Grants.Gov

A basic “how-to” for new users
Location of website

• URL is:  http://grants.gov/

• Recommended browser is Microsoft Internet Explorer – some features of Grants.gov don’t work as well with FireFox, Netscape, or Opera.
Start by searching for Grant Opportunities – click either of these links to start your search
Search for the exact grant opportunity you want to apply to.

NOTE: NM Tech is already registered with Grants.gov. You DO NOT need to register because you will be submitting your proposal through NM Tech.
<table>
<thead>
<tr>
<th>Close Date</th>
<th>Opportunity Title</th>
<th>Agency</th>
<th>Funding Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/18/2008</td>
<td>Research and Development for On-Board Vehicular Hydrogen Storage</td>
<td>Golden Field Office</td>
<td>DE-PS26-08GO00004P</td>
</tr>
<tr>
<td>04/30/2008</td>
<td>Plug In Hybrid Electric Vehicle (PHEV) Technology Acceleration And Deployment Activity</td>
<td>National Energy Technology Laboratory</td>
<td>DE-PS26-08NT009300-02</td>
</tr>
<tr>
<td>05/01/2008</td>
<td>Program Year 2008 Weatherization Formula Grants</td>
<td>Technology Laboratory</td>
<td>DE-PS26-08SO000008</td>
</tr>
<tr>
<td>05/30/2008</td>
<td>Annual Notice Submission of Renewal and Supplemental Agreements for Office of Science Grants and Cooperative Agreements</td>
<td>Chicago Service Center</td>
<td>DE-PS26-08ER08-02</td>
</tr>
<tr>
<td>09/30/2008</td>
<td>Continuation of Solicitation for the Office of Science Financial Assistance Program</td>
<td>Chicago Service Center</td>
<td>DE-PS26-08ER08-01</td>
</tr>
</tbody>
</table>

To respond to this particular grant opportunity, click on its title.
Scroll down to read the entire synopsis; click on Application to download the Application Package. (This will open a new browser window.)
Click on *download* to get the Application Form and Instructions
Make sure you download both the Application Instructions and the Application Package.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 81.087 - Renewable Energy Research and Development
Opportunity Number: DE-PS26-06NT00360-02 - Plug In Hybrid Electric Vehicle (PHEV) Technology Acceleration And Deployment Activity
Agency: National Energy Technology Laboratory
Opening Date: 12/19/2007
Closing Date: 04/30/2008

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

[Input field for e-mail address] Submit

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. Download Application Instructions
2. Download Application Package

Right-click on Download Application Package and select “Open in New Window”
The Grant Application Package will have either a .pdf or .xfd extension in its file name.

Save the file to your computer by clicking on the Save button on the screen – make sure you DON’T change the extension.
Note the two document windows. You must complete all of the Mandatory Documents listed in the left-side window. Click on the document, then on the Open Form button.
Complete all fields highlighted in yellow.
(See Pages 13a and 13b for what to type into each field.)
When you are finished with this page, click on the Next button at the top of the form.
(See Pages 13a and 13b for what to type into each field.)
When you are finished with this page, click on the Close Form button at the top of the form.
APPLICATION FOR FEDERAL ASSISTANCE

SF 424 (R&R)

1. * TYPE OF SUBMISSION

☐ Pre-application ☑ Application

☐ Changed/Corrected Application

4. Federal Identifier

5. APPLICANT INFORMATION

* Organizational DUNS: 041358904

* Legal Name: New Mexico Institute of Mining and Technology

Department: 
Division: 

* Street1: 801 Leroy Place

* City: Socorro

County: 
* State: NM: New Mexico

Province: 
* Country: UNITED STATES

* ZIP / Postal Code: 87801

Person to be contacted on matters involving this application

Prefix: * First Name: Middle Name: * Last Name: Suffix:

Stephany Moore

* Phone Number: 5758355690 Fax Number: 

Email: smoore@admin.nmt.edu

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):

856000411

7. * TYPE OF APPLICANT:

H: Public/State Controlled Institution of Higher Education

Other (Specify): Small Business Organization Type

☐ Women Owned ☐ Socially and Economically Disadvantaged

8. * TYPE OF APPLICATION:

☑ New

☐ Resubmission ☐ Renewal ☐ Continuation ☐ Revision

If Revision, mark appropriate box(es).

☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration

☐ D. Decrease Duration ☐ E. Other (specify)

9. * NAME OF FEDERAL AGENCY:

National Energy Technology Laboratory

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

61.087

TITLE: Renewable Energy Research and Development

11. * DESCRIPTIVE TITLE OF APPLICANT’S PROJECT:

Descriptive title of your project

12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)

Socorro County

13. PROPOSED PROJECT:

* Start Date * Ending Date

10/01/2008 09/30/2011

14. CONGRESSIONAL DISTRICTS OF:

a. * Applicant b. * Project

NM-02 NM-02

15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: * First Name: Middle Name: * Last Name: Suffix:

Dr. Your first name Your last name

Position/Title: your title

* Organization Name: New Mexico Institute of Mining and Technology

Department: 
Division: 

* Street1: 801 Leroy Place

* City: Socorro

County: 
* State: NM: New Mexico

Province: 
* Country: UNITED STATES

* ZIP / Postal Code: 87801

* Phone Number: 575835XXXX Fax Number: 

