Office of Acquisition and Agreements Management
Grants Management Division

SF-424 Research & Related (R&R) Application Package Guidance
Form Expiration 10/31/2019

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Version 1.0

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1. Introduction

1.1. About NIST

The National Institute of Standards and Technology (NIST) was founded in 1901 as the National Bureau of Standards, and is now part of the U.S. Department of Commerce. NIST is one of the nation's oldest physical science laboratories. Congress established the agency to remove a major challenge to U.S. industrial competitiveness at the time—a second-rate measurement infrastructure that lagged behind the capabilities of the United Kingdom, Germany, and other economic rivals.

From the smart electric power grid and electronic health records to atomic clocks, advanced nanomaterials, and computer chips, innumerable products and services rely in some way on technology, measurement, and standards provided by the National Institute of Standards and Technology.

Today, NIST measurements support the smallest of technologies to the largest and most complex of human-made creations—from nanoscale devices so tiny that tens of thousands can fit on the end of a single human hair up to earthquake-resistant skyscrapers and global communication networks.[1]

NIST is a unique Federal agency. Its mission is broad—to promote U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic security and improve our quality of life.

An essential part of NIST's work is to anticipate the future. Fast-moving sectors such as nanotechnology, quantum information science, homeland security, information technology, and advanced manufacturing need sophisticated technical support systems to flourish and grow. NIST provides that support by continually improving the U.S. measurement system, developing new technologies, fostering standards, and providing both the business and technical evaluation tools needed to produce quality products and organizations.[2]

1.2. Introduction to the SF-424 R&R Guidance

The purpose of this document is to provided instructions to organizations interested in preparing an application in response to a Notice of Funding Opportunity (NOFO), formerly known as the Federal Funding Opportunity (FFO), using the Application for Federal Assistance SF-424 Research and Related (R&R) application package. The SF-424 R&R is typically used for research and training awards. Use of the SF-424 R&R will be specified in the particular NOFO; when so specified the SF-424 R&R and R&R Fed-NonFed budget replaces use of the SF-424, SF-424A. A complete application to NIST will include a combination of R&R components and other standard components listed in the particular NOFO (e.g. CD-511, SF-424B); applicant organizations should not use any forms (e.g. SF-424A) or sample forms from other NOFOs. Applicants must use the specific version of R&R forms contained in the application package to ensure proper system-to-system transfer of the application. The applicant organization must submit their application electronically through Grants.gov.

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[1] About NIST, viewed February 8, 2017, https://www.nist.gov/about-nist
[2] Work with NIST, viewed February 8, 2017, https://www.nist.gov/about-nist/work-nist

This guide is intended to be a concise source of information on NIST's use of the SF-424 R&R application package, and will be updated periodically. Any information or requirements contained in a specific NOFO or program policy supersede the guidance provided in this document. This document does not replace the NIST OAAM *Financial Assistance Reference Guide: Essential Tips for your NIST Award*. This guide is not intended to be used as guidance for NOFO's requiring the use of the SF-424 Non-Construction application.

1.3. Administrative and Policy Requirements
This is not intended to be a full list of all required administrative and national policy requirements. Please refer to the specific NOFO for all requirements being certified to in the specific application package.

Uniform Guidance
2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance), applies to all financial assistance awards issued by the Department of Commerce, as codified at 2 CFR § 1327.101. Successful applicants will be required to comply with the requirements set forth therein and are encouraged to become familiar with the Uniform Guidance in advance of receiving Federal financial assistance.

Department of Commerce Standard Terms and Conditions
The Department of Commerce Financial Assistance Standard Terms and Conditions, as periodically amended and incorporated into each award, will apply to all NIST issued awards, unless specifically indicated otherwise in the NOFO.

Use of NIST Intellectual Property
If the applicant anticipates 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 CFR Part 401, 2 CFR § 200.315, and in Section C.03 of the Department of Commerce Financial Assistance Standard Terms and Conditions issued March 31, 2017. Questions about these requirements may be directed to the Chief Counsel for NIST, nistcounsel@nist.gov.

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 NOFO, 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.

Research Activities Involving Human Subject, Human Tissue, Data or Recordings Involving Human Subjects Including Software Testing

Any application that includes research activities involving human subjects, human tissue/cells, or data or recordings from or about human subjects, must satisfy the requirements of the Common Rule for the Protection of Human Subjects ("Common Rule"), codified for the Department of Commerce at 15 CFR Part 27. Research activities involving human subjects who fall within one or more of the classes of vulnerable subjects found in 45 CFR Part 46, Subparts B, C and D must satisfy the requirements of the applicable subpart(s). In addition, any such application that includes research activities on these subjects must be in compliance with all applicable statutory requirements imposed upon the Department of Health and Human Services (DHHS) and other Federal agencies, all regulations, 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 applicable topics. Refer to the NOFO for additional information on applications containing Human Subjects.

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 meet the requirements of the Animal Welfare Act (AWA) (7 U.S.C. § 2131 et seq.), and the AWA final rules (9 CFR Parts 1, 2, and 3), and if appropriate, the Good Laboratory Practice for Non-Clinical Laboratory Studies (21 CFR Part 58). In addition, such applications should be in compliance with the "U.S. Government Principles for Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training." The Principles and guidance on these Principles are available in 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, or as a free PDF online at http://www.nap.edu/catalog/12910/guide-for-the-care-and-use-of-laboratory-animals-eighth. Refer to the NOFO for additional information on applications containing live vertebrate animals.

Mandatory Disclosures
In accordance with 2 CFR § 200.113, the applicant organization, and all successful applicants (non-Federal entities) must disclose, in writing, to NIST all violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award. In addition, if the applicant organization or non-Federal entity receive Federal awards (currently active grants, cooperative agreements and procurement awards) greater than $10,000,000 for any period of time during the period of performance of an award/project, the organization is required to maintain current information disclosed in the System for Award Management, SAM.gov, any information about criminal, civil and administrative proceedings and/or affirm that there is no new information to provide.

Conflicts of Interest
In accordance with 2 CFR § 200.112, NIST requires each successful applicant to maintain an appropriate written and enforceable policy regarding Conflict of Interest, and to disclose in writing any potential conflict of interest to NIST or the pass-through entity as defined in 2 CFR § 200.74. Further, for those awards containing DOC Standard Terms & Conditions, Section F.01, the non-Federal entity must maintain written standards of conduct to establish safeguards to prohibit an interested party from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain in the administration of an award.

