Application Guidance to Document Uploads

Labeling:

Use the following format to label all uploads with the fiscal year, application type, document title and the last four digits of the Tracking ID.

2013 RPA Document XXXX e.g. 2013 RPA Narrative 1234

Replace RPA with CFP or IRP as relevant and replace Document with the document title such as the last name of the collaborator for CVs, project narrative, pre-application narrative, conflict of interest, budget, capabilities, and so on. The Tracking ID is located at the top of the application form under the Call name.

File Type:

All document uploads are required in the following format.

- Adobe Portable Document Format (PDF)
- Unlocked and without password protection
- Size 11 Times New Roman font minimum;
- One-inch margins all around minimum
- Budget file is the SF 424A form

The Project Narrative shall NOT include:

- Cost and pricing information
- Identification, by individual name or name of institution, of any teaming partner
  - E.g. "Partner One", "Professor one", "Lead PI", "Collaborating PI", "Industry Partner 1", "National Lab Partner", or any other designation preferred
- Official name or title of facilities used to execute scope
  - E.g. "accelerator", "a test reactor"
- 'Self Citations' including, references and bibliographical information identifying the PI or collaborators.

Incorrect Examples

- CSS surface engineering by low-temperature carburization and nitridation have been extensively studied by the PI and co-PI for the past 10 years[1]

- Ongoing activities by the research group show that the concept can be applied elsewhere.[2]

Correct Examples:

- Summarize research finding by the PI without a citation such as "The PI and co-PI have studied safety analysis and design tools for core seismic loads, specializing in detailed multi-physics of fluid-structure interactions (FSI) for over ten years and have published several papers in the area."
- Make general statements about the research and the associated citation as to avoid identification of a PI, collaborator, or teaming institution such as " CSS surface engineering by low-temperature carburization and nitridation have been subject to intense research for more than a decade.[3][4]"

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[1] John Doe, Jane Doe, et al. "Title of the Paper(s)". Journal. Page #.

[2] John Doe, Jane Doe, et al. "Title of the Paper(s)". Journal. Page #.

[3] John Doe, Jane Doe, et al. "Title of the Paper(s)". Journal. Page #.

[4] James Doe, John Doe, Jill Doe, Jane Doe, et al. "Title of the Paper(s)". Journal. Page #.

* Three peers will independently employ a semi-blind process to evaluate and score the proposals in accordance with the peer review evaluation criteria.

Budget:

- Applicants must provide a separate budget worksheet for each year of support requested with a cumulative budget for project period using the SF 424 Excel template found at SF 424 Template and within the application.
- Include costs to purchase research equipment and instrumentation to execute proposed project.
- No new construction is allowed.
- For questions about the 424 form, contact Mr. Aaron Gravelle at gravelap@id.doe.gov.