December 9, 2013

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY (FFO)
National Institute of Standards and Technology (NIST) Summer Institute for
Middle School Science Teachers (NIST Summer Institute) Program

EXECUTIVE SUMMARY

- **Federal Agency Name**: National Institute of Standards and Technology (NIST), United States Department of Commerce (DoC)

- **Funding Opportunity Title**: NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute) Program

- **Announcement Type**: Initial

- **Funding Opportunity Number**: 2014-NIST-SUMMER-INSTITUTE-01

- **Catalog of Federal Domestic Assistance (CFDA) Number**: 11.609, Measurement and Engineering Research and Standards

- **Dates**: Electronic applications must be received no later than 11:59 p.m. Eastern Time, Wednesday, March 12, 2014. Paper applications must be received by NIST by 5:00 p.m. Eastern Time, Wednesday, March 12, 2014. Applications received after the respective deadline will not be reviewed or considered. Review, selection, and award processing is expected to be completed in April 2014. The earliest anticipated start date for awards under this FFO is expected to be approximately May 2014. The NIST Summer Institute Program will be held at the NIST Campus in Gaithersburg, Maryland on July 7-18, 2014.

  When developing your submission timeline, keep in mind that (1) a free annual registration process in the electronic System for Award Management (SAM) (see Section VI.2.b.) may take between three and five business days or as long as more than two weeks, and (2) applicants using Grants.gov will receive a series of receipts over a period of up to two business days before learning via a validation or rejection whether a Federal agency's electronic system has received its application.

- **Proposal Submission Address**: See Section IV. in the Full Announcement Text of this FFO.

- **Funding Opportunity Description:** NIST is soliciting applications from eligible public school districts and accredited private educational institutions in the U.S. and its territories nominating middle school science teachers to participate in the NIST Summer Institute Program. The NIST Summer Institute Program will provide selected teachers hands-on activities, lectures, tours, and visits with NIST scientists and engineers at the NIST Campus in Gaithersburg, Maryland.

- **Funding Availability:** NIST expects that approximately $78,000 may be available for new awards to public school districts and/or accredited private educational institutions in the U.S. and/or its territories to support approximately 22 teachers. The total number of awards will depend on the number of teachers selected per each successful applicant public school district and/or accredited private educational institution to attend the NIST Summer Institute Program.

  Each teacher selected from each successful applicant will receive $2,000 as a stipend for the two (2)-week program through their school district or private educational institution. In addition, funds may be provided through the cooperative agreements for travel and lodging for selected teachers traveling more than 50 miles from their primary residence to the NIST Campus in Gaithersburg, Maryland (up to $2,000 per teacher), for a total of up to $4,000 per teacher.

- **Funding Instrument:** Cooperative Agreement

- **Who Is Eligible:** Public school districts and accredited private educational institutions in the U.S. and its territories that offer science classes at grade levels 6-8 (often termed middle school). Such school districts and institutions must offer instruction in general science fields, such as earth science, physical science, chemistry, physics, and/or biology. Individual public school teachers and individual public middle schools are not eligible to submit applications directly to NIST and instead must be nominated by their school district. Individual teachers at private educational institutions are not eligible to submit applications directly to NIST and instead must be nominated by their private educational institution. The individual teachers that are nominated to participate in the NIST Summer Institute Program must meet the eligibility requirements in Section III.1. of this FFO.

- **Cost Sharing Requirements:** This Program does not require cost sharing.

FULL ANNOUNCEMENT TEXT

I.   Funding Opportunity Description

NIST is soliciting applications from eligible public school districts and accredited private educational institutions in the U.S. and its territories that offer science classes at grade levels 6, 7, and/or 8 (often termed middle school). Such school districts and institutions must offer instruction in general science fields, such as earth science, physical science, chemistry, physics, and/or biology.   NIST may award funding that will support the attendance of middle school science teachers in the NIST Summer Institute Program to be held July 7-18, 2014, at the NIST Campus in Gaithersburg, Maryland.

The aims of the NIST Summer Institute Program are to increase teachers' understanding of the subjects they teach, provide materials and resources to implement what they have learned at NIST in the classroom, enhance their enthusiasm for science, increase teachers' understanding of how scientific research is carried out, and provide them with the opportunity to develop an on-going network of scientists and engineers at NIST who will be available for consultation even after the NIST Summer Institute Program has ended.

The NIST Summer Institute Program is a hands-on workshop where middle school science teachers are able to take advantage of resources from the nation's premier standards and measurement laboratory, NIST. The workshop will provide teachers with instructional materials and ideas to use in their teaching, and will emphasize the measurement science done at NIST. The aim is to take a selection of the cutting-edge research at NIST and help the teachers translate this through hands-on activities into classroom-based learning modules. In addition to ideas and activities to incorporate into lesson plans, teaching tools are incorporated to allow the teachers to carry out activities they learned at the NIST Summer Institute Program with their students. The NIST Summer Institute Program will provide a world-class opportunity for those teaching our nation's next generation of scientists to learn more about the subjects they teach and the research in those subjects at NIST, and to offer a platform from which teachers can inspire their students to pursue careers in science and related fields. For more information see http://www.nist.gov/iaao/teachlearn/.