Lobbying Restrictions
Applicants should be familiar with the restrictions and certifications required regarding lobbying. See 2 CFR § 200.450, as well as the form CD-511, Certification Regarding Lobbying, for additional information.

Certification of Agreement
The signature of the Authorized Organizational Representative on the application (effectuated by clicking the "I agree" in Box 17 of the SF-424 R&R Application Form) serves as the required certification of compliance for the applicant organization regarding the administrative and national policy requirements.

1.4. Compliance Requirements

Compliance Requirements			
Recipient Entity Type	Administrative Requirements	Cost Principles	Audit Requirements
State, Local & Tribal Governments	2 CFR 200, Uniform Guidance	2 CFR 200, Subpart E	2 CFR 200, Subpar F
Colleges & Universities			
Non-Profits			
Hospitals		2 CFR 200, Appendix IX	
For-Profits		2 CFR 200, Subpart E or 48 CFR Section 31.2, as specified in award documentation	
Foreign/International		As stated above for each entity type or as specified in award	

1.5. Definitions and Acronyms

Definitions and acronyms in 2 CFR Part 200, Subpart A, Acronyms and Definitions, apply within this Guide unless specifically defined herein.

2.0 Registering and Applying through Grants.Gov

The SF-424 R&R and R&R Fed-NonFed Budget may be found on the Grants.gov website; images of the form are attached in Appendix A for reference purposes only. Applicants should always refer to Grants.gov for the current version of all required forms. NIST requires that all applications utilizing the SF-424 R&R be submitted electronically through Grants.gov.

Applicants are encouraged to familiarize themselves with the Grants.gov Online User Guide. Compliance with the registration and submission requirements for Grants.gov is solely the applicant organization's responsibility.

Registration for Grants.gov is a multi-step process that can take from several days to several weeks to complete. Not having an active or validated Grants.gov account will result in an inability to apply for financial assistance from NIST. Applicant organizations are encouraged to check the status of their Grants.gov account to ensure it is active and the Authorized Organizational Representative is approved

and able to obtain access. Organizations only need one Grants.gov account; a separate account for each Federal agency to which the organization may apply is not required.

2.1. Registration

The Grants.gov registration requires information from three sources:

- Dun and Bradstreet
- System for Award Management (SAM.gov)
- Grants.gov (e.g. authorization of user roles)

Information in these three systems must be accurate and consistent to successfully register in Grants.gov. Additionally, information in SAM.gov must be updated annually. Failure to maintain an active and valid SAM.gov registration may result in suspension of your Grants.gov, and other Federal system(s), accounts. For comprehensive instructions on registering in Grants.gov, please refer to the information here.

The basic steps for Grants.gov registration are as follows:

Step 1: Obtain a Data Universal Number System Number (DUNS)
For more information, contact Dun & Bradstreet.

Step 2: Register with the System for Award Management (SAM.gov)
For more information, please visit https://www.sam.gov.
Note: Initial registration in SAM.gov can take several weeks or longer. Additionally, annual updates take at least one business day to transfer into Grants.gov. Applicant organizations are encouraged to be mindful of these timelines when considering a NOFO deadline; not having an active Grants.gov account is not grounds for an application extension or waiver of electronic submission.

Step 3: Create a username and password in Grants.gov
This account will be created for use by the Authorized Organizational Representative (AOR); only an AOR is authorized to submit an application on behalf of an applicant organization.

Step 4: AOR Authorization
The E-Biz Point of Contact, identified in SAM.gov, must authorize the AOR in Grants.gov to grant access and authority to submit on behalf of the applicant organization.

Step 5: Track AOR Status.

The Grants.gov Call Center and Support Desk is available 24 hours a day, 7 days a week, excluding Federal holidays, to assist in this registration process.

2.2. Application Process

2.2.1 Notice of Funding Opportunity
Grants.gov provides a central, combined platform for applying for Federal financial assistance. Once the desired NOFO has been located on Grants.gov, select the NOFO and download the application package and instructions. These documents are typically posted in both a compressed .zip file and a full Adobe Reader format.

2.2.2 Complete the Grant Application Package
Complete the application using the instructions contained in this Guide and the NOFO, which is built into the grant application package. The application package allows users to complete the application offline,

save it and upload it at a later date. For assistance with program guidance related questions, contact the Program Point of Contact listed in the Federal Awarding Agency Contact(s) portion, typically Section VII, of the NOFO. For assistance with budget or other administrative related questions, contact the Grants Management Division contacts in Section VII of the NOFO. Applicant organizations are reminded to review all requirements of each specific NOFO, including specific document requests, attestations, page limitations, funding and cost-share requirements and other program specifications.

2.2.3 Submit the Completed Application Package

First, review the application summary within Grants.gov to ensure the application is being uploaded to the intended NOFO. Applications submitted in response to the wrong NOFO will be rejected during the administrative review as "not responsive" and not reviewed further. Second, once the applicant organization has completed all required forms and attached all required documents, select the "Check Package for Errors" button and make necessary corrections.

Once the AOR has logged in and uploaded the application package, a confirmation screen should appear providing a tracking number in the form of GRANT#####. The applicant organization should record this number and provide it as reference in any future communications regarding the submitted application. Once the application has been received by Grants.gov, an automatically generated email will be sent to the AOR named in block 19 of the SF-424 R&R. This first email is indicating that Grants.gov has received, but not validated, the submission.

2.3 Tracking the Status of an Application

The AOR will receive multiple email notifications throughout the application process:
1. The first email will confirm the receipt of Application by Grants.gov
2. The second email will either confirm validation of the submitted application package or rejection due to errors
3. The third email will notify the applicant organization when the submission has been successfully transferred to NIST.

Once the application has been received by NIST, the Grants Management Division will assign application packages to the cognizant program office on a rolling basis for all applications received by the application deadline and notify the contact for the program office. The Grants.gov tracking number provided by the system at initial upload will remain the tracking number for internal NIST purposes. If at any time the applicant organization must contact NIST in regards to an application, this number should be referenced.

