can I keep up to date with the activities of the NNMI Program?	Please visit our website at www.manufacturing.gov , join our LinkedIn Group at https://www.linkedin.com/groups/6947787 , follow us on Twitter @NNMIgov, and sign for updates https://public.govdelivery.com/accounts/USNIST/subscribers/new	Posted: 2/19/2016
8. Where can I get more information about what the government is doing in advanced manufacturing generally?	Please visit www.manufacturing.gov .	Posted: 2/19/2016