The statutory authorities for the NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute) Program are 15 U.S.C. § 272(b)(4) and 15 U.S.C. § 278g-2a.

II.   Award Information

1. **Funding Instrument**. The funding instrument that will be used is a cooperative agreement. The nature of NIST's "substantial involvement" will generally be collaboration between NIST and the

recipient organizations. This includes NIST collaboration with a recipient on the scope of work. Additional forms of substantial involvement that may arise are described in Chapter 5.C of the Department of Commerce (DoC) Grants and Cooperative Agreements Manual, which is available at http://www.osec.doc.gov/oam/grants_management/policy/documents/FINAL%20Master%20DOC%20Grants%20Manual%202013%20(03.01.13)_b.pdf

2. **Funding Availability**. NIST expects that approximately $78,000 may be available for new awards. NIST anticipates funding individual awards to public school districts and/or accredited private educational institutions in the U.S. and/or its territories to support approximately 22 teachers. The total number of awards will depend on the number of teachers selected per each successful applicant public school district and/or accredited private educational institution to attend the NIST Summer Institute Program.

Each teacher selected from each successful applicant will receive $2,000 as a stipend for the two (2)-week program through their school district or private educational institution. In addition, funds may be provided through the cooperative agreements for travel and lodging for selected teachers traveling more than 50 miles from their primary residence to the NIST Campus in Gaithersburg, Maryland (up to $2,000 per teacher), for a total of up to $4,000 per teacher.

III. Eligibility Information

1. **Eligible Applicants**. Public school districts and accredited private educational institutions in the U.S. and its territories that offer science classes at grade levels 6, 7, and/or 8 (often termed middle school). Such school districts and institutions must offer instruction in general science fields, such as earth science, physical science, chemistry, physics, and/or biology.

Individual public school teachers and individual public middle schools are not eligible to submit applications directly to NIST and instead must be nominated by their school district. Individual teachers at private educational institutions are not eligible to submit applications directly to NIST and instead must be nominated by their private educational institution.

Each individual teacher nominated to participate in the NIST Summer Institute Program from the applicant public school districts and accredited private educational institutions in the U.S. or its territories must meet all of the following eligibility requirements at the time of application and at the time of award:

   a. Be a U.S. citizen or permanent U.S. resident.
   b. Commit two (2) full continuous weeks (10 work days, Monday through Friday) from 9:00 a.m. to 4:00 p.m., July 7-18, 2014, to participate in the NIST Summer Institute Program at the NIST Campus in Gaithersburg, Maryland.
   c. Be employed for the 2014-2015 school year to teach science at grade levels 6, 7, and/or 8 in a public school district or accredited private educational institution in the U.S. or its territories. The topics taught by each nominee must include general science fields, such as earth science, physical science, chemistry, physics, and/or biology.

Applicants are encouraged, but are not required to nominate eligible teachers from a "high-need school" as defined in 20 U.S.C. § 1021(11).

2. **Cost Sharing or Matching**. This Program does not require cost sharing.

3. **Other**

   Pre-Applications. NIST is not accepting pre-applications or white papers under the NIST Summer Institute Program.

IV. Application and Submission Information

1. **Address to Request Application Package.** The full application package, consisting of all of the required forms (*see* Section IV.2.a of this FFO), is available at http://www.nist.gov/iaao/teachlearn/. The full application package may be requested by contacting the NIST personnel listed below:

   Dr. Susan Heller-Zeisler, National Institute of Standards and Technology, International and Academic, Affairs Office, 100 Bureau Drive, Stop 1090, Gaithersburg, MD 20899-1090, Phone (301-975-3111), E-mail: susan.heller-zeisler@nist.gov.

2. **Content and Format of Application Submission**

a. **Required Forms and Documents**

   (1) SF-424, Application for Federal Assistance. The SF-424 must be signed by an authorized representative of the applicant organization. The FFO number 2014-NIST-SUMMER-INSTITUTE-01 should be identified in item 12 of the SF-424. The list of certifications and assurances referenced in item 21 of the SF-424 is contained in the SF-424B.

   (2) SF-424A, Budget Information – Non-Construction Programs

   (3) SF-424B, Assurances – Non-Construction Programs

   (4) SF-LLL, Disclosure of Lobbying Activities (if applicable)

   (5) CD-511, Certification Regarding Lobbying

   (6) Additional Applicant Information. This is a word-processed document of no more than five (5) pages written by the applying public school district or accredited private educational institution in the U.S. or its territories. It should contain the following information.

