

## EHE Office of Research - 2020 IES Education Research Grant Proposal Checklist

Specific requirements for each section are outlined in this PDF: [https://ies.ed.gov/funding/pdf/2021\\_84305A.pdf](https://ies.ed.gov/funding/pdf/2021_84305A.pdf)

RFA/PA/FOA#	CFDA Number: 84.305A
Letter of Intent Due	6/11/2020
Grant Submission Deadline	8/20/2020

*New York Times 12 point font, 1 inch margins minimum; single-spaced; page numbers and bottom or upper right*  
 When saving the individual files this naming convention should be used:  
**Last Name\_Application Section\_Mechanism\_Date. Example: Lightle\_Abstract\_84305A\_080520 and then save to box**

Section of Application	Format Restrictions	Notes	FINAL YES/NO
Project Summary/Structured Abstract	<b>Required</b> - 2 page MAX	Follow the guidelines in the Education Research Grant Program PDF -- <a href="https://ies.ed.gov/funding/pdf/2021_84305A.pdf">https://ies.ed.gov/funding/pdf/2021_84305A.pdf</a> (page 63)	
Project Narrative	<b>Required</b> - 22 pages MAX	Must include <u>four</u> sections in order to be compliant with the requirements of this Request for Applications: (1) Significance of the Focused Program of Research, (2) Research Plan for the Focused Program of Research, (3) Personnel, and (4) Resources.	
Biographical Sketches for Senior/Key Personnel and Current and Pending	<b>Required</b> - 5 pages MAX per person	Principal Investigator, each co-Principal Investigator, and other key personnel; Each submitted as a separate PDF document. Includes Current and Pending Support. You may also include biographical sketches for consultants. Recommends using SciEncy to create biosketches. Include your ORCID.	
Budget	<b>Required</b> - budget template	Depends on the Goal that you are submitting to - see page 88 in the RFA -- work with Neal Kelley to create the budget	
Narrative Budget Justification	<b>Required</b> - no page limit	For subaward(s), a separate narrative budget justification for each subaward must be submitted	
Human Subjects Narrative	<b>Required</b> - no page limit	The Human Subjects Narrative should address the information specified by the U.S. Department of Education's Regulations for the Protection of Human Subjects. A form asks you to provide info about the research involving human subjects. <b>Doesn't matter if the research is exempt, you still have to provide a narrative.</b>  <a href="http://www2.ed.gov/about/offices/list/ocfo/humansub.html">http://www2.ed.gov/about/offices/list/ocfo/humansub.html</a>	
Appendix A: Dissemination History and Plan	<b>Required</b> -- MAX 3 pages	Your dissemination plan includes two sections: Dissemination History (1 page) and Dissemination Plan (2 pages)	
Appendix B: Response to Reviewers	<b>Required</b> for resubmissions only - MAX 3 pages	If your application is a resubmission, you must include Appendix B. If your application is one that you consider to be new but that is similar to a previous application, you should include Appendix B.	
Appendix C: Supplemental Charts, Tables, and Figures	Optional - MAX 15 pages	The actual timeline can go into this section but can be discussed in the project narrative.	
Appendix D: Examples of Intervention or Assessment Materials	Optional - MAX 10 pages	You may include examples of curriculum materials, computer screen shots, assessment items or other materials used in the intervention or assessment to be explored, developed, evaluated, or validated.	
Appendix E: Letters of Agreement	Optional - no page limit	Letters of Agreement from partners (e.g., schools and districts), data sources (e.g., state agencies holding administrative data), and consultants. If you were unable to obtain letters because of COVID-19, put an explanation in Appendix E describing why you weren't able to obtain letters and your plan for securing them if your application is recommended for funding	
Appendix F: Data Management Plan	<b>Required</b> for Exploration and Initial Efficacy and Follow-up Applications only - MAX 5 pages		
Bibliography and References Cited	<b>Required</b> - No page limit		