3.0 Instructions for Completing the SF 424 R&R Application Package

Refer to the NOFO and application package for all required forms and optional forms considered under the NOFO. Most commonly, the following forms will be required:
1. SF-424 R&R Application Form, Detailed Instructions in Section 3.1 of this Guide
2. CD 511, instruction on form
3. Disclosure of Lobbying Activities (SF-LLL), instructions embedded in form
4. Assurances for Non-Construction Programs (SF-424B), instructions embedded in form
5. SF-424 R&R Fed-NonFed Budget, Detailed Instructions in Section 3.2 of this Guide

Optional Forms may include:
1. Program-specific forms
2. Research and Related Project Information, detailed instructions in Section 3.3 of this Guide
3. Project/Performance Site Location(s), detailed instructions at Grants.gov.
4. Attachments, instructions in Section 3.4 of this Guide

3.1 INSTRUCTIONS FOR COMPLETING THE SF 424 R&R

SF-424 R&R Form Block	Instructions	Required for Submittal Y = Always X = Per instructions within this guidance N = Not Required
Block 1--Type of Submission - *Select One Box Only*		
Pre-application	The pre-application option is not used by NIST, unless specifically noted in the NOFO.	
Application	The application option is used to submit a request for financial support in accordance with a NOFO issued by NIST specifying the use of the Research and Related set of forms.	Y
Changed/Corrected Application	Check only if you are submitting the same application again to correct system validation errors or problems in assembly of the application. Do not use this box to denote a resubmission or amended application. That will be indicated in the *Type of Application*, field 8. Submission of a Changed/Corrected application replaces the previous submission and removes it from consideration.	
Block 2--Date Submitted and Applicant Identifier		
Date Submitted	*Leave Blank - this field will auto-populate upon application submission*	N
Applicant Identifier	*Leave Blank - this field will auto-populate upon application submission*	N
Block 3--Date Received by State and State Application Identifier		
Date Received by State	*Leave this field blank.*	N
State Application Identifier	*Leave this field blank.*	N
Block 4 - Identifiers and Tracking ID		
a. Federal Identifier	**New Applications without Pre-Application:** Leave field blank **New Applications with Pre-Application previously submitted – Required:** Enter the NIST-assigned pre-application identifier. Contact the Grants Officer listed in the NOFO if you are unsure of this number. **Resubmission, Renewal and Revision Applications – Required:** Enter the Federal Identifier of the previously assigned application or current award number (e.g 00ABCD00Z123).	X
b. Agency Routing Identifier	*Leave this field blank.*	N

c. Previous Grants.gov Tracking ID	**Submission is a Changed/Corrected Application (Box 1) - Required:** Enter the Grants.gov Tracking ID assigned to the original submission. This number will be in the form "GRANT87654321." **All other submissions:** Leave field blank	X
Block 5--Applicant Information		
General	*These fields capture information on the Applicant Organization, not a specific individual. If multiple organizations are submitting the application, the information captured must reflect the Lead Organization. Required fields are indicated below.*	
Organizational DUNS	Enter the DUNS or DUNS+4. The same DUNS should be used in Grants.gov, the System for Award Management, Grants Management Information System (GMIS) and this application.	Y
Legal Name	Enter legal name of applicant organization	Y
Department	*Enter the department, laboratory or equivalent within the organization, if applicable*	N
Division	*Enter the primary division, office, or subdivision within the organization, if applicable*	N
Street1	Enter the primary street address for the applicant organization	Y
Street2	Enter the second level street address for the applicant organization	N
City	Enter the city for the address of the applicant organization	Y
County/Parish	Enter the county or parish for the applicant organization	N
State	**Applicant Organization's Country is United States or United States Territories - Required:** Enter the state for the address of the organization. **All Other Applicants:** Leave this field blank	X
Province	**Applicant Organization's Country is Canada - Required:** Entry Canadian Province for the address of the organization **All Other Applicants:** Leave this field blank	X
Country	Select the country for the address of the applicant organization.	Y
Zip/Postal Code	**Applicant Organization's Address in the United States - Required:** Enter the Zip + 4 (9-digit) United States Postal Code **All Other Applicants:** Enter the applicant organization's postal code for its address reported above	X
Person to be contacted on matters involving this application: This is typically an administrative contact and not the Principal Investigator. This individual will be the person notified if additional information is needed and of award determination.		
Prefix	Select or enter the appropriate prefix for the person to be contacted on matters related to this application, if applicable	N

Field	Description	Required
First Name	Enter the first name of the person to be contacted on matters related to this application	Y
Middle Name	Enter the middle name, if applicable, of the person to be contacted on matters related to this application	N
Last Name	Enter the last name (surname or family name) of the person to be contacted on matters related to this application	Y
Suffix	Select or enter the suffix for the person to be contacted on matters related to this application, if applicable	N
Position/Title	Enter the position or title for the person to be contacted on matters related to this application	N
Street1	Enter the primary street address for the person to be contacted on matters related to this application	Y
Street2	Enter the second level street address for the person to be contacted on matters related to this application	N
City	Enter the city for the address of the person to be contacted on matters related to this application	Y
County/Parish	Enter the county or parish for the address of the person to be contacted on matters related to this application	N
State	**Country is United States or United States Territories - Required:** Enter the state for the address of the person to be contacted on matters related to this application. **All Other Applicants:** Leave this field blank	X
Province	**Country is Canada - Required:** Entry Canadian Province for the address of the person to be contacted on matters related to this application. **All Other Applicants:** Leave this field blank	X
Country	Select the country for the address of the person to be contacted on matters related to this application.	Y
Zip/Postal Code	**Address in the United States -** Enter the Zip + 4 (9-digit) United States Postal Code **All Other Applicants:** Enter the applicant organization's postal code for its address reported above	Y
Phone Number	Enter the daytime phone number for the person to be contacted on matters related to this application	Y
Fax Number	Enter the fax number for the person to be contacted on matters related to this application	N

Email	Enter the email address for the person to be contacted on matters related to this application. Only one email address may be entered.	N
Block 6--Employer Identification (EIN) or (TIN)		
EIN or TIN	**Applicant Organization in United States:** Enter the full employer or taxpayer identification number (EIN) or (TIN) as assigned by the Internal Revenue Service for the applicant organization. **All Other Applicants:** Enter 44-4444444	Y
Block 7--Type of Applicant		
Type of Applicant	Select appropriate entity type from the drop-down menu in the first field. If the applicant type is not specified, select "Other (Specify)" and complete the field below.	Y
Other (Specify)	Specify only if "Other (Specify)" selected on drop down menu in the first field.	X
Small Business Organization Type	If "Small Business" has been selected in the first field of Block 7, check if appropriate: **Women Owned:** a business that is at least 51% woman or women owned and who also control and operate it. **Socially and Economically Disadvantaged:** a business that has been approved by the Small Business Administration pursuant to section 8(a) of the Small Business Act, 15 U.S.C. § 637(a).	X
Block 8--Type of Application		
General	Select the type of application based on the definitions below. Select only one application type.	Y
New	Select New if the application is being submitted for the first time.	
Resubmission	Select Resubmission when submitting a revised (altered or corrected) or amended application.	
Renewal	Select Renewal if requested additional funding for a period subsequent to that provided for in a current award; renewal applications are competed against other applications as new, unless explicitly stated otherwise.	
Continuation	Select Continuation only if the NOFO, or other NIST guidance, specifies use of this field.	
Revision	Select this option if submitting application for supplemental funding to an existing award for use during the existing period of performance. Supplemental funding may include either 1) additional funding to meet increased costs, within scope of the approved project, but were unforeseen at award, or 2) an increase in support for expansion or revision to the project's scope of work. All supplemental funding requests require review and evaluation.	

