PROGRAM ANNOUNCEMENT

DEPARTMENT OF DEFENSE (DoD)

Under Secretary of Defense for Research and Engineering
(Research Technology & Laboratory Directorate/Basic Research Office)

Title: Newton Award for Transformative Ideas during the COVID-19 Pandemic

Announcement Type: Initial Announcement

Funding Opportunity Number: BRO-20-NEWTON

Assistance Listing Number: 12.630, Basic, Applied, and Advanced Research in Science and Engineering

Key Dates: This announcement will be **open to receive applications continuously** until 4:00 p.m. Eastern Time (ET), 15 May 2020, at which point all applications must be received.

Issued: April 2020

Table of Contents

A. Program Description……....1
- Background……..1
- Program Objective……... 1
- Expectations of Award Recipients……... 1

B. Federal Award Information……..…..2
C. Eligibility Information……. 2
D. Application and Submission Information…….3
- Submitting a Proposal…….. 3
- Proposal Narrative……....4
- Formatting Requirements…….4
- Required Documents……5
- Submission Dates and Times……7
- Application Receipt Notices…….8
- Funding Restrictions…… 8
- Other Submission Requirements……..8

E. Application Review Information……. 9
- Criteria……. 9
- Review and Selection Process……..9
- Anticipated Announcement and Federal Award Dates……9
- Recipient Qualification…….. 10

F. Federal Award Administration Information……...10
- Federal Award Notices……...10
- Administrative and National Policy Requirements…….11
- Reporting……11

G. Federal Award Agency Contacts……11
H. Other Information……...12

Appendix 1: How to Submit a Proposal to DoD via Grants.gov……..13

A. Program Description

Background: From 1665 to 1666, the Great Plague of London swept across England, likely taking the lives of over 100,000 people (United Kingdom Public Archives, 2020). Though the germ theory of disease would not be formulated until the 1860s, the English public engaged in "social distancing" behaviors to avoid illness (Washington Post, 2020), leading to the closure of universities. Among the displaced was a young Isaac Newton, still a student at Trinity College in Cambridge. During the ensuing year of isolated study and reflection, Newton developed the basis for calculus, as well as foundational theories in gravitation, motion, and optics.

Separated from the Great Plague by 350 years, the COVID-19 pandemic has led to similar health responses among the general public and scientific community, forcing the closure of laboratories and universities throughout the world and slowing scientific progress across theoretical and empirical domains. To help stimulate scientific thought and encourage efforts and advancements in the spirit of Sir Isaac, the Basic Research Office in the U.S. Department of Defense (DoD) announces the Newton Award for Transformative Ideas during the COVID-19 Pandemic.

Program Objective: This award will be presented to a single investigator or team of up to two investigators that develops a "transformative idea" to resolve challenges, advance frontiers, and set new paradigms in areas of immense potential benefit to DoD and the nation at large. Proposals should aim to produce novel conceptual frameworks or theory-based approaches that present disruptive ways of thinking about fundamental scientific problems that have evaded resolution, propose new, paradigm-shifting scientific directions, and/or address fundamental and important questions that are argued to be undervalued by the scientific community. Approaches can include analytical reasoning, calculations, simulations, and thought experiments. While data collection and production are therefore allowed, all supporting data should be generated without the use of laboratory-based experimentation or instrumentation.

Given the novelty of and circumstances surrounding this one-time Funding Opportunity Announcement (FOA), the objective of this program is to generate proposals that are equally novel and pioneering. Therefore, this FOA should be viewed as an opportunity to propose work outside the bounds of traditional proposals.

Expectations of Award Recipients: Newton Award recipients will produce novel conceptual frameworks or theoretical approaches to addressing outstanding or emerging challenges facing the scientific community. The resulting frameworks and approaches should include clear predictions that can be tested by the scientific community in the years following the return to the laboratory environment. Findings must be submitted as pre-publication material in open archives and disseminated through open publication in a journal. Award winners will brief the Office of the Undersecretary of Defense for Research and Engineering (OUSD(R&E)) leadership at the end of the award period of performance, and may be asked to design and chair a Future Directions Workshop on the topic of their findings. In addition, OUSD(R&E) will support

winners with successful projects in finding pathways to continue the funding of their transformative ideas.

