

Department of Energy FY25 DE-FOA-0003432 Full Research Proposal Checklist

This checklist applies to the DOE Office of Science (SC) FY2025 open broad solicitation DE-FOA-0003432. This FOA provides general proposal preparation guidelines covering the required sections of full research proposals submitted to DOE. Please note, when applying to a specific program solicitation the instructions within a specific funding opportunity announcement (FOA) may differ from these general instructions. Please review the specific FOA and contact your RAS contract administrator with any questions.

Required Formatting:

- Page size 8.5" x 11"
- Margins: must be one inch on all sides
- Font size must be 11 point or larger
- Do not include any URLs that provide supplementary information that constitutes part of the application
- All documents must be flattened PDFs without access restrictions or passwords

Submission:

Applications in response to this FOA must be submitted through Grants.gov. If MIT PIs or DLCIs need assistance registering for access to grants.gov please reach out to ra-help@mit.edu

Required Components:

Dates and Deadlines

- ☐ The SC open solicitations are typically open for 12 months. FOA remains open until 11:59pm Eastern Time on the date of expiration or until succeeded by another issuance whichever comes first. Check the [Open FOAs page](#). Be sure the Grants.gov application is linked to the most current solicitation
- ☐ Applications for conferences or workshop support must be submitted at least six months prior to the proposed meeting date and not later than April 1, 2025 to be considered for FY 2025 funding
- ☐ DOE will accept new, renewal and supplemental applications under this FOA
- ☐ Renewal applications compete with all other applications and must be submitted at least six months before the scheduled expiration of the current award's project period.

Grants.gov Access

- ☐ Ensure your RAS contract administrator and the relevant DOE agency liaison have been added to the grants.gov workspace.

Personnel, Project Roles

- ☐ [MIT PI status](#) is required for all MIT PIs and Co-PIs
- ☐ All MIT PIs/Co-PIs/ and any named Senior/Key Personnel must complete KC Proposal certification/COI screening to comply with DOE Interim Conflict of Interest Policy

Requirements. KC includes DOE in the PHS hierarchy for proposal certifications. See [RAS Update on DOE Interim Conflict of Interest Policy](#).

- ☐ DOE Senior/Key persons are those who contribute in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested.

MIT Internal Attachment requirements:

- ☐ MIT requires a letter quoting any named consultant's role, expertise, and established consultant rate for internal purposes. See [RAS: Proposal Preparation Basics](#)
- ☐ Be sure to enter correct [Activity Type](#) in KC Proposal details.

Organization/Locations

- ☐ Enter subaward or other performance sites in KC under Proposal > Basics > Organization and Location. If Organization does not already exist in KC, request it be added at [KC: Request New Subawardee Organization](#)

SF424 (R&R) Form

- ☐ Complete Field 4.a. for renewal and supplement applications ONLY
- ☐ Ensure correct Type of Application. Supplement applications get marked as "Revision" Applications requesting additional funding for a continuation should be marked as "Renewal"
- ☐ DOE SC does not use Resubmission or Continuation options
- ☐ Answer the question YES/NO is this application being submitted to other agencies and complete the subsequent field if applicable
- ☐ For Multi-Institutional Teams: see instructions in FOA as there are two mechanisms to support teams of multiple institutions and the specific instructions explain the deviations to the standard form and attachment guidance.

Research & Related Other Project Information Form

- ☐ Complete questions in fields 1 – 6. See notes in FOA regarding environmental impact
- ☐ Upload Project Summary / Abstract to Field 7 of the form following FOA instructions
- ☐ Upload the Application Project Narrative to Field 8 of the form – see guidelines below and FOA for any page limits. If none listed then none apply.
- ☐ DO NOT attach any of the required appendices to fields 9, 10, 11 and 12 of this form. Follow the instructions in the FOA for including required appendices to the Project narrative.
- ☐ Attach list of Merit Reviewer Conflicts to Field 12 per the FOA section IX

Project Summary / Abstract

- ☐ The project summary / abstract is a 1 page document
- ☐ Must include the project title, PI name and PI's institutional affiliation and any co-investigators and their institutional affiliation. This information will not count toward the abstract's one-page limit. The description of the proposed research may not exceed one page.

