

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.

(C) *If You Submit Your Application Electronically*: You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, DC time) on the deadline date.

The regular hours of operation of the e-Grants Web site are 6 a.m. Monday until 7 p.m. Wednesday; and 6 a.m. Thursday until midnight Saturday (Washington, DC time). The system is unavailable on Sunday and Federal holidays and is closed for maintenance at 7 p.m. (Washington, DC time) on Wednesday.

Notes

(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.

(5) If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

Parity Guidelines Between Paper and Electronic Applications

In FY 2003, the U.S. Department of Education is continuing to expand the pilot project that allows applicants to use an Internet-based electronic system for submitting applications. This competition is among those that provide for the electronic submission of applications by all applicants. Under this system, called e-APPLICATION, an applicant submits a grant application to us electronically, using a current version of the applicant's Internet browser. To see e-APPLICATION visit

the following address: <http://e-grants.ed.gov>.

Users of e-APPLICATION, a data driven system, will be entering data on-line while completing their applications. This will be more interactive than just e-mailing a soft copy of a grant application to us. If you submit an application electronically, the data you enter on-line will go into a database and ultimately will be accessible in electronic form to our reviewers.

This pilot project continues the Department's transition to an electronic grant award process. In addition to e-APPLICATION, the Department plans to expand the number of discretionary programs using the electronic peer review (e-READER) system and to increase the participation of discretionary programs offering grantees the use of the electronic annual performance reporting (e-REPORTS) system.

Because this competition mandates the filing of electronic applications, the following guidelines apply only if—as described elsewhere in this notice—we have granted you a waiver to submit an application in paper format.

To help ensure parity and a similar look between electronic and paper copies of grant applications, we are asking each applicant that submits a paper application to adhere to the following guidelines:

- Submit your application on 8½" by 11" paper.
- Leave a 1-inch margin on all sides.
- Use consistent font throughout your document. You may also use boldface type, underlining, and italics. However, please do not use colored text.
- Please use black and white, also, for illustrations, including charts, tables, graphs and pictures.
- For the narrative component, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document.

Program Authority: 20 U.S.C. 7271 *et seq.*

Dated: May 9, 2003.

Nina S. Rees,
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 1855-0006. Expiration date: May 31, 2004. We estimate the time required to complete this collection of information to average 60 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: Diane Austin, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-6140.

Instructions for Application Narrative

Before preparing the Application Narrative you should read carefully the description of the program, the information regarding priorities, and the selection criteria we use to evaluate applications.

The narrative should—

1. Begin with an abstract; that is, a summary of your proposed project;
2. Describe your proposed project in light of each of the selection criteria in the order in which we list the criteria in this notice;
3. List each function or activity for which you are requesting funds; and
4. Include any other pertinent information that might assist us in reviewing your application. When applying for funds as a consortium, individual eligible applicants must enter into an agreement signed by all members. The consortium's agreement must detail the activities each member of the consortium plans to perform, and must bind each member to every statement and assurance made in the consortium's application. The designated applicant must submit the consortium's agreement with its application.

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

Instructions for Budget Narrative

The budget should reflect costs that are reasonable and necessary for administration, and for developing and implementing activities described in the narrative. Complete ED Form 524 Section A—Budget Summary U.S. Department of Education Funds to indicate funds requested for the 36-month project period. Complete ED Form Section B—Non-Federal Funds to indicate support from other public or private United States sources.

Fill in columns (a) Project Year 1; (b) Project Year 2; Project Year 3; and (f) Total. In addition to ED Form 524, applicants must attach budget detail pages that itemize and explain the costs requested for each budget category for each year of the project. The budget forms and budget detail pages are not included in the page limit.

Note: Successful applicants will be expected to report annually on the progress of each project or study included in the grant,