If revision, mark appropriate box(es):	If a revision, enter appropriate letter(s). More than one may be selected. If "Other" is selected, specify in text box in E.	
	A. Increase award	
	B. Decrease award	X
	C. Increase duration	
	D. Decrease duration	
	E. Other (specify)	
Is this application being submitted to other agencies?	Select "Yes" if one or more primary component of your application is contained in a similar, or substantially identical application to another Federal agency. All others check "No"	Y
What other agencies?	Required if answered "Yes" to previous field. Identify agencies if same application is submitted to other agencies.	X
Block 9--Name of Federal Agency		
General	*Leave Blank - this field will auto-populate upon application submission*	N
Block 10--Catalog of Federal Domestic Assistance Number		
Number	*Leave Blank - this field will auto-populate upon application submission*	N
Title	*Leave Blank - this field will auto-populate upon application submission*	N
Block 11--Descriptive Title of Applicant's Project		
General	Enter a brief descriptive title of the project for which you are seeking assistance.	
New Applications	Titles must be unique to each application submitted. If an organization is submitting multiple applications under one NOFO or substantially similar applications to multiple Federal agencies, a unique title must be assigned to each application.	Y
Resubmission or Renewal Applications	The title for a resubmission or renewal application should be the same as the original, or most previous, application. If the scope of work has been drastically changed, a new title may be assigned but is not required.	
Revision Applications	The title for a revision application must be identical to the original submission.	
Block 12--Proposed Project - Required		
Start date	Enter the proposed start date of the project; this is an estimate.	Y
End date	Enter the proposed end date of the project; this is an estimate and must not cause the period of performance to exceed any restrictions established by the NOFO.	Y
Block 13--Congressional District of Applicant - Required		

Congressional District	Enter the Congressional district in this format: 2 characters, State abbreviation - 3 characters district number. To find your Congressional district, go to http://www.house.gov/representatives/find/ and search using your USPS ZIP + 4.		
States and US Territories	Enter the state abbreviation followed by the corresponding congressional district (e.g. CA-012, MD-002). If multiple Congressional districts in a state are affected, enter "all" for the district number, for example, MD-all.		
Jurisdictions with No Representative	Enter state abbreviation followed by 099 (e.g. PR-099)	Y	
Jurisdictions with Nonvoting Delegate	Enter state abbreviation followed by 098 (e.g. DC-098)		
Outside of the US and Territories	Enter 00-000		
Block 14--Project Director/Principal Investigator Contact Information			
General	The Project Director/Principal Investigator is the individual responsible for the overall scientific/technical direction of the project. If there are multiple PIs, the individual listed here should be the first individual listed in the R&R Senior/Key Person Profile. See the SF-424 R&R Senior/Key Personnel Profile Instructions for additional information for projects with multiple PIs.		
Prefix	Select or enter the appropriate prefix for the PI, if applicable	N	
First Name	Enter the first name of the PI	Y	
Middle Name	Enter the middle name, if applicable, of the PI	N	
Last Name	Enter the last name (surname or family name) of the PI	Y	
Suffix	Select or enter the suffix for the PI, if applicable	N	
Position/Title	Enter the position or title for the PI	N	
Organization Name	Enter legal name of organization	Y	
Department	*Enter the department, laboratory or equivalent within the organization of the PI, if applicable*	N	
Division	*Enter the primary division, office, or subdivision within the organization of the PI, if applicable*	N	
Street1	Enter the primary street address for the PI	Y	
Street2	Enter the second level street address for the PI	N	
City	Enter the city for the address of the PI	Y	
County/Parish	Enter the county or parish for the address of the PI	N	

State	**Country is United States or United States Territories - Required:** Enter the state for the address of the PI **All Other Applicants:** Leave this field blank	X
Province	**Country is Canada - Required:** Enter Canadian Province for the address of the PI **All Other Applicants:** Leave this field blank	X
Country	Select the country for the address of the PI	Y
Zip/Postal Code	**Address in the United States:** Enter the Zip + 4 (9-digit) United States Postal Code **All Other Applicants:** Enter the applicant organization's postal code for its address reported above	Y
Phone Number	Enter the daytime phone number for the PI	Y
Fax Number	Enter the fax number for the PI	N
Email	Enter the email address for the PI	Y
Block 15--Estimated Project Funding		
a. Total Federal Funds Requested	Enter the total Federal funds, including direct and indirect costs, being requested for the full project period	Y
b. Total Non-Federal Funds	Enter the total non-Federal funds, if cost sharing is required in the NOFO. This amount should represent the total non-Federal funds for the full project period. If cost sharing is not required by the NOFO, enter "0"	Y
c. Total Federal & Non-Federal Funds	Enter the total of the above two lines (Total Federal Funds Requested + Total Non-Federal Funds)	Y
d. Estimated Program Income	Enter the estimated program income for the proposed project, if applicable. If no program income is anticipated, enter "0"	Y
Block 16--Is Application Subject to Review by State Executive Order 12372 Process?		
a. YES	Select Yes only if the NOFO, or other instruction, indicates that the preapplication or application was made available to the state pursuant to EO 12372.	Y
b. NO	Select NO if the program is not covered by EO 12372 or was not selected for review. *(Most applications will select NO)*	
Block 17--Certification and Agreement		

