

## RESEARCH & RELATED Other Project Information

1. \* Are Human Subjects Involved?  Yes  No

1.a If YES to Human Subjects

Is the Project Exempt from Federal regulations?  Yes  No

If yes, check appropriate exemption number.  1  2  3  4  5  6

If no, is the IRB review Pending?  Yes  No

IRB Approval Date:

Human Subject Assurance Number:

2. \* Are Vertebrate Animals Used?  Yes  No

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending?  Yes  No

IACUC Approval Date:

Animal Welfare Assurance Number

3. \* Is proprietary/privileged information included in the application?  Yes  No

4.a. \* Does this project have an actual or potential impact on the environment?  Yes  No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed?  Yes  No

4.d. If yes, please explain:

5. \* Is the research performance site designated, or eligible to be designated, as a historic place?  Yes  No

5.a. If yes, please explain:

6. \* Does this project involve activities outside of the United States or partnerships with international collaborators?  Yes  No

6.a. If yes, identify countries:

6.b. Optional Explanation:

7. \* Project Summary/Abstract

8. \* Project Narrative

9. Bibliography & References Cited

10. Facilities & Other Resources

11. Equipment

12. Other Attachments

# INSTRUCTIONS FOR FILLING OUT THE RESEARCH & RELATED OTHER PROJECT INFORMATION FORM

The Research & Related Other Project Information form has been adapted for use by the Technology Innovation Program (TIP) for proposals submitted to TIP. For electronic submissions of proposals, this is a mandatory, predefined form that you will use to attach the various documents that make up your proposal. For hardcopy submissions of proposals, this is also a required form. Some of the items are required and some are optional. Required items are identified with an asterisk on the form and are specified in the instructions below.

1 - 5a For hardcopy and electronic submissions these items are self explanatory.

6 - 12 For hardcopy submissions, no further entries required; leave blank.

For electronic submissions these entries are used to include the required attachments that make up your proposal. Instructions for each item are as follows:

7. Project Summary/Abstract: Use this field to attach and submit your NIST-1022 form (pdf file). Click on Add Attachment that opens the "Attach File" window. Locate and highlight your completed NIST-1022 form (pdf file) that is on your computer and click on the Open button to attach this file.

NOTE: It is important that you view the file once you have attached it and verify that the information that you have entered appears and that it is not a blank document.

8. Project Narrative: Click on Add Attachment that opens the "Attach File" window. Locate and highlight your completed Project Narrative (a single file addressing Scientific and Technological

Merit, including bibliographic references and letters of commitment) file that is on your computer and click on the Open button to attach this file.

NOTE: It is important that you view the file once you have attached it and verify that the information that you have entered appears and that it is not a blank document.

9 - 12 Leave blank.

## *Submitting to Grants.Gov*

When you have completed attaching all of your forms, click on the Close Form button and return to Grant Application Package.

Click on the Check for Errors button at the top of the screen and correct any errors if indicated.

After your application package is complete, click on the Save button at the top of the screen. This will save your application (in PDF format) on your computer. NOTE: if you do not save your application at this stage you may have to reenter your data and reattach your files.

When you are ready to submit your proposal application, click on the Submit button at the top of the screen. If the Submit button is grayed out you need to click on the Check for Errors button and the Save button. Note: if your browser has a "pop-up" blocker installed, you may have to hold the Ctrl key down while clicking on the Submit button.

The next screen that appears asks you to enter your Username and password. When you enter this the next screen will ask "Do you wish to sign and submit this application?" When you are ready to do so, click on the Sign and Submit Application button.

The next screen that appears is the confirmation page. This is evidence of your electronic submission to TIP through Grants.gov. Print this page and keep it in a safe location. Click on Close to exit Grants.gov.