   (a) Description of the applicant's education programs that make it eligible to submit a NIST Summer Institute Program application, specifically, offering science classes at grade levels 6, 7, and/or 8 (often termed middle school), including a description of its course offerings in general science fields, such as earth science, physical science, chemistry, physics, and/or biology.

   (b) Summary list of the teacher(s) being nominated and certification that:

      i. Each nominated teacher will have teaching responsibilities in general science fields at grade levels 6, 7, and/or 8 (often termed middle school) in the 2014-2015 school year. (Applicants must certify to the best current knowledge/plans of the public school district or accredited private educational institution in the U.S. or its territories at the time of application submission.);

      ii. Each nominated teacher is a U.S. citizen or permanent U.S. resident; and

      iii. If applicable, that the nominated teacher is from a "high-need school" as defined in 20 U.S.C. § 1021(11).

   (7) NIST-1103, Teacher Application for the NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute) or the NIST Research Experience for Teachers (NIST RET)

If submitting the application electronically via Grants.gov, items IV.2.a.(1) through IV.2.a.(5) above are part of the standard application package in Grants.gov and can be completed through the download application process. Items IV.2.a.(6) and IV.2.a.(7) must be completed and attached by clicking on "Add Attachments" found in item 15 of the SF-424, Application for Federal Assistance. This will create a zip file that allows for transmittal of the documents electronically via Grants.gov. Applicants should carefully follow specific Grants.gov instructions at www.grants.gov to ensure the attachments will be accepted by the Grants.gov system. A receipt from Grants.gov indicating an application is received does not provide information about whether attachments have been received.

If submitting an application by paper, all of the required application documents should be submitted in the order listed above.

IMPORTANT: All of the required application documents listed above may only be submitted by a school district or accredited private educational institution in the U.S. or its territories. Submission of separate NIST-1103s without all of the required application documents is not permitted. If NIST receives such submissions, NIST will return them without review.

Teachers interested in the NIST Summer Institute Program should contact their schools directly to express their interest. Public schools interested in the NIST Summer Institute Program should contact their school district early on to work closely in the preparation of the application, which may only be submitted to NIST by their school district. Private educational institutions should prepare their applications for direct submission to NIST.

b. Application Format

    (1)   **Application language.** English.

    (2)   **Double-sided copy.** For paper submissions, print on both sides of the paper (front to back counts as two pages).

    (3)   **Facsimile submissions (fax).** Will not be accepted.

    (4)   **Font.** Easy to read font (10-point minimum). Smaller type may be used in figures and tables but must be clearly legible.

    (5)   **Line spacing.** Single.

    (6)   **Margins.** One (1) inch top, bottom, left, and right.

    (7)   **Number of paper copies.** For paper submissions, one (1) signed, stapled original and two (2) stapled copies. If original application is in color, the two (2) copies must also be in color. If submitting electronically via Grants.gov, paper copies are not required.

    (8)   **Page layout.** Portrait orientation only.

    (9)   **Page limit.** Applications are limited to five (5) pages.

            (a)   **Page limit includes**: Table of contents (if included), Additional Applicant Information (*see* Section IV.2.a.(6). of this FFO) with all required sections.

            (b)   **Page limit excludes**:SF-424, Application for Federal Assistance; SF-424A, Budget Information – Non-Construction Programs; SF-424B, Assurances – Non-Construction Programs; SF-LLL, Disclosure of Lobbying Activities; CD-511, Certification Regarding Lobbying; and NIST-1103, Teacher Application for the

NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute) or the NIST Research Experience for Teachers (NIST RET).

(10) Page numbering. Number pages sequentially.

(11) Paper size. 21.6 centimeters by 27.9 centimeters (8 ½ inches by 11 inches).

(12) Stapled paper submission. For paper submissions, staple the original signed application and each of the two (2) copies securely with one staple in the upper left-hand corner.

(13) Table of contents. Do not include; not required. If included, the table of contents will count toward the page limit as described in Section IV.2.b.(9). of this FFO.

(14) Typed document. All applications, including forms, must be typed.

3. **Submission Dates and Times**. Electronic applications must be received no later than 11:59 p.m. Eastern Time, Wednesday, March 12, 2014. Paper applications must be received by NIST by 5:00 p.m. Eastern Time, Wednesday, March 12, 2014. Applications received after the respective deadline will not be reviewed or considered. The earliest anticipated start date for awards under this FFO is expected to be approximately May 2014.

For electronic applications, NIST will consider the date and time stamped on the validation generated by www.grants.gov as the official submission time. NIST strongly recommends that applicants do not wait until the last minute to submit an application. NIST will not make allowance for any late submissions. To avoid any potential processing backlogs due to last minute Grants.gov registrations, applicants are highly encouraged to begin their Grants.gov registration process early.

When developing your submission timeline, keep in mind that (1) a free annual registration process in the electronic System for Award Management (SAM) (see Section VI.2.b.) may take between three and five business days or as long as more than two weeks, and (2) applicants using Grants.gov will receive a series of receipts over a period of up to two business days before learning via a validation or rejection whether a Federal agency's electronic system has received its application.

