

the Drug-Free Workplace Act of 1988. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for award. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Pub. L. 103-227, part C Environmental Tobacco Smoke (also known as The Pro-Children's Act of 1994). A copy of the **Federal Register** notice that implements the smoking prohibition is included with the forms. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

All applicants for research projects must provide a Protection of Human Subjects Assurance as specified in the policy described on the HHS Form 596 (approved by the Office of Management and Budget under control number 0925-0418). If there is a question regarding the applicability of this assurance, contact the Office for Protection from Research Risks of the National Institutes of Health at (301)-496-7041. Those applying for or currently conducting research projects are further advised of the availability of a Certificate of Confidentiality through the National Institute of Mental Health of the Department of Health and Human Services. To obtain more information and to apply for a Certificate of Confidentiality, contact the Division of Extramural Activities of the National Institute of Mental Health at (301) 443-4673.

#### *B. Application Limits*

The narrative of the application should be double-spaced and single-sided on 8½" × 11" plain white paper, with 1" margins on all sides. Use only a standard size font no smaller than 12 pitch throughout the proposal. All pages of the narrative of the application (including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning on the first page after the budget justification, the principal investigator contact information and the Table of Contents. *The length of the application, including the narrative, and excluding the appendices and resumes must not exceed 65 pages. Anything over 65*

pages will be removed and not considered by the reviewers. The project summary should not be counted in the 65 pages. Applicants are requested not to send pamphlets, brochures, or other printed material along with their applications as these pose copying difficulties. These materials, if submitted, will not be included in the review process. In addition, applicants must not submit any additional letters of endorsement beyond any that may be required. Applicants may omit from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget and social security numbers if otherwise required for individuals. The copies may include summary salary information.

Applicants are encouraged to submit curriculum vitae using "Biographical Sketch" forms used by some government agencies.

Please note that applicants that do not comply with the requirements in the section on "Eligible Applicants" will not be included in the review process.

#### *C. Checklist for a Complete Application*

The checklist below is for your use to ensure that the application package has been properly prepared.

- One original, signed and dated application plus two copies.
  - Attachments/Appendices, when included, should be used only to provide supporting documentation such as resumes, and letters of agreement/support.
- Front Matter:
- Cover Letter
  - Table of Contents
  - Project Abstract
- (1) Application for Federal Assistance (SF 424, REV. 4-92);
  - (2) Budget information-Non-Construction Programs (SF424A&B REV.4-92);
  - (3) Budget Justification, including subcontract agency budgets;
  - (4) Letter from the AIANPB Head Start program certifying that the program is a partner of the TCU;
  - (5) Application Narrative, excluding Appendices and resumes (not to exceed 65 pages);
  - (6) Proof that the organization is a TCU.
  - (7) Assurances Non-Construction Programs;
  - (8) Certification Regarding Lobbying;
  - (9) Where appropriate, a completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF 424, REV.4-92;
  - (10) Certification of Protection of Human Subjects.

#### *D. Due Date for the Receipt of Applications*

**Deadlines:** The closing date for the submission of applications is 4:30 p.m. (EDT) on August 20, 2003. Applications received after the closing date will be classified as late and not considered for funding. Applications should be mailed to: ACYF Operations Center, 1150 Connecticut Avenue, NW., Suite 1100, Washington, DC 20036, Telephone: 1-800-351-2293.

Application for Head Start Discretionary Grants: Head Start Partnerships with Tribally Controlled Land Grant Colleges and Universities (TCUs). Applications received after the closing date and time will be classified as late.

Applications hand carried by applicants, courier services, or by overnight/express mail couriers shall be considered as meeting the announced deadline only if they are received on or before the deadline date, between the hours of 8 a.m. and 4:30 p.m., at the ACYF Operations Center, 1150 Connecticut Avenue, NW., Suite 1100, Washington, DC 20036, between Monday and Friday (excluding Federal holidays). (Applicants are cautioned that express/overnight mail services do not always deliver as agreed.)

ACYF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACYF electronically will not be accepted regardless of date or time of submission and time of receipt.

**Late applications:** Applications which do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered.

**Extension of deadlines:** ACF may extend an application deadline for applicants affected by acts of God such as floods, hurricanes, or when there is widespread disruption of the mail, or when it is anticipated that many applications will come from rural or remote areas. A determination to waive or extend deadline requirements rests with the Chief Grants Management Officer.

#### *E. Paperwork Reduction Act of 1995*

Under the Paperwork Reduction Act of 1995, Pub. L. 104-13, the Department is required to submit to OMB for review and approval any reporting and record keeping requirements in regulations including program announcements. All information collections within this program announcement are approved under the following current valid OMB control numbers 0970-0139 which expires 12/31/2003.