**Department of Energy (DOE)**

**Standard Proposal Outline**

*Note: This outline addresses key development components of a standard DOE Office of Science application; however, it does not address all elements required to complete the application or budget. You must download the application package, application forms and instructions, from* [*Grants.gov*](http://www.grants.gov)*. Additional instructions are provided in the program-specific published RFP.*

***\*\*\*Required components may vary. It is imperative that you verify the list of required components given below against those listed in your solicitation\*\*\****

**Proposal Contents**

# SF-424 (R&R) – standard 2 page form

Complete all required fields in accordance with the SF-424 (R&R) form instructions. The list of certifications and assurances in Field 17 is available on the [DOE Financial Assistance Forms Page](https://www.energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms) under Certifications and Assurances.

Please see the [sample of a completed non-NIH SF-424 (R&R) form](http://www.lsu.edu/osp/files/NonNIHSF424RandRsample.pdf).

# RESEARCH AND RELATED BUDGET

Complete SF 424 R&R budget for each year of the project and attach the **Budget Justification** in **Field L** of the first year of the project, all subsequent years will draw from this field. For further instructions see[*DOE Budget Justification Template*](DOE%20Budget%20Justification_GenericTemplate_8.16.18.docx).

# PROJECT/PERFORMANCE SITE LOCATION(S)

Complete this section in accordance with the [form instructions](https://www.grants.gov/web/grants/forms/r-r-family.html).

# RESEARCH & RELATED OTHER PROJECT INFORMATION

1. Are Human Subjects Involved?Check Yes or No

Complete 1a. if YES:

1a. **Is the Project Exempt from Federal regulations?** Check Yes or No

**If YES, check appropriate exemption number**

**If NO**, **Is IRB review Pending?** If NO - complete IRB approval date

**Human Subject Assurance Number:** Complete if any of section 1 was answered YES.

## Are Vertebrate Animals Used? Check Yes or No

Complete 2a. if YES:

2a. **Is the IACUC review Pending?** Check Yes or No

**IACUC Approval Date:** Complete if not pending.

**Animal Welfare Assurance Number:** Complete if any of section 2 was answered YES.

## Is Proprietary/Privileged information included in the application? Check Yes or No

## Does this Project have an actual or potential impact - positive or negative – on the environment? Check Yes or No

If Yes – complete sections 4.a – 4.d, as appropriate

## Is the research performance site designated, or eligible to be designated, as a historic place? Check Yes or No

If Yes – complete section 5.a

## Does this project involve activities outside of the United States or partnerships with international collaborators? Check Yes or No

If Yes – complete sections 6.a – 6.b, as appropriate

## Project Summary/Abstract (Not to exceed 1-page limit)

Please see[*DOE Project Summary Abstract*](DOE%20ProjectSummaryAbstract_Instructions_8.16.18.docx) for specific instructions. Project Summary/Abstract should be attached in **Field 7** of the SF 424 R&R Other Project Information Form.

## Project Narrative (This will have an RFP-specified page limit)

Please see[*DOE Project Narrative*](DOE%20ProjectNarrative_Instructions_8.16.18.docx) for specific instructions. The project narrative (and associated cover page and appendices) should be attached in **Field 8** of the SF 424 R&R Other Project Information Form, as one single PDF file. The appendices will not count toward the project narrative’s page limitation.

**Appendix 1**: Biographical Sketch - (See[*DOE Biographical Sketch Template*](DOE_BiographicalSketch_Template_8.16.18.docx) for specific Instructions).

**Appendix 2**: Current and Pending Support - (See[*DOE Current and Pending Template*](DOE_CurrentAndPending_Instructions%20and%20Template_8.16.18.docx) *for* specific Instructions).

**Appendix 3**: Bibliography & References Cited –

*Provide a bibliography of any references cited in the Project Narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. For research areas where there are routinely more than ten coauthors of archival publications, you may use an abbreviated style. Include only bibliographic citations. Applicants should be especially careful to follow scholarly practices in providing citations for source materials relied upon when preparing any section of the application.*

**Appendix 4:** Facilities and Other Resources - (See [*DOE Facilities and Other Resources*](DOE_Facilities&OtherResources_Instructions_8.16.18.docx) for specific instructions).

**Appendix 5:** Equipment **–** (See [*DOE Equipment*](DOE_Equipment_Instructions_8.16.18.docx) for specific instructions).

**Appendix 6:** Data Management Plan – (See [*DOE Data Management Plan*](DOE_Data%20Management%20Plan_Instructions_8.16.18.docx) for specific instructions).

**Appendix 7:** Other Attachment –

*If you need to elaborate on your responses to questions 1-6 on the “Other Project Information” form, please 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 appendix to circumvent the page limitations of the application. Reviewers are not required to consider information in this appendix*

## Bibliography & References Cited

This section is typically included as **Appendix 3** and part of the Narrative attachment in **Field 8**, so **Field 9** should remain empty. This requirement may vary by FOA.

## Facilities & Other Resources

Typically included as **Appendix 4** and part of the Narrative attachment in **Field 8**, so **Field 10** should remain empty. This requirement may vary by FOA.

## Equipment

Typically included as **Appendix 5** and part of the Narrative attachment in **Field 8**, so **Field 11** should remain empty. This requirement may vary by FOA.

## Other Attachments

**Appendix 6** and any additional necessary appendices are included as part of the Narrative attachment in **Field 8**, so **Field 12** should remain empty. This requirement may vary by FOA.