In the event of a natural disaster that interferes with timely application submissions, NIST may issue an amendment to this FFO to change the application submission due date.

4. **Intergovernmental Review**. Applications under this Program are not subject to Executive Order 12372.

5. **Funding Restrictions.** The award for teachers to attend the NIST Summer Institute Program does not allow for any indirect costs. Although NIST awards will be made directly to school districts and/or institutions, NIST's intent is that all funding awarded be provided to the selected teachers as stipends and for travel and lodging if the selected teachers are traveling more than 50 miles from their primary residence to the NIST Campus in Gaithersburg, Maryland.

6. **Other Submission Requirements**

a. **Applications may be submitted by paper or electronically.**

(1) Paper applications must be submitted in triplicate (an original and two copies) and submitted to the NIST personnel identified below:

Dr. Susan Heller-Zeisler, National Institute of Standards and Technology, International and Academic, Affairs Office, 100 Bureau Drive, Stop 1090, Gaithersburg, MD 20899-1090.

(2) Electronic applications must be submitted via Grants.gov at www.grants.gov under announcement 2014-NIST-SUMMER-INSTITUTE-01.

    a) Submitters of electronic applications should carefully follow specific Grants.gov instructions to ensure the attachments will be accepted by the Grants.gov system. A receipt from Grants.gov indicating an application is received <u>does not provide information about whether attachments have been received</u>. For further information or questions regarding applying electronically for the 2014-NIST-SUMMER-INSTITUTE-01 announcement, contact Christopher Hunton by phone at 301-975-5718 or by e-mail at christopher.hunton@nist.gov.

    b) Applicants are strongly encouraged to start early and not wait until the approaching due date before logging on and reviewing the instructions for submitting an application through Grants.gov. The Grants.gov registration process must be completed before a new registrant can apply electronically. If all goes well, the registration process takes three (3) to five (5) business days. If problems are encountered, the registration process can take up to two (2) weeks or more. Applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number (*see* Section VI.2.b. of this FFO) and must maintain a current registration in the Federal government's primary registrant database, the System for Award Management (https://www.sam.gov/), as explained on the Grants.gov Web site. After registering, it may take several days or longer from the initial log-on before a new Grants.gov system user can submit an application. Only authorized individual(s) will be able to submit the application, and the system may need time to process a submitted application. Applicants should save and print the proof of submission they receive from Grants.gov. If problems occur while using Grants.gov, the applicant is advised to (a) print any error message received and (b) call Grants.gov directly for immediate assistance. If calling from within the United States or from a U. S. territory, please call 800-518-4726. If calling from a place other than the United States or a U. S. territory, please call 606-545-5035. Assistance from the Grants.gov Help Desk will be available around the clock every day, with the exception of Federal holidays. Help Desk service will resume at 7:00 a.m. Eastern Time the day after Federal holidays. For assistance using Grants.gov, you may also contact support@grants.gov.

    c) To find instructions on submitting an application on Grants.gov, Applicants should refer to the "Applicants" tab in the banner just below the top of the www.grants.gov home page. Clicking on the "Applicants" tab produces the "Grant Applicants" page.

In addition to following the "Steps" and instructions described in the "Applicant Actions" section and its sub-categories, further detailed instructions are described in "Applicant Resources" and all of its subcategories. This appears in the box near the top left of the Grant Applicants page. Applicants should follow the links associated with each subcategory.

Applicants will receive a series of receipts during a process of up to two business days before the application is either validated as electronically received by the Federal agency system, or rejected by it. Closely following the detailed information in these subcategories will increase the likelihood of acceptance of the application by the Federal agency's electronic system.

Applicants should pay close attention to the instructions under "Applicant FAQs," as it contains information important to successful submission on Grants.gov, including essential details on the naming conventions for attachments to Grants.gov applications.

All applicants, both electronic and paper submitters, should be aware that adequate time must be factored into applicants' schedules for delivery of their proposal. Submitters of electronic proposals are

advised that volume on Grants.gov may be extremely heavy on the deadline date, and if Grants.gov is unable to accept proposals electronically in a timely fashion, applicants are encouraged to exercise their option to submit proposals in paper format. Submitters of paper proposals should allow adequate time to ensure a paper proposal will be received on time, taking into account that Federal Government security screening for U.S. Postal Service mail may delay receipt of mail for up to two (2) weeks and that guaranteed express mailings and/or couriers are not always able to fulfill their guarantees.

Refer to important information in Section IV.3 Submission Dates and Times, to help ensure your application is received on time.

b. **Amendments**. Any amendments to this FFO will be announced through Grants.gov and posted on the NIST Web site http://www.nist.gov/iaao/teachlearn/ . Applicants may sign up for Grants.gov FFO amendments or may request copies from Dr. Susan Heller-Zeisler by telephone at (301) 975-3111, or by e-mail to susan.heller-zeisler@nist.gov.

