

limited to publishing semi-annually the Research Connections in Special Education, an 8-page brief that synthesizes research results into user-friendly information for practitioners.

(c) Preparing the OSEP Digest and issuing briefs and other products designed to summarize recent research on critical issues for practitioners and other interested parties. These briefs and other reports, to the extent possible, must (1) build on an existing database of analyses of research studies (that over time will be submitted in a standard format for group designs) so that new reports will build on previous reports and (2) be available on the Web.

(e) Preparing the annual directories of OSEP-funded projects by compiling information about all OSEP-funded discretionary grants. This information must include an abstract of each grant, administrative information about the grant such as the grantee, name of project, name of project director, beginning and ending dates of grant, name of OSEP project officer, and other information as requested by OSEP. An electronic database that contains all of the information found in the directories must be maintained.

The Center must also:

(a) Maintain communication with the Federal project officer through monthly phone conversations and e-mail communication as needed. The Center must submit annual performance reports and provide additional written materials as needed for the Federal project officer to monitor the Center's work.

(b) Establish a document review board whose membership must be approved by OSEP. All OSEP TA & D projects will be required to submit proposals for new paper or electronic products to the review board prior to their development. The board must review these proposals in a timely fashion and approve for development all proposed products that are deemed necessary to meet existing information needs. The board must also identify information needs for which no product is available, and solicit proposals from OSEP's TA & D network for new products to meet these needs.

(c) Establish, maintain, and meet at least annually with an advisory committee consisting of persons with expertise in information dissemination, individuals with disabilities, parents, educators, service providers, researchers, and others as appropriate to review and provide advice on the Center's activities and plans. The members of this committee must be approved by OSEP.

(d) Evaluate the impact of the Center's activities relative to its users, the dissemination needs of its users, and the proposed outcomes of the dissemination. The Center must report its evaluation findings annually to the Federal project officer.

(e) In addition to the 2-day Project Directors' meeting listed in the General Requirements section of this notice, budget for an additional 2-day project meeting annually to attend the Research Project Directors' meeting and for at least eight 2-day trips annually as requested by OSEP to attend events such as Department briefings, Department-sponsored conferences, and other events needed to fulfill public awareness objectives.

#### *Fourth and Fifth Years of Project*

In deciding whether to continue this project for the fourth and fifth years, the Secretary will consider the requirements of 34 CFR 75.253(a), and in addition—

(a) The recommendation of a review team consisting of experts selected by the Secretary which review will be conducted in Washington, DC, during the last half of the project's second year. Projects must budget for the travel associated with this one-day intensive review;

(b) The timeliness and effectiveness with which all requirements of the negotiated cooperative agreement have been or are being met by the Center; and

(c) Evidence of the degree to which the Center's activities have contributed to changed practices and improved student outcomes.

#### *Waiver of Proposed Rulemaking*

It is generally our practice to offer interested parties the opportunity to comment on proposed priorities. However, section 661(e)(2) of IDEA makes the public comment requirements in the Administrative Procedure Act (5 U.S.C. 553) inapplicable to the priority in this notice.

#### **Application Procedures**

**Note:** Some of the procedures in these instructions for transmitting applications differ from those in the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b)(A), the Secretary has determined that proposed rulemaking is not required.

#### *Pilot Project for Electronic Submission of Applications*

In Fiscal Year 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. Special Education—Technical Assistance and Dissemination to Improve Services and Results for Children with Disabilities Program—CFDA #84.326N is one of the programs included in the pilot project. If you are an applicant under the Special Education—Technical Assistance and Dissemination to Improve Services and Results for Children with Disabilities Program, you may submit your application to us in either electronic or paper format.

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. If you participate in this voluntary pilot project by submitting an application electronically, 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.

If you participate in e-Application, please note the following:

- Your participation is voluntary.
- 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. When you enter the e-Application system, you will find information about its hours of operation.

• You may 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 e-Application.
2. The institution's Authorizing Representative must sign this form.