B. Federal Award Information

The following information applies to awards issued under this announcement:

- Anticipated number of Federal awards: The number of awards will range from 0 to 10, with award number determined on the basis of the rigor and transformative potential of the proposals received, as well as the availability of funds. All funding decisions are final.
- The total amount of funding that the Federal awarding agency expects to award through the announcement: $500,000.
- The expected amounts of individual Federal awards: Total costs (direct plus indirect costs) will not exceed $50,000 per investigator or $100,000 for a collaborative proposal by two investigators. Investigators on collaborative projects should each submit a unique proposal, and indicate their collaborator's proposal within the project narrative of the application.
- Anticipated start date: June 30, 2020.
- Period of performance: 6 months from start date. No-cost extensions will not be allowed.
- Only grants will be awarded under this announcement.

C. Eligibility Information

Eligible Applicants: This opportunity is limited to affiliated researchers from degree-issuing institutions of higher education accredited in, and having a campus located in, the U.S., its territories and possessions.

Cost Sharing or Matching: Is not required.

Other information:

- The Federal Assistance Certifications Report (completed as part of the SAM registration) is an attestation that the entity will abide by the requirements of the various laws and regulations; therefore, as applicable, you are still required to submit any documentation, including the SF LLL Disclosure of Lobbying Activities (if applicable), and informing DoD of unpaid delinquent tax liability or a felony conviction under any Federal law. If applicable, the SF LLL should be submitted with the SF 424 (R&R) form. Other required notifications should be included as an attachment to the SF 424 R&R form - Research Related and Other Project Information – section 12 "other attachments".

- DoD required certifications: By checking "I agree" in block 17 of the SF 424 (see below) and signing the application as the authorizing official, you are certifying that your institution will be in compliance with these additional requirements:
    - Institutions of higher education must certify compliance with 10 U.S.C 983, *Institutions Of Higher Education That Prevent ROTC Access Or Military Recruiting On Campus: Denial Of Grants And Contracts From Department Of Defense, Department Of Education, And Certain Other Departments And Agencies*, and 32 C.F.R. 216 *Military Recruiting And Reserve Officer Training Corps Program Access To Institutions Of Higher Education.*
    - Does not require any of its employees, contractors, or sub-recipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting those employees, contractors, sub-recipients from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

D. Application and Submission Information

Submitting a Proposal: DoD will only accept proposals submitted through Grants.gov on or before 15 May 2020, 4:00 pm Eastern Time (ET). Read the instructions below about registering to apply for DoD funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Note: Failure to allow enough time for the systems to complete the registration is not considered a valid explanation for why grants.gov did not accept the proposals

Complete organization instructions can be found on Grants.gov here: https://www.grants.gov/web/grants/applicants/organization-registration.html

1) *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

2) *Register with SAM*: As allowed in OMB Memorandum M-20-17, for this announcement only, DoD will implement the exemption for SAM registration (at time of application) for any entity not registered in SAM. Specifically, DoD relaxes the requirement for active System for Award Management (SAM) registration at time of application in order to expeditiously issue funding. At the time of award, the requirements of 2 CFR § 200.205, *Federal awarding agency review of risk posed by applicants*, continue to apply. Current registrants in SAM with active registrations expiring before May 16, 2020 will be afforded a one-time extension of 60 days.

3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html

4) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html

5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

6) *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

Electronic Signature: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

Proposal Narrative: See Appendix 1 for information on how to complete the proposal using Workspace on grants.gov.

Formatting Requirements:

- Font: Times New Roman, 12 point
- Margins: 1 inch on all sides
- Paper size: 8 ½ by 11"
- Single-spaced

Required Documents: All elements and forms listed below are required, except as stated, for a proposal to be determined complete.

Cover page (required – limit to one (1) page – not counted in the program scope page restrictions):

Include your name, institution name, proposal title, the funding opportunity number, research area addressed, total funds requested.

- Total funds allowed for this project is $50,000 per investigator. DoD will only cover those costs for salary, fringe benefits and indirect costs. Include the following budget information on this cover page:
    - Proposed hours of work to complete the project, total wages requested, fringe benefit rate, total fringe benefits costs claimed, indirect cost rate and total indirect costs claimed, total funds requested.

