**IES Grant Application Checklist** *Updated 04/16/14\_CNJ*

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| --- | --- | --- | --- | --- |
| **Assigned to whom** | **Updates/notes/assignments** | **Final sent to Wes’s upload folder** | **Section of Application** | **Limits/Caveats**  **(IES Submission Guide page #)** |
|  |  |  | Application for Federal Assistance SF 424 (R & R) | Grant.gov form; See pages 14-17 |
|  |  |  | Senior/Key Person Profile (Expanded)   * *Identify PI and key investigators* * *Specify role key staff will serve* * *Provide contact info* | Grant.gov form; Will allow for 40 biosketches and 40 lists of current and pending support; See page 19 |
|  |  |  | Project/Performance Site Location(s) | Grant.gov form; See page 19 |
|  |  |  | Other Project Information | Grant.gov form; See pages 19-23 |
|  |  |  | Budget (Total Federal + Non-Federal):   * Sections A & B (Personnel) * Sections C, D, & E (Equipment, travel, participant costs) * Sections F – K (Other direct and indirect costs) | Grant.gov form; See pages 23-27 |
|  |  |  | R&R Subaward Budget (Fed/Non-Fed) Attachment(s) Form   * *Use this form to extract and attach a subaward budget(s).* | Grant.gov form; See pages 27 & 28; Not always required; each file attached must have a unique name |
|  |  |  | Other Forms in Package   * SF 424B Assurances – Non-Construction Programs (required) * ED 80-0013 – Combined Assurance (required) * Disclosure of Lobby Activities – Standard Form LLL (if applicable) | Grant.gov form; See page 28 |
|  |  |  | Project (Training Program/Center) Summary/Abstract | *Attach (PDF file) using Item 7 of the "Other Project Information" form.* |
|  |  |  | Project (Training Program/Center)  Narrative and Appendices | *The Narrative, and if applicable Appendices, must ALL be included together in one PDF file and attached at Item 8 of the "Other Project Information" form.* |
|  |  |  | Bibliography and References Cited | *Attach (PDF file) using Item 9 of the "Other Project Information" form.* |
|  |  |  | Research on Human Subjects information, if human subjects are involved | See pages 35-37 for regulation/exemption;  *Attach (PDF file) using Item 12 of the "Other Project Information" form.* |
|  |  |  | Biosketches of Key Personnel   * *PI/PD & all key personnel* * *Make sure personal statements/pubs are updated and specific to application* | 4 pages per person (29);  *Add each as a separate attachment (PDF file) using the "Senior/Key Person Profile (Expanded)" form.* |
|  |  |  | Current and Pending Support of Senior/Key Personnel   * *Table showing each investigators current/pending grants and proportion of their time (as % effort) over one year allocated to each project* | 1 page (30);  *Add each as a separate attachment (PDF file) using the "Senior/Key Person Profile (Expanded)" form.* |
|  |  |  | Narrative Budget Justification (if % effort exceeds 100% in Support of Personnel) | No page limit (30);  *Attach (PDF file) using Section K – Budget Period 1 of the "Budget (Total Federal + Non-Federal)" form.* |

**General Information**

Submitted through: <http://www.grants.gov/>.

Three documents needed: (1) the Request for Applications, (2) the IES Grants.gov Application Submission Guide, and (3) the Application Package.

Use the “Track My Application” feature to ensure delivery before the deadline.

**Instructional Information**

Link to instructions for IES process: <http://ies.ed.gov/funding/14rfas.asp#guide>

Link to instructions for the IES grant writing: http://ies.ed.gov/funding/pdf/FY2014\_submission\_guide.pdf

**Font**

Times New Roman typeface preferred, a black font color, and a font size of 12 points or larger. (Figures, charts, tables, and figure legends may be smaller but readily legible.)

Type density, including characters and spaces, must be no more than 15 characters per inch. *The average for any section must not exceed 15 cpi.*

Type may be no more than six lines per inch. Single-spacing mandatory.

**Paper Size and Page Margins**

Use standard paper size (8 ½" x 11”).

Use at least one inch margins (top, bottom, left, and right) for all pages. One-sided pages.

These requirements apply to the PDF file as submitted. If you use a 12-point Times New Roman font without compressing, kerning, condensing or other alterations the application will typically meet these requirements.

**Graphs, Diagrams, and Tables**

You are encouraged to use black and white in graphs, diagrams, tables, and charts. If color is used, you must ensure that the material reproduces well when photocopied in black and white.

**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.