Project Narrative

- ☐ Application must begin with a title page to include the items outlined in the FOA
- ☐ Create one single machine-readable PDF file that contains the DOE Title Page, project narrative, all required appendices, and any applicable other attachments. The single PDF

may not be scanned from a printed document and must be attached to Field 8 of the Research and Related Other Project Information Form

- ☐ Title Page Supplement for Collaborative Applications: See specific FOA instructions for additional information to be included. This does not count toward the narrative page limit.
- ☐ Do not include any websites (URLs or hyperlinks)

Project Narrative Organization Guidance:

- **Background/introduction**
- **Progress Report (for renewal applications only)**
- **Project Objectives**
- **Proposed Research and Methods**
- **For Collaborative Applications ONLY** – each institution in a multi-institutional team submitting collaborative applications must submit an identical common narrative, including all appendices. Collaborative applications will be longer than single-institution applications. The common narrative must identify which tasks and activities will be performed by which of the institutions in every budget period of the proposed project. The budget and budget justification are unique to each institution. It is very important that every application in the team be identical (including the title) with exception of the budget and budget justification pages.
- **Buy America Requirements** – does not apply to MIT -as we don't engage in construction/repair/maintenance of public infrastructure

Project Narrative – Required Appendices

- ☐ **Appendix 1: Bibliography and References** – must include names of all authors, the article and journal title, book title, volume number, page numbers and year of publication.
- ☐ **Appendix 2: Facilities & Other Resources** – identify facilities to be used and only those resources directly applicable to the proposed work. If access to experimental user facilities maintained by institutions outside of MIT will be required to perform the work of the proposed project, letters from facility managers confirming MIT researchers will have access to the facility should be included in Appendix 2.
- ☐ **Appendix 3: Equipment** – list major items of equipment already available for this project and if appropriate identify location and pertinent capabilities
- ☐ **Appendix 4: Data Management Plan** –Data management plans are not required for applications that only request support for a conference, workshop or meeting. Standard requirements for DMPs are in Section IX of the FOA. There is no page limit.
- ☐ **Appendix 5: Synergistic Activities (Optional)**. In addition to the biographical sketches in the Common Format, each senior/key person may provide a one-page list of no more than five distinct examples of synergistic activities that demonstrate their professional and scholarly activities. This appendix may not exceed the limit of the same number of pages as the number of senior/key personnel.
- ☐ **Appendix 6: Transparency of Foreign Connection** – As an appendix to the project narrative applicants must provide the required information for the proposal application. Include a separate disclosure for the applicant and each proposed subrecipient.
 - U.S. National Laboratories and domestic government entities are not required to respond to the Transparency of Foreign Connections Disclosure.
 - Institutions of Higher Education and non-profit research organizations are only required to respond to items with an asterisk symbol (*).
 - All other entities should complete the entire form.
 - Applicants, regardless of type, must provide complete responses for all proposed subrecipients.

MIT PIs and DLCIs please consult your RAS contract administrator for completion of *Country of Risk Technology Licensing of Intellectual Property Sales*. RAS consults MIT TLO and other offices as needed to complete this item. Please reach out to your CA early if you are planning a submission to this FOA.

PIs and DLCIs should answer the section titled *Foreign Equipment* to the best of their ability based on their knowledge of their application and any proposed equipment use/purchases including vendors and consultants as applicable. Consult with your RAS contract administrator completion of the form using this information.

- ☐ **Appendix 7 Other Attachment** – To elaborate on responses to questions 1-6 on the Other Project Information Form, provide the other attachment information as an appendix to your project narrative. Information not easily accessible to a reviewer may be included in this appendix, but do not use this to circumvent page limits. Collaboration letters other than access confirmation from experimental facilities outside of MIT should be included in Appendix 7.

Research and Related Key Person Form (expanded)

- ☐ Complete for all PIs, Co-PIs and all senior/key personnel identified by name in Section A of the application's budget
- ☐ List all other personnel who contribute in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested.
- ☐ Consultants should be included in this form if they meet the above definition.
- ☐ In the "credential" field enter the persons PAMS username, if known
- ☐ **Current and Pending Support:** DOE requires use of an NSF approved format for the current and pending is required. That is SciENCv. For more information on approved formats see [NSF's documents required for Senior Personnel](#)
- ☐ The PI and each senior/key person must provide list of all sponsored activities, awards and appointments whether paid or unpaid; provided as a gift with terms or conditions or provided as a gift without terms or conditions; full-time, part-time or voluntary; faculty, visiting, adjunct or honorary; cash or in-kind; foreign or domestic; government or private-sector, directly supporting the individual's research or indirectly supporting the individual by supporting students, research staff, space, equipment or other research expenses. All foreign government-sponsored talent recruitment programs must be identified in current and pending support. Each list must include:
 - sponsor of the activity or source of funds
 - award or other identifying number
 - title of the award
 - total cost or value including direct and indirect costs
 - award period
 - person months of effort
 - if required to identify overlap, duplication of effort, or synergistic efforts, append a description of the other award or activity to the current and pending support.
- ☐ **Biosketch:** Limited to 3 pages unless otherwise stated in the FOA. Must use the format approved by the National Science Foundation (NSF) - SciENCv. See [NSF's biosketch information](#). The following are required.
 - **Education and Training** – undergraduate, graduate and postdoctoral training, provide institution, major/area, degree and year
 - **Research and Professional Experience** - start with current position, list professional / academic positions in chronological order with brief description. List all current academic, professional or institutional appointments, foreign or domestic;

at the applicant institution or elsewhere, whether or not remuneration is received and whether full-time, part-time or voluntary.