Include a protective legend for proprietary information, if applicable.

Abstract (required – not to exceed 300 words – not counted in the project scope page restrictions):

Describe the research problem and objective, technical approaches, and anticipated outcomes of the research. A non-proprietary version of the abstract must be submitted without other restrictions. This Abstract will be posted to the DoD grants website.

Project Scope (required – pages are restricted to at least two (2) and no more than three (3)):

DoD is interested in proposals that produce novel conceptual frameworks or theory-based approaches that (i) present disruptive ways of thinking about fundamental scientific problems that have evaded resolution, (ii) propose new, paradigm-shifting scientific directions, and/or (iii) address fundamental and important questions that are argued to be undervalued by the scientific community. The findings should include testable frameworks and hypotheses that can be addressed by the scientific community as they return to the laboratory environment. See Expectations section for additional requirements.

Fields of Study**:** Proposals should fall within the scope of fields consistent with DoD basic research funding priorities, including but not limited to artificial intelligence/machine learning and autonomy, communications and networks, engineering, materials science, mathematics, microelectronics, physics, quantum science and computing, social and cognitive sciencs,

synthetic biology and biotechnology. Interdisciplinary and collaborative proposals by up to two investigators are encouraged as necessary.

Curriculum Vitae (CV) (required – pages are restricted to three (3) pages – not counted in the project scope restrictions):

The CV should include relevant experience, publications, and funding received in the area of interest, and any previous involvement and experiences with the DoD. List all previous DoD funding including project titles within the last eight years.

Current and Pending Support (required – no page restrictions – not counted in the project scope restrictions):

- A list of all current projects the individual is working on, in addition to any future support the individual has applied to receive, regardless of the source.
- Title and objectives of the other research projects.
- The percentage per year to be devoted to the other projects.
- The total amount of support the individual is receiving in connection to each of the other research projects or will receive if other proposals are awarded.
- Name and address of the agencies and/or other parties supporting the other research projects.
- Period of performance for the other research projects.

Data Management Plan (optional depending on proposal – restricted to two (2) pages – not counted in the project scope restrictions):

Given the highly conceptual and theory-based nature of this FOA, a Data Management Plan will only be required of those proposals that include the generation of data, including but not limited to e.g. calculation- and simulation-based approaches. The Data Management Plan must be no longer than 2 pages and must be inclusive of the entire project.

All submissions will be protected from unauthorized disclosure in accordance with applicable law and DoD regulations. You are expected to appropriately mark each page of the submission that contains proprietary information.

The following SF 424 (R&R) forms and, as applicable, attachments are required for all applications:

FORM: The SF 424 (R&R) (Mandatory) - The SF 424 (R&R) form is considered the formal application for assistance. Complete this form first to populate data in other forms. By submitting an application through Grants.gov, the Authorized Representative (identified by username and password) is providing an “electronic signature” and certifying that all elements of the proposal are accurate.

FORM: Research & Related Other Project Information (Mandatory): Complete questions 1 through 6 and attach a file for the project narrative in item 8. Since the project summary is part of the overall Project Narrative – it does not need to be attached in item 7. The files **must** comply with the following instructions:

Project Narrative (Field 8 on the form, Mandatory): To attach the project narrative, click "Add Attachment." The project narrative must address the following:

- Cover Page, Abstract, Project Scope, Data Management Plan

FORM: SF-424 (R&R) Research and Related Senior/Key Person Profile (Expanded) (Mandatory): The Degree Type and Degree Year fields on the Research and Related Senior/Key Person Profile (Expanded) form will be used by DoD as the source for career information. In addition to the required fields on the form, applicants must complete these two fields:

- Curriculum vitae (CV) are required for the PI - include education and the year in which each degree was received.
- Current and Pending Support

FORM: SF-424 (R&R) Research and Related Personal Data (Mandatory): This form is used by DoD as the source of demographic information, such as gender, race, ethnicity, and disability information for the Project Director/Principal Investigator and all other persons identified as Co-Project Director(s)/Co-Principal Investigator(s). Each application must include this form with the name fields of the Project Director/Principal Investigator and any Co-Project Director(s)/Co-Principal Investigator(s) completed; however, provision of the demographic information in the form is voluntary. Applicants who do not wish to provide some or all of the information should check or select the "Do not wish to provide" option.