V. **Application Review Information**

1. **Evaluation Criteria.** The approximately 22 available slots for the NIST Summer Institute Program will be filled by random selection using a blind selection process, should there be more than 22 teachers nominated for the program. For purposes of the random selection process, nominated teachers from "high-need schools," as defined in 20 U.S.C. § 1021 (11), and those not from "high-need schools" will be weighted at a ratio of 1.33 to 1, to comply with the preference requirement of Section 406 of the America COMPETES Reauthorization Act of 2010 (Pub. L. 111-358; 121 Stat. 4004, codified at 15 U.S.C. § 278g-2a(c)).

2. **Review and Selection Process**

a. **Initial Administrative Review of Applications.** An initial administrative review of timely received applications will be conducted to determine applicant and teacher eligibility, completeness, and responsiveness to this FFO and the scope of the stated program objectives. Applications determined to be ineligible, incomplete, or non-responsive based on this FFO may be eliminated from further review. For each of the eligible, complete, and responsive applications, NIST will assign each teacher nominated for participation in the NIST Summer Institute Program an identification code.

b. **Full Review of Eligible, Complete, and Responsive Applications.** The NIST Selecting Official, who is the International and Academic Affairs Officer at NIST, will fill the approximately 22 available slots for the NIST Summer Institute Program by randomly selecting from the assigned identification codes using a blind selection process, as described above in Section V.1. of this FFO. The selection of applications by the Selecting Official is final.

NIST reserves the right to negotiate the budget costs with the applicants that have been selected to receive awards, which may include requesting that the applicant remove certain costs. Additionally, NIST may request that the applicant modify objectives or work plans and provide supplemental information required by the agency prior to award. Substitutions for teachers who decline offers will be made by random selection consistent with the review and selection process (*see* Section V.2. of this FFO). NIST also reserves the right to reject an application where information is uncovered that raises a reasonable doubt as to the responsibility of the applicant. NIST may select part, some, all, or none of the applications. The final approval of selected applications and issuance of awards will be by the NIST Grants Officer. The award decisions of the NIST Grants Officer are final.

3. **Anticipated Announcement and Award Date.** Awards may be made approximately in the May 2014 time frame.

4. **Additional Information**

a. **Safety.** Safety is a top priority at NIST. Teachers participating in the NIST Summer Institute Program will be expected to be safety-conscious, to attend NIST safety training, and to comply with all NIST safety policies and procedures, and with all applicable NIST visitor policies.

b. **Application Replacement Pages.** Applicants may not submit replacement pages and/or missing documents once an application has been submitted. Any revisions must be made by submission of a new application that must be received by NIST by the submission deadline.

c. **Notification to Unsuccessful Applicants.** Unsuccessful applicants will be notified in writing.

d. **Retention of Unsuccessful Applications.** One copy (1) of each non-selected application will be retained for three (3) years for record keeping purposes and the other two (2) copies will be destroyed. After three (3) years, the remaining copy will be destroyed.

VI. Award Administration Information

1. **Award Notices.** Successful applicants will receive an award from the NIST Grants Officer. The award cover page, i.e., CD-450, Financial Assistance Award is available at http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/dev01_002513.pdf and the DoC Financial Assistance Standard Terms and Conditions (January 2013) are available at http://www.osec.doc.gov/oam/grants_management/policy/documents/DOC_Standard_Terms_and_Conditions_01_10_2013.pdf.

2. **Administrative and National Policy Requirements**

a. **DoC Pre-Award Notification Requirements.** The DoC Pre-Award Notification Requirements for Grants and Cooperative Agreements, 77 FR 74634 (December 17, 2012), are applicable to this FFO and are available at https://www.federalregister.gov/articles/2012/12/17/2012-30228/department-of-commerce-pre-award-notification-requirements-for-grants-and-cooperative-agreements.

b. **Employer/Taxpayer Identification Number (EIN/TIN), Dun and Bradstreet Data Universal Numbering System (DUNS), and System for Award Management (SAM).** All applicants for Federal financial assistance are required to obtain a universal identifier in the form of DUNS number and maintain a current registration in the Federal government's primary registrant database, SAM. On the form SF-424 items 8.b. and 8.c., the applicant's 9-digit EIN/TIN and 9-digit DUNS number must be consistent with the information in SAM (https://www.sam.gov/) and Automated Standard Application for Payment System (ASAP). For complex organizations with multiple EIN/TIN and DUNS numbers, the EIN/TIN and DUNS numbers MUST be the numbers for the applying organization. Organizations that provide incorrect/inconsistent EIN/TIN and DUNS numbers may experience significant delays in receiving funds if their proposal is selected for funding. Confirm that the EIN/TIN and DUNS number are consistent with the information on the SAM and ASAP.