- **Publications** – list up to 10 publications most closely related to the proposed project. Identify all authors, article title, book or journal title, volume number, page numbers, year of publication and website if available.
- **Synergistic Activities:** List no more than five professional and scholarly activities related to the effort proposed.

Budget (Including Justification)

- ☐ Complete Research and Related Budget form following instructions on the form.
- ☐ Complete a separate budget for each year of support requested. The form generates a cumulative budget for the total project period.
- ☐ Organize the justification in the same order as presented on budget form.
- ☐ Ensure narrative matches budget in dollar amounts and language
- ☐ If costs are estimated, provide a basis for the estimate. Explain if costs are based on prior experience of similar activities)
- ☐ If including an inflationary factor for future budget periods, explain the basis for it.
- ☐ Provide details of all personnel (key or other) regardless of the source of their compensation. Explain their source(s) of compensation if it is not from this award
- ☐ Include current indirect cost rate agreement as part of the budget justification
- ☐ To Address FOA requirements that MIT is currently in compliance with DOE's Interim Conflict of Interest Policy please include the following statement in the Budget Justification "Applicant certifies that they will be compliant with all requirements of the interim COI policy by the time any financial assistance award is issued as a result of this application"

Personnel:

Funds requested for personnel must be justified as the product of their effort on the project and institutional base salary. Funds requested for fringe benefits must be calculated and, if present, the negotiated fringe benefit rate contained in an institution's negotiated indirect cost rate.

Include a written narrative in the budget justification that justifies the need for the requested personnel.

Equipment:

Equipment is designated as item of property with acquisition cost of \$5,000 or more and expected service life of more than one year (this is only for proposal budgeting and differs from the DOE definition of capital equipment). List **EACH item separately and justify each in the budget justification.**

Travel:

List each trip's destination, dates, estimated costs, number of staff, purpose of travel and how it relates to the project. Indicate the basis for the cost estimate (quotes, past experience, other).

To qualify for support, attendance at meetings or conferences must enhance the investigator's capability to perform the research, plan extensions of it, or disseminate results. Domestic and foreign travel must be justified separately.

Participant/Trainee Support Costs:

If applicable, submit training support costs. Educational projects that intend to support trainees must list each trainee cost that includes stipend levels and amounts, tuition, travel and any related training expenses. Participant costs are those associated with conferences, workshops, or institutes and should include number of participants, costs for each, purpose of the event,

dates and places of meetings and related administrative expenses. Indicate basis of cost estimate (quotes, prior, other).

Other Direct Costs:

- **Materials and Supplies** – indicate general categories such as chemicals, glassware and include amount for each category. Categories less than \$1,000 do not need to be itemized. Indicate basis for cost estimate (quote, past, other)
- **Publications** – may request funds for the cost of documenting, preparing, publishing or otherwise making available to others the finding and products of the work conducted under the award. Including supporting information and basis for cost estimate
- **Consultants** – identify each consultant, services to be performed, number of days, travel costs and estimate costs. Indicate basis for cost estimate.
- **ADP/Computer Services** – Cloud computing costs must be included under this item. Include the established computer service rates at the proposing organization if applicable
- **Subawards/Consortium/Contractual** –justify the details of each subaward
- **Equipment or Facility Rental/User Fees** –identify each rental/user fee and justify. Include basis for cost estimate
- **Alteration and Renovation** – itemize by category in the justification including repairs, painting, etc. Where applicable include square footage and costs.
- **Other** – add as needed.

Indirect Costs:

Include the cognizant federal agency and contact information if using a negotiated rate agreement. Within the budget justification, explain the use of multiple rates if applicable

Subawards

- ☐ Must provide a separate R&R Budget form and budget justification for each subrecipient.
- ☐ Ensure files received from subrecipients are the PDF files extracted from the subaward budget form. Errors will be created if a subrecipient sends a prime applicant a budget form that was not extracted from the application package.

NOTE: if an application proposes subawards to a DOE/NNSA National Laboratory, a federal agency, or another Federal agency's FFRDC (such as MIT-LL), the value of such proposed subaward may be deducted from any resulting award: those classes of organizations may be paid directly by SC. However, the details of such proposed budgets are essential for understanding and analyzing the proposed research

Project/Performance Site Location(s)

- ☐ Indicate the primary site where the work will be performed. Including any subaward sites.

Disclosure of Lobbying Activities (SF-LLL)

MIT does not lobby but if any subrecipient has activities to declare they should provide such on the SF-LLL form.

