

Applicants who are unable to submit an application through the e-GRANTS system may apply for a waiver to the electronic submission requirement. To apply for a waiver, applicants must explain the reason or reasons that prevent them from using the Internet to submit their applications. The reasons must be outlined in a letter addressed to: Diane Austin, U.S. Department of Education, 400 Maryland Avenue, SW., room 3C124, Washington, DC 20202-6140. We must receive your letter no later than two weeks before the deadline for transmittal of applications.

Any application that receives a waiver to the electronic submission requirement will be given the same consideration in the review process as an electronic application.

Pilot Project for Electronic Submission of Applications

In FY 2003, the U.S. Department of Education is continuing to expand its pilot project for electronic submission of applications to include additional formula grant programs and additional discretionary grant competitions. The Arts in Education Model Development and Dissemination Grant program (CFDA #84.351D) is one of the programs included in the pilot project. If you are an applicant under the Arts in Education Model Development and Dissemination Grant program, you must submit your application to us in electronic format or receive a waiver.

The pilot project involves the use of the Electronic Grant Application System (e-Application) Users of e-Application will be entering data on-line while completing their applications. You may not e-mail a soft copy of a grant application to us. The data you enter on-line will be saved into a database. We request your participation in e-Application. We shall continue to evaluate its success and solicit suggestions for improvement.

In submitting an electronic application, please note the following:

- You will not receive any additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in paper format. (**Note:** We accept your submission of an application in paper format only if we have granted you a waiver as described in the preceding section of this notice.)
- When you enter the e-Application system, you will find information about its hours of operation.

- You must submit all documents electronically, including the Application for Federal Education Assistance (ED 424), Budget Information—Non-Construction

Programs (ED 524), and all necessary assurances and certifications.

- After you electronically submit your application, you will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).

- Within three working days after submitting your electronic application, fax a signed copy of the Application for Federal Education Assistance (ED 424) to the Application Control Center after following these steps:

1. Print ED 424 from the e-Application system.
2. The institution's Authorizing Representative must sign this form.
3. Place the PR/Award number in the upper right hand corner of the hard copy signature page of the ED 424.
4. Fax the signed ED 424 to the Application Control Center at (202) 260-1349.

- We may request that you give us original signatures on all other forms at a later date.

- *Closing Date Extension in Case of System Unavailability:* If you are prevented from submitting your application on the closing date because the e-Application system is unavailable, we will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. For us to grant this extension—

1. You must be a registered user of e-Application, and have initiated an e-Application for this competition; and
2. (a) The e-Application system must be unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the deadline date; or

- (b) The e-Application system must be unavailable for any period of time during the last hour of operation (that is, for any period of time between 3:30 and 4:30 p.m., Washington, DC time) on the deadline date.

The Department must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension you must contact either (1) the person listed elsewhere in this notice under **FOR FURTHER INFORMATION CONTACT** or (2) the e-GRANTS help desk at 1-888-336-8930.

We have included additional information about the e-Application pilot project (see Parity Guidelines between Paper and Electronic Applications) elsewhere in this notice.

Instructions for Transmitting Applications

If you want to apply for a grant and be considered for funding, you must meet these deadline requirements:

- If you apply for and we grant you a waiver from the electronic submission requirement, you must follow the transmittal instructions under (A) If You Send Your Application by Mail or (B) If You Deliver Your Application by Hand.

- Otherwise, you must follow the transmittal instructions under (C) If You Submit Your Application Electronically.

(A) *If You Send Your Application by Mail:* You must mail the original and two copies of the application on or before the deadline date. One copy of the application should be unbound and suitable for photocopying. To expedite our review of your application, we would appreciate you voluntarily including an additional three copies of your application. We will not penalize applicants who do not provide additional copies. Mail your application to: U.S. Department of Education, Application Control Center, Attention: CFDA #84.351D, 7th & D Streets, SW., Room 3671, Regional Office Building 3, Washington, DC 20202-4725.

You must show one of the following as proof of mailing:

- (1) A legibly dated U.S. Postal Service postmark.

- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

- (3) A dated shipping label, invoice, or receipt from a commercial carrier.

- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.

- (2) A mail receipt that is not dated by the U.S. Postal Service.

(B) *If You Deliver Your Application by Hand:* You or your courier must hand deliver the original and two copies of the application by 4:30 p.m.

(Washington, DC time) on or before the deadline date. One copy of the application should be unbound and suitable for photocopying. To expedite our review of your application, we would appreciate you voluntarily including an additional three 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 #84.351D, 7th & D Streets, SW., Room 3671, Regional Office Building 3, Washington, DC 20202-4725.