Certification	The applicant organization is required to verify its eligibility and its conformance with the most current guidelines and assurances required by the NOFO (e.g. Lobbying, Federal Debt, Debarment, Suspension, Ineligibility and Voluntary Exclusion) as stated in the certification in this Block 17.	Y
Block 18--SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation		
SFLLL or Other	Attach the SFLLL, or other explanatory document, as indicated in the NOFO Additionally, if the applicant organization is not able to certify to the statement(s) in Block 17, an explanation may be attached in this section.	X
Block 19--Authorized Representative		
General	The Authorized Organizational Representative (AOR) is the individual with authority to sign the application.	X
Prefix	Select or enter the appropriate prefix for the AOR, if applicable	N
First Name	Enter the first name of the AOR	Y
Middle Name	Enter the middle name, if applicable, of the AOR	N
Last Name	Enter the last name (surname or family name) of the AOR	Y
Suffix	Select or enter the suffix for the AOR, if applicable	N
Position/Title	Enter the position or title for the AOR	N
Organization	Enter legal name of organization	Y
Department	*Enter the department, laboratory or equivalent within the organization of the AOR, if applicable*	N
Division	*Enter the primary division, office, or subdivision within the organization of the AOR, if applicable*	N
Street1	Enter the primary street address for the AOR	Y
Street2	Enter the second level street address for the AOR	N
City	Enter the city for the address of the AOR	Y
County/Parish	Enter the county or parish for the address of the AOR	N

State	**Country is United States or United States Territories - Required:** Enter the state for the address of the AOR **All Other Applicants:** Leave this field blank	X
Province	**Country is Canada - Required:** Enter Canadian Province for the address of the AOR **All Other Applicants:** Leave this field blank	X
Country	Select the country for the address of the AOR	Y
ZiP/Postal Code	**Address in the United States:** Enter the Zip + 4 (9-digit) United States Postal Code **All Other Applicants:** Enter the AOR's postal code for its address reported above	Y
Phone Number	Enter the daytime phone number for the AOR	Y
Fax Number	Enter the fax number for the AOR	N
Email	Enter the email address for the AOR	Y
Signature of Authorized Representative	*Leave this field blank.*	N
Date Signed	*Leave this field blank.*	N
Block 20--Pre-application		
Pre-Application Attachment	Only upload documents to this field if so instructed by the NOFO.	X
Block 21--Cover Letter Attachment		
Cover Letter Attachment	Refer to the NOFO for specific requirements of the cover letter.	X

3.2 INSTRUCTIONS FOR COMPLETING THE SF-424 R&R (Total Fed + Non Fed) BUDGET

SF 424 R&R FedNonFed Budget Form Field	Instructions	Required for Submittal Y = Always X = Per instructions within this guidance N = Not Required
General Information	**The Total Project or Program Costs are the total allowable costs to execute the project, inclusive of Federal funds requested and cost sharing by the recipient organization. There is no universal rule for classifying certain costs and either direct or indirect (refer to 2 CFR 200, Subpart E). It is the responsibility of successful applicants to be familiar with, and comply with, the correct set of cost principles for the entity type. Further, the NOFO may contain additional categories of unallowable, limited or restricted expenses.**	
Organizational DUNS	If this field does not pre-populate from the SF-424 R&R Application Form, enter the DUNS or DUNS+4. The same DUNS should be used in Grants.gov, the System for Award Management, Grants Management Information System (GMIS) and this application.	Y
Budget Type	Check the appropriate box: **Project:** The budget being requested is for the primary applicant organization **Subaward:** The budget being requested is for subaward. *A separate budget is required for each entity that would receive funds in the award, including sub-recipients and sub-contractors.*	Y
Enter Name of Organization	If this field does not pre-populate from the SF-424 R&R Application Form, enter the legal name of the applicant organization.	Y
Start Date	If this field does not pre-populate from the SF-424 R&R Application Form, enter the proposed start date of the budget period; this date will be updated for each Budget Period.	Y
End Date	If this field does not pre-populate from the SF-424 R&R Application Form, enter the required end date for the Budget Period; this date will be updated for each budget period.	Y
Budget Period	This field represents the budget period being requested. A separate detailed R&R Budget must be completed for each budget period during the proposed award (e.g. annual basis). To add additional budget periods (e.g. year 2), click "Add Period"	Y

	embedded at the end of the form. To toggle between added budget periods, select the "Next Period" or "Previous Period" buttons.	
A. Senior/Key Person		
General	**Complete a separate block for each senior/key person associated with the project for the particular budget period from the applicant organization (or subaward organization). The first Senior/Key Person block must match the Principal Investigator reported in the SF 424 R&R Application Form.**	
Prefix	Select or enter the appropriate prefix for the senior/key person, if applicable	N
First Name	Enter the first name of the senior/key person	Y
Middle Name	Enter the middle name, if applicable, of the senior/key person	N
Last Name	Enter the last name (surname or family name) of the senior/key person	Y
Suffix	Select or enter the suffix for the senior/key person, if applicable	N
Project Role	Enter the position title or project role for the senior/key person. The first (#1) senior/key person listed must match the Principal Investigator reported on the SF 424 R&R Application Form.	Y
Base Salary	Enter the annual compensation paid by the applicant organization to the employee	Y
Months	Identify the number of months the senior/key person will devote to the project using the applicant organization's preferred method of months *(Calendar, Academic, Summary)* for this budget period. Use either calendar months OR a combination of academic and summer months. The number of months indicated will assist NIST in determining the level of effort by each senior/key person. Measurable level of effort is required for each senior/key person identified. If the applicant organization reports level of effort using academic/summer months, but does not use a traditional 9 month academic calendar, please include a description of the academic year in the Budget Justification narrative. If there is no discernible difference in the level of effort between academic and summer months, it is the applicant organization's discretion in the preferred reporting (calendar v. academic/summer). For example, 10% of a 12 month calendar year equals 1.2 (CY) person months (12 x 0.10 = 1.2). Likewise, 25% of a 9 month academic year appointment equals 2.25 (AY) person months (9 x 0.25= 2.25) or 35% of a 3 month summer term appointment equals 1.05 (SM) person months (3 x 0.35= 1.05)	Y