Submission Dates and Times: Applications must be received by 4:00 p.m. Eastern Time (ET), 15 May 2020.

Applicants are responsible for submitting their applications in sufficient time to allow them to reach Grants.gov by the time specified in this announcement. If the application is received by Grants.gov after the exact time and date specified as the deadline for receipt, it will be considered "late" and will not be considered for review. Acceptable evidence to establish the time of receipt by Grants.gov includes documentary evidence of receipt maintained by Grants.gov.

To avoid the possibility of late receipt, which will render the application ineligible for consideration, it is strongly recommended that applications be uploaded at least 2 days before the deadline. This will help avoid problems caused by high system usage or any potential technical and/or input problems involving the applicant's own equipment.

If an emergency or unanticipated event interrupts normal federal government processes so that applications cannot be received by Grants.gov by the exact time specified in this announcement, and the situation precludes amendment of the announcement closing date, the time specified for receipt of applications will be deemed to be extended to the same time of day specified in this announcement on the first work day on which normal federal government processes resume.

Application Receipt Notices: After an application is submitted to Grants.gov, the Authorized Representative (listed in Block #19 of the SF-424) will receive a series of three e-mails from Grants.gov. The first e-mail will confirm receipt of the application by the Grants.gov system. The second e-mail will indicate that the application has either been successfully validated by the system prior to transmission to DoD or has been rejected due to errors. This second email will also determine if the proposal is late based on the aforementioned receipt time. The third e-mail should be received once DoD has confirmed receipt of the application usually within 10 days from the application due date. The last e-mail will indicate that the application has been received and provide the assigned tracking number. Applicants can track the status of their applications at https://www.grants.gov/web/grants/applicants/track-my-application.html.

Funding Restrictions: DoD will only fund salary, fringe benefits and indirect costs on awards under the announcement. Funds from an award may not be used to fund the acquisition of research equipment, subawards, travel profit/fees, or any other costs.

Other Submission Information:

Applicant Support*:* Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the DoD with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission:

The AOR who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This AOR will also receive the official date/time stamp and Grants.gov tracking number in an email serving as proof of their timely submission.

When DoD successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the AOR who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent the AOR attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Application Withdrawal: An applicant may withdraw an application at any time before award by written notice or by email. Notice of withdrawal shall be sent to the Grants Officer identified in this announcement. Withdrawals are effective upon receipt of notice by the Grants Officer.

E. Application Review Information

Criteria: Primary evaluation criteria (of equal importance to each other) are:

1. Overall scientific or technical merit and originality of the underlying research. This includes the potential to have a transformative impact on the scientific community. The strongest proposals will promote new, paradigm-shifting scientific directions and develop alternative, testable frameworks to address fundamental and unresolved questions in their field.
2. Potential relationship of the proposed research and development to Department of Defense missions.

In addition, the government will consider the capabilities of the applicant or applicant team, specifically the ability and likelihood to complete the work proposed

Review and Selection Process: Each proposal will be evaluated based on the evaluation criteria above rather than against other proposals for research in the same general area. Note that collaborative proposals will be evaluated and selected for funding on the strength of both proposals in combination. As such, the most competitive collaborative proposals will illustrate the vital nature of the collaboration and its likelihood to contribute to more novel and potentially impactful work than could be achieved by a single investigator.

Evaluation and award decisions will be made by a panel of technical experts, possibly including Vannevar Bush Faculty Fellows (VBFF) and DoD Tri-Service Program Officers, as well as subject matter experts in the disciplinary field of each proposal. These individuals will sign a conflict of interest statement and a non-disclosure agreement prior to receiving proposal information.

Approval of the recommendation for award is the authority of the Director of the OUSD(R&E) Research Technology and Laboratories Directorate/Basic Research Office.

Anticipated Announcement and Federal Award Dates: Decisions are expected to be announced by acceptance/declination letters via email. All awards are expected to be in place by 30 June 2020.

