

expedite our review of your application, we would appreciate your voluntarily including an additional 2 copies of your application. We will not penalize applicants who do not provide additional copies. Deliver your application to: U.S. Department of Education, Application Control Center, Attention: (CFDA #84.215X), 7th and D Streets, SW., Room 3671, Regional Office Building 3, Washington, DC 20202-4725.

The Application Control Center accepts application deliveries daily between 8 a.m. and 4:30 p.m. (Washington, DC time), except Saturdays, Sundays, and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.

(1) The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

(2) If you send your application by mail or if you or your courier deliver it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the date of mailing the application, you should call the U.S. Department of Education Application Control Center at (202) 708-9493.

(3) If your application is late, we will notify you that we will not consider the application.

(4) You must indicate on the envelope and—if not provided by the Department—in Item 4 of the Application for Federal Education Assistance (ED 424 (exp. 11/30/2004)) the CFDA number—and suffix letter, if any—of the competition under which you are submitting your application.

Program Authority: 20 U.S.C. 2351 *et seq.*

Dated: April 30, 2003.

Michael J. Petrilli,

Associate Deputy Under Secretary for Innovation and Improvement.

Appendix

Instructions for Estimated Public Reporting Burden

According to the Paperwork Reduction Act of 1995, you are not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this collection of information is 1890-0009. Expiration date: June 30, 2005. We estimate the time required to complete this collection of information to average 65 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the collection of information. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-4651.

If you have comments or concerns regarding the status of your submission of this form, write directly to: Christine Miller, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C126, Washington, DC 20202-6200.

Instructions for Application Narrative

Applications should be concise and clearly written. Before preparing the narrative, applicants should review the closing date notice and program statute for specific guidance or requirements. Note that applications will be evaluated according to the selection criteria specified in this closing date notice.

Successful applicants will be expected to report annually on the progress of each project or study included in the grant, including a description of preliminary or key findings and an explanation of any changes in goals, objectives, methodology, or planned products or publications.

Note: The section on PAGE LIMIT elsewhere in this application notice applies to your application.

Instructions for the Abstract

For non-electronic submissions, include the name and address of your organization and the name, phone number and e-mail address of the contact person for this project.

The abstract narrative must not exceed one page and should use language that will be understood by a range of audiences. For all projects, include the project title (if applicable), goals, expected outcomes and contributions for research, policy, practice, etc. Include population to be served, as appropriate. For research applications, also include the following:

- Theoretical and conceptual background of the study (*i.e.*, prior research that this investigation builds upon and that provides a compelling rationale for this study)
- Research issues, hypotheses, and questions being addressed
- Study design including a brief description of the sample including sample size, methods, principal dependent, independent, and control variables, and the approach to data analysis.

Checklist for Applicants

Applications must include the following:

- Title Page Form—Application for Federal Education Assistance (ED 424).
- Application Abstract.
- Application Narrative.
- Curriculum Vitae (as appropriate).
- Literature Cited (as appropriate).
- Appendix (as appropriate).
- Budget Information Form (ED 524).
- General Education Provisions Act (GEPA) Section 427 Statement.
- Certifications and Assurances.
- Assurances-Non-Construction Programs (Standard Form 424B).
- Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (ED Form 80-0013).
- Disclosure of Lobbying Activities (Standard Form LLL), if applicable.
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (ED Form 80-0014) Note: ED form GCS-0014 is intended for the use of primary participants and should not be transmitted to the Department.

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