Requested Salary	Enter the total salary requested for the senior/key person for this budget period	Y
Fringe Benefits	Enter the total fringe benefits requested for the senior/key person for this budget period, if applicable	Y
Total Salary & Fringe Benefits	*This field will automatically calculate*	N
Federal Dollars	Enter the total amount of Federal funding requested for the total salary and fringe benefits for the senior/key person for the budget period. If no cost share is required, this field will typically equal the previous, auto-calculated box	Y
Non-Federal Dollars	Enter the total amount of non-Federal funding (cost share) that will support the senior/key person's total requested salary and fringe benefits.	Y
Additional Senior Key Persons	If the applicant organization is proposing more senior/key persons than the form allows (8 senior/key persons), upload an attachment outlining all required information for each additional senior/key person. Additionally, include the sum of the total salary and fringe benefits, and corresponding Federal and non-Federal shares of the total, for all additional senior/key persons not listed within the first 8 fields.	X
Total Senior/Key Person	*These fields will automatically calculate*	N
B. Other Personnel		
General	**The Other Personnel section captures additional roles that are integral and directly related the project. Data is captured and requested at the project role level, and not the individual level for Other Personnel. Individuals accounted for in Section B may not be included in the applicant organization's indirect cost pool.**	
Number of Personnel	For each project role category (see below for additional options), enter the number of personnel proposed. Do not include personnel who are included as part of the applicant organization's indirect costs or already proposed under Section A, Senior/Key Personnel. Personnel accounted for in this section should be integral to and specifically identifiable with the project and supported in the Budget Narrative.	X
Project Role	List any additional project roles (e.g. engineer, IT, etc) in the fields provided. There is not an option to upload additional project roles, therefore if the applicant organization proposes more than the six (6) free form fields provided, project roles must be combined and further explanation should be included in the Budget Narrative.	X

Months	Identify the number of months for each project role category that will be devoted to the project using the applicant organization's preferred method of months *(Calendar, Academic, Summer)* for this budget period. Use either calendar months OR a combination of academic and summer months. If the applicant organization reports level of effort using academic/summer months, but does not use a traditional 9 month academic calendar, please include a description of the academic year in the Budget Narrative.	X
Requested Salary	Enter the total salary requested for each project role category for this budget period	X
Fringe Benefits	Enter the total fringe benefits requested for each project role category for this budget period, if applicable	X
Total Salary & Fringe Benefits	*This field will automatically calculate*	X
Federal Dollars	Enter the total amount of Federal funding requested for the total salary and fringe benefits for each project role category for the budget period. If no cost share is required, this field will typically equal the previous, auto-calculated box	X
Non-Federal Dollars	Enter the total amount of non-Federal funding (cost share) that will support for each project role category's total requested salary and fringe benefits. The Federal Dollars (previous field) and the Non-Federal Dollars must total to equal the "Total Salary & Fringe Benefits" field.	X
Total Number of Other Personnel	*This field will automatically calculate*	N
Total Other Personnel	*This field will automatically calculate*	N
Total Salary, Wages and Fringe Benefits	*These fields will automatically calculate*	N
C. Equipment Description		
General	**This section captures the applicant organization's request for funding for specific equipment. Per 2 CFR 200.33, Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost of $5,000 (or lesser value if so established by the applicant organization). List each equipment item separately and provide justification in the Budget Narrative. All fields are required for each line item of equipment proposed.**	
Equipment Item	Enter the specific type of equipment item being requested	X
Federal Dollars	Enter the amount of Federal dollars requested for each item, inclusive of shipping, maintenance agreements or other expense directly related to property	X

Non-Federal Dollars	Enter the amount of non-Federal dollars proposed (cost share) for each equipment item, inclusive of shipping, maintenance agreements or other expense directly related to property	X
Total Federal + Non Federal	*This field will automatically calculate*	N
Total Funds Requested in Attachment	Enter the total sum of Federal and Non-Federal shares for all additional equipment items requested in the "Additional Equipment" attachment (see below). The total Federal + Non Federal dollars will calculate automatically.	X
Total Equipment	*These fields will automatically calculate*	N
Additional Equipment (Attachment)	If the applicant organization is proposing more equipment line items that allowed (10), upload an attachment containing all information required for each additional line item of equipment requested.	X
D. Travel		
General	**This section captures the applicant organization's request for funding for travel related to executing the proposed project. All fields are required if requesting travel.**	
Domestic Travel Costs	Domestic travel includes destinations in the United States, United States territories, Canada and Mexico.	X
Foreign Travel Costs	Foreign travel includes any destinations outside of the United States, United States territories, Canada and Mexico.	X
Federal Dollars	Enter the amount of Federal dollars requested for both domestic and foreign travel in the respective fields.	X
Non-Federal Dollars	Enter the amount of non-Federal dollars proposed (cost share) for both domestic and foreign travel in the respective fields.	X
Total Federal + Non Federal	*This field will automatically calculate*	N
Total Travel Costs	*These fields will automatically calculate*	N
E. Participant/Trainee Support Costs		
General	**This section captures the applicant organization's request for funding participant and/or trainee support costs. This section should only be completed if so stated in the NOFO. Commonly utilized forms of participant/trainee support are included in items 1-4 on the form. The applicant organization may use the free-form "Other" field for any support costs that do not fall within the pre-defined fields.**	
Number of Participants/Trainees	Enter the total number of proposed participants/trainees served by the funds requested as part of the project.	X

Federal Dollars	Enter the amount of Federal dollars requested for Participant/Trainee Support Costs in the respective fields.	X
Non-Federal Dollars	Enter the amount of non-Federal dollars proposed (cost share) for Participant/Trainee Support Costs in the respective fields.	X
Total Federal + Non Federal	*This field will automatically calculate*	N
Total Participant/Trainee Support Costs	*These fields will automatically calculate*	N
F. Other Direct Costs		
General	**This section captures the applicant organization's other direct costs associated with the execution of the proposed program. Refer to the NOFO for any restrictions or additional information for specific other direct cost line item categories. Each field is required for every line item under which funds are requested for the program.**	
Materials and Supplies	Enter the total funds requested for materials and supplies. Further, in the budget narrative, the applicant organization should itemize general categories (e.g. chemicals, laboratory supplies, animal costs). Materials and Supplies typically does not include general office supplies.	X
Publication Costs	Enter the total funds requested for publication costs. This may include expenses related to documenting, preparing, publishing or otherwise making information, reports, data and other works created under the project available to the public.	X
Consultant Services	Enter the total funds requested for all consultant services. Additionally, the applicant organization should provide individual consultant detail in the Budget Narrative (e.g. consultant name/organization, services performed, time commitment, estimated costs per consultant)	X
ADP/Computer Services	Enter the total funds requested for ADP/Computer Services.	X
Subawards/Consortium/Contractual	Enter the total funds requested for all subawards, contracts or consortium. This line item should include both direct and indirect costs associated with subawards and contracts. Individual line item detail should be included in the budget narrative.	X
Equip/Facility Rental/User Fees	Enter the total funds requested for equipment and/or facility rental user fees. For any items that are exceptionally high for the specific item, provide detail and justification in the budget narrative.	X
Alternations and Renovations	List the total funds requested for alterations and/or renovations required to execute the proposed project. Further, the applicant organization must itemize and justify each	X