Recipient Qualification: The Office of Management and Budget (OMB) has issued final guidance implementing section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 as it applies to grants. As required by section 872, OMB and the General Services Administration have established the Federal Awardee Performance and Integrity Information System (FAPIIS) as a repository for government-wide data related to the integrity and performance of entities awarded federal grants and contracts. This final guidance implements reporting requirements for recipients and awarding agencies; requires awarding agencies to consider information in FAPIIS before awarding a grant to a non-federal entity; and addresses how FAPIIS and other information may be used in assessing recipient integrity.

a. Federal awarding agencies to report information to FAPIIS about any termination of an award due to a material failure to comply with the award terms and conditions; any administrative agreement with a non-federal entity to resolve a suspension or debarment proceeding; and any finding that a non-federal entity is not qualified to receive a given award, if the finding is based on criteria related to the entity's integrity or prior performance under federal awards.

b. Federal awarding agencies, prior to making award to a non-federal entity, to review information in FAPIIS to determine that entity's eligibility to receive the award.

c. Recipients of federal contracts, grants, and cooperative agreement awards with a cumulative total value exceeding $10,000,000 are required to provide information to FAPIIS on certain civil, criminal, and administrative proceedings that reached final disposition within the most recent five year period and that were connected with the award or performance of a federal award; and to disclose semiannually the information about the criminal, civil, and administrative proceedings described in section 872(c).

d. Notice of funding opportunities and federal award terms and conditions to inform a non-federal entity that it may submit comments to FAPIIS (https://www.fapiis.gov) about any information the federal awarding agency had reported to the system about the non-federal entity, for consideration by the awarding agency in making future awards to the non-federal entity.

F. Federal Award Administration Information

Federal Award Notices: Notification of selection of all applications will be e-mailed by WHS by 30 June 2020.

The notification e-mail regarding a successful application must not be regarded as authorization to commit or expend DoD funds. A grant award signed by the DoD Grants Officer is the authorizing document. Applicants whose applications are recommended for negotiation of award

will be contacted by a DoD Grant Specialist to discuss any additional information required for award. This may include representations and certifications, revised budgets or budget explanations, or other information as applicable to the proposed award. The award start date will be determined at this time.

Administrative and National Policy Requirements: Each grant awarded under this announcement will be governed by the general terms and conditions in effect at the time of the award that conform to DoD's implementation of OMB guidance applicable to financial assistance in 2 CFR part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." The DoD Research and Development General Terms and Conditions (latest version, July 2018) are located at https://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/grants-terms-conditions.aspx.

These terms and conditions are incorporated by reference in this announcement.

A recipient must comply with all applicable national policy requirements. The key national policy requirements that may relate to an award under this announcement are included in the terms and conditions specified in the paragraph above.

Reporting:

- Recipients must submit a final financial report using the Standard Form (SF)-425, Federal Financial Report.

- Recipients must submit a final technical report in PDF format within 90 days following the expiration of the grant. The report should summarize the major findings, consequences, and potential impacts on the scientific community.

G. Federal Awarding Agency Contacts

Questions regarding program policy, program content, or technical issues should be directed prior to 15 May 2020 to:

DoD Program Manager
Jean-Luc Cambier
VBFF/LUCI Program Manager
OUSD(R&E)/RT/RT&L, Basic Research Office
jeanluc.cambier.civ@mail.mil

Questions regarding administrative problems or grant administration should be directed to:

DoD Grants Officer
Jonathan Becker

Grants Officer
jonathan.l.becker2.civ@mail.mil

H. Other Information

Applications must not include any information that has been identified as classified national security information under authorities established in Executive Order 12958, Classified National Security Information.

Applicants are advised that employees of commercial firms under contract to the government may be used to administratively process applications. By submitting an application, an applicant consents to allowing access to its application(s) by support contractors. These support contracts include nondisclosure agreements prohibiting their contractor employees from disclosing any information submitted by applicants.

Appendix 1

How to Submit a Proposal to DoD via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:
https://www.grants.gov/web/grants/applicants/workspace-overview.html

1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.
NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software
at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after

submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html