* Email: your email address@nmt.edu

OMB Number: 4040-0001

Expiration Date: 04/30/2008
16. ESTIMATED PROJECT FUNDING

| a. * Total Estimated Project Funding | 40,000.00 |
| b. * Total Federal & Non-Federal Funds | 0.00 |
| c. * Estimated Program Income | 0.00 |

17. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

- a. YES [ ] THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: [ ]
- b. NO [ ] PROGRAM IS NOT COVERED BY E.O. 12372; OR [ ] PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

- * I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

<table>
<thead>
<tr>
<th>Prefix:</th>
<th>Mr.</th>
<th>* First Name:</th>
<th>Lonnie</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Last Name:</td>
<td>Marquez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Position/Title:</td>
<td>VP for Administration &amp; Finance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Organization:</td>
<td>New Mexico Institute of Mining &amp; Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Street1:</td>
<td>801 Leroy Place</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* City:</td>
<td>Socorro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Province:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* State:</td>
<td>NM: New M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* ZIP / Postal Code:</td>
<td>87801</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Phone Number:</td>
<td>575-835-5606</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Fax Number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Email:</td>
<td><a href="mailto:tlucero@admin.nmt.edu">tlucero@admin.nmt.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Signature of Authorized Representative

Completed on submission to Grants.gov

* Date Signed

Completed on submission to Grants.gov

20. Pre-application

21. Attach an additional list of Project Congressional Districts if needed.
When you complete a form, click the button to move it from the left-side window to the right-side window.
Make sure you click on “Project” if NMT will be the project lead.

For multi-year projects, make sure to provide Start and End dates for each project year.
### RESEARCH & RELATED BUDGET (TOTAL FED + NON-FED) - SECTION C, D, & E, BUDGET PERIOD 1

**Organizational DUNS:** 0000000000000000

**Budget Type:**
- Project
- Subaward/Consultant

**Enter name of organization:** New Mexico Institute of Mining and Tech

**Start Date:** 05/12/2008  **End Date:** 07/31/2008  **Budget Period:** 1

*(If the Reset Episode button is pressed, please navigate to previous year to enable the submission of the form.)*

#### C. Equipment Description

List items and dollar amount for each item exceeding $5,000:

<table>
<thead>
<tr>
<th>No.</th>
<th>Equipment Item</th>
<th>Federal ($)</th>
<th>Non-Federal ($)</th>
<th>Total (Fed + Non-Fed) ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Equipment:**

**Additional Equipment:**

#### D. Travel

- **Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)**
- **Foreign Travel Costs**

**Total Travel Costs**

#### E. Participant/Trainee Support Costs

- **Tuition/fees/health Insurance**
- **Stipends**
- **Travel**
- **Subsistence**
- **Other**

<table>
<thead>
<tr>
<th>Code</th>
<th>Federal ($)</th>
<th>Non-Federal ($)</th>
<th>Total (Fed + Non-Fed) ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Number of Participants/Trainees**

**Total Participant/Trainee Support Costs**
For multi-year projects, this button will be active. Click on it to create a budget form for subsequent project years.

Attach the project’s Budget Justification (in pdf format) here.
This page will automatically be filled in when all previous budget pages have been completed.
After completing the Budget Form, click the button to move it from the left-side window to the right-side window.

Then click on the next form (Research & Related Other Project Information) in the left-side window and click the Open Form button.
Make sure you read the Funding Opportunity’s instructions very carefully – each agency will specify how they want you to break up your proposal and attach it to this form.

NOTE that all attachments must be in PDF format!
After completing the Research & Related Other Project Information Form, click the button to move it from the left-side window to the right-side window.

Then click on the next form (Research & Related Senior/Key Person Profile) in the left-side window and click the Open Form button.
Research & Related Senior/Key Person Profile Form

Your profile information will show here.

If you are submitting this proposal to the NIH, make sure you type in your eRA Commons ID here.

Attach your biographical sketch to this form as a PDF file.

Co-Investigators and others listed in your budget pages will show up in these profiles.
After completing the Research & Related Senior/Key Person Profile Form, click the button to move it from the left-side window to the right-side window.
After you complete all forms, click on the Save button. Then click the Check Package for Errors button – if all required fields have been completed, you will see a “no errors found” window.

You must either email or bring the .xfd or .pdf file (on CD-ROM or USB Flash Drive) to RSO for submission. Make sure you include all .pdf attachments as well!
Other Information for PIs on Grants.gov Proposals

• READ the Application Instructions carefully and make sure you follow any specific directions it gives for titling, formatting, and attaching PDFs within your Application.

• Last-minute submissions are STRONGLY discouraged! Be aware of the Application’s deadline and have your Grants.gov Application ready at least ONE BUSINESS DAY before the deadline.

• Make sure you’ve gotten the required administrative approvals for your Application (i.e., that you’ve routed your proposal) before emailing or delivering the .xfd or .pdf file to the Research Services Office.

• The Research Services Office will submit your Application on behalf of New Mexico Tech – but only if it has been properly routed and approved.

• Grants.gov will send a series of email confirmations to the Research Services Office as the submitted Application makes its way through their system. RSO will then forward these emails to you.