	category of the costs included in this line item (e.g. repairs, painting, installation etc) in the budget narrative.	
Other (Blank) Fields	Enter any additional "Other Direct Cost" categories, and requested funding, that are not predefined on the form. If the applicant organization has more than three (3) additional other direct cost categories, categories should be consolidated to the greatest extent possible. In all cases, the budget narrative must sufficient outline and justify all additional other direct cost line items.	X
Federal Dollars	Enter the amount of Federal dollars requested for Other Direct Costs in the corresponding line item field.	X
Non-Federal Dollars	Enter the amount of non-Federal dollars proposed (cost share) for Other Direct Costs in the corresponding line item field.	X
Total Federal + Non Federal	*This field will automatically calculate*	N
Total Other Direct Costs	*These fields will automatically calculate*	N
G. Direct Costs		
General	**This section will automatically calculate all direct costs requested in Section A thru F.**	
Total Direct Costs	*These fields will automatically calculate*	N
H. Indirect Costs		
General	**Indirect Costs, commonly referred to as Facilities & Administrative Costs, are defined as costs incurred by the applicant organization that cannot otherwise be directly assigned or attributed to a specific project. Refer to the NOFO for any approved limitations regarding indirect cost rates for specific programs. For additional information on negotiating indirect cost rate agreements, or eligibility requirements of utilizing the *de minimis* rate, refer to the following:** **2 CFR 200.414, Indirect F&A Costs** **2 CFR 200 Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education** **2 CFR 200 Appendix IV, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations**	
Indirect Cost Type	Enter the type of the indirect cost. If more than one rate or base is involved, list each separately using items 1-4 of Section H. If the applicant organization intends to negotiate an indirect rate, state such in the block, providing the proposed rate in the budget narrative.	X

Indirect Cost Rate	Enter the most recent established indirect cost rate(s) established with the cognizant Federal agency. This field should be entered as a percentage (e.g. 32.7)	X
Indirect Cost Base	Enter the amount of the base for each indirect cost type provided.	X
Federal Dollars	Enter the amount of Federal dollars requested for each indirect cost type provided.	X
Non-Federal Dollars	Enter the amount of non-Federal dollars proposed (cost share) for each indirect cost type provided.	X
Total Federal + Non Federal	*This field will automatically calculate*	N
Total Indirect Costs	*These fields will automatically calculate*	N
Cognizant Agency	Enter the name of the Cognizant Federal agency responsible for negotiating the applicant organization's indirect rate(s), including the name and phone number of the point of contact with the cognizant agency.	X
I. Total Direct and Indirect Costs		
General	**This section will automatically calculate the sum of direct and indirect costs (Section G + Section H) for the proposed budget period. Applicant Organizations are encouraged to review the NOFO for any funding limitations.**	
Total Direct and Indirect Costs	*These fields will automatically calculate*	N
J. Fee		
General	**This section captures the fee associated with the proposed project. Refer to the NOFO for allowability and restrictions for Fee.**	
Fee	Enter the total fee requested for the budget period, if applicable.	X
K. Total Costs and Fee		
General	**This section will automatically calculate the sum of total direct and indirect costs and fee (Section I + Section J) for the proposed budget period. Refer to the NOFO for any funding limitations.**	
Total Costs and Fee	*These fields will automatically calculate*	N
K. Budget Justification		

General	The Budget Justification or Budget Narrative must be uploaded as an attachment. The Budget Narrative provides additional information requested in each budget category identified within the SF 424 R&R and any additional information the applicant organization wishes to include for consideration. Refer to the instructions above for those specific categories and line items requiring justification and further explanation or detail. The budget justification should include any significant increase or decrease between proposed budget periods. Refer to the NOFO for additional requirements of the budget justification	
Budget Justification (Attachment)	Upload the attached budget narrative.	N
Cumulative Budget		
General	This page will automatically calculate the Federal, non-Federal and total requests for each line item.	
Cumulative Budget	*These fields will automatically calculate*	N

3.3. INSTRUCTIONS FOR COMPLETING THE SF-424 R&R OTHER PROJECT INFORMATION, IF APPLICABLE

SF-424 R&R Other Project Information Form	Instructions	Required for Submittal Y = Always X = Per instructions N = Not Required
Human Subjects		
1. Are Human Subjects Involved?	If activities involving human subjects are planned at any time during the proposed project period, check "Yes", even if the proposed project is exempt from regulations for the Protection of Human Subjects, or if activities involving human subjects are anticipated but not definitive. NIST retains the final word on determining whether a project potentially involves human subjects research. All others, check "No." Proceed to following questions if "Yes"	Y
1a. Is the Project Exempt from Federal Regulation?	Select "Yes" if all elements of the proposed research project meet the criteria of the exemption. All others, select "No." If 1a is Yes, select the appropriate exemption number. If 1a is No, is the IRB review pending? Yes or No	X
IRB Approval Date	Enter the most recent IRB approval date. If IRB approval is pending, leave this field blank.	X
Human Subjects Assurance Number	Enter the approved Federal-Wide Assurance number. Only enter the 8-digit number. Enter "None" if the applicant organization does not have an approved Federal-Wide Assurance number on file.	X
Vertebrate Animals		
2. Are vertebrate animals used?	If activities involving vertebrate animals are planned at any time during the proposed project period, check "Yes," otherwise check "No". Refer to Appendix A of this Guide for additional information and resource on vertebrate animal regulation and requirements. If "Yes" is selected, complete the following questions under 2a.	Y
2a. Is the IACUC review Pending?	Select "Yes" if an Institutional Animal Care and Use Committee review is pending, or has not been initiated. Otherwise, select "No"	X

IACUC Approval Date	Enter the most recent IACUC approval date. If IACUC is pending, leave this field blank.	X
Animal Welfare Assurance Number	Enter the Federally approved assurance number. Enter "None" if the applicant organization does not have an approved Federally approved animal welfare assurance number.	X
Proprietary/Privileged Information		
3. Is proprietary/privileged information included in the application?	Patents, patentable ideas, trade secrets or other privileged or confidential commercial or financial information should be included in applications only when necessary and required for understanding of the proposed project.	Y
Environmental Impact		
4a. Does this project have an actual or potential impact - positive or negative - on the environment?	If the applicant organization anticipated that the proposed project will have an actual or potential environmental impact, check "Yes."	Y
4b. If Yes, please explain	Provide an explanation of the actual or potential environmental impact the proposed project will have.	X
4c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment or environmental impact statement been performed?	Answer "Yes" or "No" as applicable. An answer is required if the answer to 4a is "Yes"	X
4d. If Yes, please explain	Provide additional detail on the environmental assessment or impact statement.	X
Research Performance Site		
5. Is the research performance site designated, or eligible to be designated, as a historic place?	Answer "Yes" or "No" as applicable.	Y
5a. If Yes, Please explain	Provide an explanation if the answer to 5 is "Yes"	X
International Collaborations		

