THE NATIONAL INSTITUTE ON DISABILITY AND REHABILITATION RESEARCH – Field Initiated Research Grant

**Application Checklist** *Updated 02/17/14\_CNJ*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assigned to whom** | **Updates/notes/assignments** | **Final sent to Wes’s upload folder** | **Section of Application**  **(each part submitted as separate PDF)** | **Limits/Caveats**  **(Instructions section, page #)** |
|  |  |  | Cover Page (SF-424)– must identify whether proposal is for research or development | (A-4), See (I-60 &I-61) |
|  |  |  | Table of Contents |  |
|  |  |  | Abstract – project summary; critical that public benefits are discussed | One page (A-4), single or double spaced (G47) |
|  |  |  | Project Narrative   * Importance of the Problem (15pts) * Design of research activities (50pts) * Plan of evaluation (10pts) * Project staff (15pts) * Adequacy and accessibility of resources (10pts) | 50 pages total (F-40 & F-41). See section C for criteria |
|  |  |  | Budget Form and Information | 12 lines (F-40) |
|  |  |  | Budget Narrative – budget breakdown and estimated costs   * Address Cost Share or Matching in a separate budget narrative called “Cost Share or Matching” | (F-42) |
|  |  |  | Vitae/Bibliography   * Vitae should include title and role, along with pertinent information to the project * If collaborating with another institution, make sure written agreements are included | (F-43); An extensive Vitae (2-4 pages) can be included in the appendices (G-51) |
|  |  |  | Letters of Support – only include key letters | (G-51) |
|  |  |  | Assurances, Certifications, Disclosures | (F-43) |
|  |  |  | Final Performance Report – including financial information | (F-43) |

**General Information**

Link to instructions: <https://www2.ed.gov/programs/fip/2014-133g1-2.pdf>

Must be submitted through: [www.grants.gov](http://www.grants.gov) (Upload sections by heading.)

Due: BEFORE 4:30PM, Washington D.C. time on February 28, 2014.

**General Page Limits**

Total page limit: 50 pages for the narrative

NOTE: The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the application narrative section.

Include all critical information in the program narrative, minimizing the need for additional appendices. Include a complete bibliography listing all materials that were referenced in the project narrative

**Page and Font Formatting**

Use: Times New Roman, Courier, Courier New, or Arial

* A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
* Double-space (no more than three lines per vertical inch) all text in the application narrative. Single spacing may be used for titles, headings, footnotes, quotations, references, and captions, as  well as all text in charts, tables, figures, and graphs.
* Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
* Begin numbering the first page in Arabic numerals (“1”) and number the pages consecutively  throughout the document.

**Grantsmanship**

Use English and avoid jargon.

If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.