

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 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

Summary Abstract:

For Sections A and B, Applicant shall provide a maximum one-page summary abstract of proposed activity suitable for dissemination to the public on the template provided in the application form. For Section C, a maximum of two-pages is allowed.

Project Narrative:

- Proposal Title (Do not use all CAPS)
- Final Technical Workscope Identification
- Proposed Scope Description
- Logical path to accomplishing scope, including descriptions of tasks
- Relevance and Outcomes/Impacts
- Milestones and Deliverables
- Type/description of facilities used to execute the scope (N/A is acceptable)
- Schedule

- The roles and responsibilities of each partnering organization in the execution of the workscope
- Unique challenges to accomplishing the work and innovations expected to mitigate such challenges
- Information, data, plans or drawings necessary to explain the details of Applicant’s proposal
- Quality Assurance
- References are included in the 10-page limit.

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”

Technical Expertise and Qualifications:

Provide for a maximum of four individuals who are receiving

- Contact information.
- Academic and professional credentials.
- Relevant professional history.
- Five recent relevant publications or commensurate professional experiences.

Budget:

- Applicants must provide a separate budget for each year of support requested with a cumulative budget for project period using the SF 424A Excel template found at [SF 424A 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 424A form, contact Mr. Aaron Gravel at gravelap@id.doe.gov.

Teaming Guidance:

Partnering with minority serving institutions such as Historically Black Colleges and Universities and/or minority serving institutions is encouraged. The following link provides the list of minority institutions: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>. Furthermore, including young researchers on application teams is encouraged.

Capabilities:

Identify infrastructure required to execute proposed scope of work. Describe non-labor resources available and accessible to Applicant. Describe unique equipment and facilities needed to execute scope of work. Discuss adequacy of resources and identify gaps.