6. Does this project involve activities outside of the United States or partnerships with international collaboration?	Answer "yes" or "no" as applicable. [FOR GMD - ARE THERE ADDITIONAL REQUIREMENTS/JUSTIFICATIONS FOR FOREIGN INVOLVEMENT?]	Y
6a. If yes, identify countries	If the answer to 6 is "Yes" the applicant organization must identify the countries which international cooperation is planned/anticipated	X
6b. Optional Explanation	Enter an explanation regarding the involvement with outside entities.	N
Project Summary/Abstract		
7. Project Summary/Abstract	Upload the project summary/abstract here. See Section 3.4 below for the content of the project summary/abstract.	Y
Project Narrative		
8. Project Narrative	Upload the project narrative here. See Section 3.4 below for the content of the project narrative.	Y
Bibliography & References Cited		
9. Bibliography & References Cited	Unless otherwise noted in the NOFO, this information is required to be submitted utilizing a standard scholar format.	Y
Facilities & Other Resources		
10. Facilities and Other Resources	This attachment describes how the scientific environment where the research will be performed contributes to the probability of success, including unique features of the environment. If multiple sites are proposed, include a description for each site.	Y
Equipment		
11. Equipment	This attachment should contain major equipment already available for the project, including location and capabilities.	Y
Other Attachments		
12. Other Attachments	Refer to the NOFO for specific requirements or additional/optional attachments that may be included in the application. See Section 3.4 below for additional information on uploading other attachments.	X

3.4. Attachments

3.4.1. Project Summary & Narrative

Project Summary: Provides a summary of the application. This is the document commonly distributed to Congress and the public for summary of funding. The abstract should be clear, concise and not make reference to other aspects or sections of the application. The applicant organization should refer to the NOFO for additional information that is required to be included in the abstract/project summary for a specific program. The project summary/abstract is field seven (7) on the Other Project Information form (Section 3.3 above).

Narrative: This attachment provides the comprehensive description and framework of all aspects of the proposed project. The narrative should be well organized and concise, yet provide enough detail for reviewers to thoroughly understand the proposed project. The applicant organization should refer to the NOFO for additional information required to be included in the project narrative. Additionally, the NOFO will provide any specific page limitations. The narrative is field eight (8) on the Other Project Information from (Section 3.3 above).

3.4.2. Attachments

The NOFO will provide information on any additional required or optional attachments. Any additional attachments should be viewed as stand alone, supplemental documents and not used as continuation of the project narrative, budget justification or other required documents. Likewise, the applicant organization should not include attachments outside of what is prescribed in the NOFO or upload organizational brochures, promotional materials, films etc. Refer to the Grants.gov FAQ page for additional information on attachment formatting.

3.5. Narrative and Attachment Formatting

Unless specified in the NOFO, NIST does not require a standardized format for submitting attachments. However, applicant organizations should adhere to general professional document formatting The NOFO will provide any detail on page limitations for the entire application or specific sections. If page limitations are included in the NOFO, it will state which sections are subject to limitation. In the event that an application exceeds the maximum allowable pages, reviewers will only review through the maximum pages allowed; additional pages will not be considered in evaluation. Additionally, please note that Grants.gov limits attachment names to 50 characters.

3.6. Application Due Dates

Applications are due at 11:59 P.M. Eastern Standard Time on the date listed in the NOFO, unless another time is indicated in the NOFO. Applications are considered once submitted and validated by Grants.gov. Applications submitted after the due date and time will not be reviewed, and therefore not considered for funding.

3.7. Correcting Mistakes

If, for any reason, an application is submitted more than once prior to the application due date, NIST will only consider the last submitted application package received and validated by Grants.gov prior to the application due date and time. If the applicant organization must submit a corrected application package, Box 1 of the SF-424 R&R Application Form should indicate "Changed/Corrected Application" and the original Grants.gov tracking number indicated in the application. Only corrections received by the deadline established in the NOFO will be considered.

3.8. Withdrawing an Application

If an applicant organization wishes to, for any reason, withdraw a submitted application from consideration at any time prior to award notification, the AOR must submit a notice of withdrawal to the contact for Grant.gov Technical Assistance and the Grants Officer listed in Section VII of the NOFO.

4.0   NIST Application and Review Process

4.1. Application Processing

NIST will review each application received by the deadline for eligibility, responsiveness, completeness and conformity with the requirements of the NOFO. This review will include compliance with any specifications in the NOFO, including without limitation, budgetary considerations, cost-share and other grant management compliance factors. Applications that pass the initial responsive/compliance check will be reviewed and rated by a panel based on criteria established in the NOFO.

All incomplete, late, ineligible or otherwise non-compliant or non-responsive applications will not be considered for funding. Applicant organizations that do not pass initial consideration will be notified by the program office.

4.2. Competitive Review

Refer to the NOFO for specific evaluation and review criteria, including panel format, for each program.

4.3. Award Notification

The Notice of Award and/or CD-450 is the official, legal document issued to an applicant organization that indicates award and funding has been made. Until such notification is received, any pre-award costs are at the non-Federal entity's discretion (refer to 2 CFR § 200.308 and 2 CFR § 200.458). NIST may allow certain pre-award costs as approved in the official award documentation. The award documentation will specify the period of performance.

Unsuccessful applicant organizations will be notified by the cognizant NIST program office for the NOFO.

5.0 Additional Resources

Regulation
[2 CFR Part 200: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards](#)

Search and Apply for Open Funding Opportunities
[Grants.gov](#)

Award Terms and Conditions
[Department of Commerce Policy](#) (all NIST awards)
[Federal-Wide Research Terms and Conditions](#) (per NOFO)

NIST Grants Management Resources
[NIST Office of Acquisition and Agreements Management](#)
[GMD Financial Assistance Reference Guide](#)
[NIST Current Funding Opportunities](#)

Federal-Wide Systems and Resources
[System for Award Management (SAM.gov)](#)
[Federal Awardee Performance and Integrity Information System](#)
[Federal Funding Accountability and Transparency Act Subaward Reporting System](#)
[USA Spending](#)
[Dun and Bradstreet](#)
[Small Business Innovation Research](#)