Per 2 C.F.R. Part 25, each applicant must:

(1) Be registered in the Central Contractor Registry (CCR) before submitting a proposal noting the CCR now resides in SAM;
(2) Maintain an active CCR registration, noting the CCR now resides in SAM, with current information at all times during which it has an active Federal award or a proposal under consideration by an agency; and
(3) Provide its DUNS number in each application or proposal it submits to the agency.

The applicant can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day. The CCR or SAM registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note

that you will need to update your CCR registration annually. This may take three or more business days to complete. Information about SAM is available at SAM.gov. See also 2 C.F.R. Part 25 and the *Federal Register* notice published on September 14, 2010, at 75 FR 55671.

c. **Use of NIST Intellectual Property.** If the applicant anticipates a nominated teacher using any NIST-owned intellectual property to carry out the work proposed, the applicant should identify such intellectual property. This information will be used to ensure that no NIST employee involved in the development of the intellectual property will participate in the review process for that competition. In addition, if the applicant intends to use NIST-owned intellectual property, the applicant must comply with all statutes and regulations governing the licensing of Federal government patents and inventions, described in 35 U.S.C. §§ 200-212, 37 C.F.R. Part 401, 15 C.F.R. § 14.36, and in Section B.21 of the DoC Pre-Award Notification Requirements, 77 FR 74634 (December 17, 2012). Questions about these requirements may be directed to the Chief Counsel for NIST, 301-975-2803.

Any use of NIST-owned intellectual property by an applicant is at the sole discretion of NIST and will be negotiated on a case-by-case basis if a project is deemed meritorious. The applicant should indicate within the statement of work whether it already has a license to use such intellectual property or whether it intends to seek one.

If any inventions made in whole or in part by a NIST employee arise in the course of an award made pursuant to this FFO, the United States government may retain its ownership rights in any such invention. Licensing or other disposition of NIST's rights in such inventions will be determined solely by NIST, and include the possibility of NIST putting the intellectual property into the public domain.

d. **Research Projects Involving Human Subjects, Human Tissue, Data or Recordings Involving Human Subjects Including Software Testing.**   Any application that includes a teacher's participation in research involving human subjects, human tissue/cells, data or recordings involving human subjects, including software testing, must meet the requirements of the Common Rule for the Protection of Human Subjects ("Common Rule"), codified for the Department of Commerce (DoC) at 15 C.F.R. Part 27. In addition, any such application that includes research on these topics must be in compliance with any statutory requirements imposed upon the Department of Health and Human Services (DHHS) and other Federal agencies regarding these topics, all regulatory policies and guidance adopted by DHHS, the Food and Drug Administration, and other Federal agencies on these topics, and all Executive Orders and Presidential statements of policy on these topics.

NIST reserves the right to make an independent determination of whether an applicant's research activities involve human subjects. NIST policy also requires a NIST administrative review for research involving human subjects approved by a non-NIST Institutional Review Board (IRB). (15 C.F.R. § 27.112 Review by Institution.) If NIST determines that your application involves human subjects, you will be required to provide additional information for review and approval. If an award is issued, no research activities involving human subjects shall be initiated or costs incurred under the award until the NIST Grants Officer issues written approval. Retroactive approvals are not permitted.

NIST will accept applications that include exempt and non-exempt human subjects research activities. Organizations that have an IRB are required to follow the procedures of their organization for approval of exempt and non-exempt research activities that involve human subjects, if the application is funded. Non-exempt human subjects research activities by either domestic or foreign organizations will be required to have protocols approved by a cognizant active IRB currently registered with the Office for Human Research Protections (OHRP) within the DHHS that is linked to the engaged organizations possessing a currently valid Federalwide Assurance (FWA) on file from OHRP. Information regarding how to apply for an FWA and register and IRB with OHRP can be found at http://www.hhs.gov/ohrp/assurances/index.html. NIST relies only on OHRP-issued FWAs and IRB Registrations for both domestic and foreign organizations for NIST supported research involving human subjects. NIST will not issue its own FWAs or IRB Registrations for domestic or foreign organizations.

The applicant should clearly indicate in the application, by separable task, all research activities believed to be exempt or non-exempt research involving human subjects and the expected institution(s) where the research activities involving human subjects may be conducted.

If an activity/task involves data obtained through intervention or interaction with living individuals or identifiable private information obtained from or about living individuals but the applicant participant(s) believes that the activity/task is not research as defined under the Common Rule, the following may be requested for that activity/task:

> Justification, including the rationale for the determination and in some cases additional documentation, to support a determination that the activity/task in the application is not research as defined under the Common Rule. See 15 C.F.R. § 27.102. This may result in a NIST determination. If the applicant participant(s) uses a cognizant IRB that provides an IRB approval, a copy of that IRB approval documentation will be required by NIST. The applicant participant(s) is not required to establish a relationship with a cognizant IRB if they do not have one, but if the applicant participant(s) has a cognizant IRB that requires review of the activity/task, or the applicant participant(s) elects to obtain IRB review, a copy of the IRB approval documentation will be required by NIST.