Identification of Merit Reviewer Conflicts

- ☐ Provide a list of any individuals who should not serve as a merit reviewer of this application,
- ☐ Attach this form to Field 12 of the Research and Related Other Project Information Form.
- ☐ Lists must be in tabular format, preferably as Microsoft Excel (.xls or .xlsx) files
- ☐ A template is available at [DOE's Grant/Cooperative Agreement Forms](#)

- ☐ Provide the following information for each and every senior/key person who is planned to be or is identified in Section A of the R&R Budget for the applicant and any proposed subrecipients:
 - Advisees (graduate or postdoc) of the senior/key person
 - Advisors of the senior/key person while a graduate student or postdoc
 - Close associates of the senior / key person over the past 48 months
 - Co-Authors over the past 48 months
 - Co-editors over the past 48 months
 - Co-Investigators over the past 48 months
 - Collaborators over the past 48 months
- ☐ Do not identify any personnel at the applicant institution or subrecipient or team institution. Those personnel are prohibited from serving as merit reviewers.
- ☐ Large collaborations of 10 or more researchers do not require that all collaborators be identified, rather only list the researchers with whom the senior/key person actually collaborated
- ☐ For all identified individuals provide the following information:
 - The senior/key person to whom the individual was the advisee, advisor etc., identified by first name and last name
 - The individuals first name and last name
 - The individuals Open Research and Contributor ID (ORCID), if known
 - The individual's institutional affiliation spelling out acronyms (for joint appointments, separate each institution with a slash. Do not list departmental affiliations
 - The reason for listing the individual (advisee, advisor, etc.)
 - The year when the individual was last a close associated, co-author, co-editor, co-investigator or collaborator.

Administrative and National Policy Requirements

Determination of Exceptional Circumstance

- ☐ This FOA includes a DOE [Determination of Exceptional Circumstance \(DEC\) under the Bayh-Dole act](#). All awards including subawards under this FOA shall include the U.S. Competitiveness Provision in accordance with Section VII of the FOA.
- ☐ DLCIs and PIs (including subawards) should be made aware of this term and that it modifies the standard patent rights clause for small businesses and non-profit awardees. The applicant (and subawards) must agree to a U. S. Competitiveness provision requiring any products embodying any subject invention or produced through the use of any subject invention will be manufactured substantially in the United States unless the Recipient can show to the satisfaction of DOE that it is not commercially feasible.
- ☐ If an entity cannot meet the requirements of the U.S. Competitiveness Provision, the entity may request a modification or waiver of the requirement. If granted DOE will modify the award terms accordingly. [More information on the waiver process](#) is available
- ☐ RAS CAs should use supplemental information flags available at proposal and award stage to flag this term for TLO future reporting and compliance. No need to notify TLO of the proposal or award.
- ☐ The Recipient is typically asked to draft and submit a U.S. Manufacturing Plan after award. PIs should consult their MIT-TLO officer to review these plans prior to submission to DOE.

Prohibition on Participation in Foreign Government Talent Recruitment Programs (FGTRP)

FGTRP Disclosure Language

- ☐ This FOA includes language requiring disclosure by project personnel (PI, Co-PI, key persons, other) of participation in any Foreign Government Talent Recruitment Programs (FGTRP).
- ☐ RAS CAs are advised to share this term with the PI and DLCI so they are aware and have included information on all foreign collaborations in their Current and Pending including those of subrecipients.

FGTRP Certification Language

Some DOE and DOE National Lab solicitations contain specific certification requirements that ask applicants to certify that no individuals proposed to work as part of the research are participants in a FGTRP. This information is included for reference. If you see FGTRP certification language in a solicitation or you aren't sure please check with a DOE liaison.

- ☐ MIT has an internal process for obtaining certifications from PIs, Co-PIs and any named senior/key persons to confirm they are not participants in a FGTRP. Please contact your RAS CA for the FGTRP PI Assurance Form who will provide this form to the DLCI PI for signature to complete proposal submission.
- ☐ The MIT PI (and other senior / key persons) are asked to sign MIT's internal PI Affirmation form. This does not get submitted DOE but will be uploaded to the KC proposal files.
- ☐ For subrecipients to MIT – should be made aware of the terms as it applies to subrecipients
- ☐ If awarded, RAS CA will use internal term codes and supplemental information flags for tracking/and reporting on awards with certification requirements.
- ☐ If awarded and DOE requests additional information contact your RAS CA for guidance.
- ☐ Effective May 20, 2024 - If the DOE solicitation utilizes NSF's updated Biosketch and Current and Pending documents that include the certification for malign foreign talent recruitment programs (see [PAPPG 24-1](#)) the additional MIT internal PI FGTRP is not needed as the PI/Co-PI and any Senior/Key persons will make the certification as part of submitted personnel documents. If you are not sure whether to use the NSF documents or MIT's internal documents please consult with your RAS CA and DOE liaison.