If the application appears to NIST to include exempt research activities, and the performer of the activity or the supplier and/or the receiver of the biological materials, or data from human subjects ***does not*** have a cognizant IRB to provide an exemption determination, the following information may be requested during the review process so that NIST can evaluate whether an exemption under the Common Rule applies (see 15 C.F.R. § 27.101).

a. The name(s) of the institution(s) where the exempt research will be conducted; and/or from which biological materials, or data from human subjects will be provided.
b. A copy of the protocol of the research to be conducted; and/or the biological materials, or data from human subjects to be collected/provided, not pre-existing samples (*i.e.,* will proposed research collect only information without personal identifiable information, will biological materials or data be de-identified and when and by whom was the de-identification performed, how were the materials or data originally collected).
c. For pre-existing biological materials, or data from human subjects provide copies of the consent forms used for collection and a description of how the materials or data were originally collected and stripped of personal identifiers. If copies of consent forms are not available, explain.
d. Any additional clarifying documentation that NIST may request during the review process in order to make a determination that the activity or use of biological materials or data from human subjects is exempt under the Common Rule (see 15 C.F.R. § 27.101).

If the application appears to NIST to include research activities (exempt or non-exempt) involving human subjects, and the performer of the activity has a cognizant IRB, the following information may be requested during the review process:

(1) The name(s) of the institution(s) where the research will be conducted;
(2) The name(s) and institution(s) of the cognizant IRB(s), and the IRB registration number(s);
(3) The FWA number of the applicant linked to the cognizant IRB(s);
(4) The FWAs associated with all organizations engaged in the planned research activity/task-linked to the cognizant IRB;
(5) If the IRB review(s) is pending, the estimated start date for research involving human subjects;
(6) The IRB approval date (if currently approved for exempt or non-exempt research);
(7) If any FWAs or IRB registrations are being applied for, that should be clearly stated.

Additional documentation may be requested by NIST for performers with a cognizant IRB during review of the application, and may include the following for research activities involving human subjects that are planned in the first year of the award:

(1) A signed (by the study principal investigator) copy of each applicable final IRB-approved protocol;

(2) A signed and dated approval letter from the cognizant IRB(s) that includes the name of the institution housing each applicable IRB, provides the start and end dates for the approval of the research activities, and any IRB-required interim reporting or continuing review requirements;

(3) A copy of any IRB-required application information, such as documentation of approval of special clearances (i.e., biohazard, HIPAA, etc.) conflict-of-interest letters, or special training requirements;

(4) A brief description of what portions of the IRB submitted protocol are specifically included in the application submitted to NIST, if the protocol includes tasks not included in the application, or if the protocol is supported by multiple funding sources. For protocols with multiple funding sources, NIST will not approve the study without a non-duplication-of-funding letter indicating that no other federal funds will be used to support the tasks proposed under the proposed research or ongoing project;

(5) If a new protocol will only be submitted to an IRB if an award from NIST is issued, a draft of the proposed protocol may be requested;

(6) Any additional clarifying documentation that NIST may request during the review process to perform the NIST administrative review of research involving human subjects. (see 15 C.F.R. § 27.112 Review by Institution.

e. **Research Applications Involving Live Vertebrate Animals.** Any application that includes research activities involving live vertebrate animals, that are being cared for, euthanized, or used by participants in the application to accomplish research goals, teaching, or testing, must be in compliance with the National Research Council's "Guide for the Care and Use of Laboratory Animals," which can be obtained from National Academy Press, 500 5th Street, N.W., Department 285, Washington, DC 20055. In addition, such applications must meet the requirements of the Animal Welfare Act (7 U.S.C. § 2131 et seq.), 9 C.F.R. Parts 1, 2, and 3, and if appropriate, 21 C.F.R. Part 58. These regulations do not apply to proposed research using **preexisting** images of animals or to research plans that do not include live animals. These regulations also do not apply to obtaining stock items from animal material suppliers (*e.g.,* tissue banks), such as cell lines and tissue samples, or from commercial food processors, where the vertebrate animal was euthanized for food purposes and not for sample collection. NIST does require documentation for obtaining custom samples from live vertebrate animals from animal material suppliers and other organizations (*i.e.,* universities, companies, and government laboratories, etc.). Custom samples includes samples from animal material suppliers, such as when a catalog item indicates that the researcher is to specify the characteristics of the live vertebrate animal to be used, or how a sample is to be collected from the live vertebrate animal.

The applicant should clearly indicate in the application, by separable task, all research activities believed to include research involving live vertebrate animals and the institution(s) where the research activities involving live vertebrate animals may be conducted.

NIST reserves the right to make an independent determination of whether an applicant's research activities involve live vertebrate animals or custom samples from live vertebrate animals. If NIST determines that the application includes research activities or custom samples involving live vertebrate animals, you will be required to provide additional information for review and approval. If an award is issued, no research activities involving live vertebrate animals subjects shall be initiated or costs incurred under the award until the NIST Grants Officer issues written approval.

If the applicant's application appears to include research activities or custom sample collections involving live vertebrate animals the following information may be requested during the application review process:

(1) The name(s) of the institution(s) where the animal research will be conducted and/or custom samples collected;
(2) The assurance type and number, as applicable, for the cognizant Institutional Animal Care and Use Committee (IACUC) where the research activity is located. [For example: Animal Welfare Assurance from the Office of Laboratory Animal Welfare (OLAW) should be indicated by the OLAW assurance number, i.e. A-1234; an USDA Animal Welfare Act certification should be indicated by the certification number i.e. 12-R-3456; and an Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC) should be indicated by AAALAC.]
(3) The IACUC approval date (if currently approved);
(4) If the review by the cognizant IACUC is pending, the estimated start date for research involving vertebrate animals;
(5) If any assurances or IACUCs need to be obtained or established, that should be clearly stated.

Additional documentation may be requested by NIST during review of the application and may include the following for research activities and/or custom sample collections involving live vertebrate animals that are planned in the first year of the award:

(1) A signed (by the Principal Investigator) copy of the IACUC approved Animal Study Application (ASP);
(2) Documentation of the IACUC approval indicating the approval and expiration dates of the ASP; and
(3) If applicable, a non-duplication-of-funding letter if the ASP is funded from several sources.
(4) If a new ASP will only be submitted to an IACUC if an award from NIST issued, a draft of the proposed ASP may be requested.
(5) Any additional clarifying documentation that NIST may request during review of applications to perform the NIST administrative review of research involving live vertebrate animals.

For more information regarding human subjects or research projects involving live vertebrate animals, contact Linda Beth Schilling, Senior Coordinator and Policy Advisor for Human & Animal Subjects Research at NIST (e-mail: linda.schilling@nist.gov; phone: 301-975-2887).

f. Funding Availability and Limitation of Liability. Funding for the program listed in this FFO is contingent upon the availability of appropriations. In no event will NIST or DoC be responsible for application preparation costs if this program fails to receive funding or is cancelled because of agency priorities. Publication of this FFO does not oblige NIST or DoC to award any specific project or to obligate any available funds.

g. DoC Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law. In accordance with the Federal appropriations law expected to be in effect at the time of project funding, NIST anticipates that the selected applicants will be provided a form and asked to make a representation regarding any unpaid delinquent tax liability or felony conviction under any Federal law.

3. Reporting

a. Reporting Requirements. In lieu of the reporting requirements described in Sections A.01 Financial Reports and B.01 Performance (Technical) Reports of the DoC Financial Assistance Standard Terms and Conditions dated January 2013

(http://www.osec.doc.gov/oam/grants_management/policy/documents/DOC_Standard_Terms_and_Conditions_01_10_2013.pdf), the following reporting requirements shall apply:

(1) **Financial Requirements – Financial Report.** Each award recipient will be required to submit an SF-425, Federal Financial Report, in triplicate (an original and two (2) copies) within 30 days after the end of the program.

(2) **Performance (Technical) Report.** Each award recipient shall require the teacher(s) accepted into the NIST Summer Institute Program to submit to his/her institution and to NIST, a brief report (at least one (1) page) on his/her experiences and accomplishments during the program. The report must be submitted on the last day of the teacher's participation in the NIST Summer Institute Program.

(3) **Program Evaluation Data Collection – Outcome Survey.** Each award recipient shall agree upon execution of the cooperative agreement to allow the teacher(s) accepted into the NIST Summer Institute Program to participate on a voluntary basis in program evaluation activities (to include a survey, focus group, phone interview, and/or a classroom observation). Agreement does not guarantee that the assessment activities will occur for all teacher participants. Any assessment activities will be carried out maintaining anonymity of the participants.

b. **Federal Funding Accountability and Transparency Act of 2006.** In accordance with 2 C.F.R. part 170, all recipients of a Federal award made on or after October 1, 2010, are required to comply with reporting requirements under the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282). In general, all recipients are responsible for reporting sub-awards of $25,000 or more. In addition, recipients that meet certain criteria are responsible for reporting executive compensation. Applicants must ensure they have the necessary processes and systems in place to comply with the reporting requirements should they receive funding. Also see the *Federal Register* notice published September 14, 2010, at 75 FR 55663.

VII.   Agency Contact(s)

Questions should be directed to the following contact persons:

Subject Area	Point of Contact
Programmatic and technical questions	Susan Heller-Zeisler Phone: 301-975-3111 Fax: 301-975-3530 E-mail: susan.heller-zeisler@nist.gov
Technical Assistance with Grants.gov submissions	Christopher Hunton Phone: 301-975-5718 E-mail: christopher.hunton@nist.gov or Grants.gov Phone: 800-518-4726 E-mail: support@grants.gov
Grant rules and regulations	Scott McNichol Phone: 301-975-5603 E-mail: scott.mcnichol@nist.gov