APPLICATION SUBMISSION PROCEDURES

Application Transmittal Instructions

<u>Attention Applicants:</u> This program **requires** the electronic submission of applications—specific requirements and instructions can be found in this application package. Please note that you must follow the application procedures described in this application package.

<u>Applications Submitted Electronically</u>
Republic of Palau Annual Grant Plan must be submitted electronically using Connect.gov (https://www.connect.gov). Connect.gov is a government-wide collaboration, information sharing, data collection, publishing, and analytical web-based platform for Federal agencies and partners. Through this site, you will be able to download a copy of the application package.

Your application must be fully uploaded and submitted, and must be date and time stamped by the Connect.gov system **no later than 11:59:59 PM Eastern Time on the closing date.**

You should review and follow the instructions for submitting an application through Connect.gov that are included in this application package to ensure that you submit your application in a timely manner to the Connect.gov system. On the Connect.gov site you will also have access to "Frequently Asked Questions" on the homepage by visiting https://community.connect.gov/display/CS/FAQ. These FAQs may provide helpful guidance to support a smooth application submission.

Please note the following:
- You must attach any narrative sections of your application as files in a **.PDF** (Portable Document Format) file. **If you upload a file type other than a .PDF file, or submit a password-protected file, we will not review that material**.

- The Republic of Palau Annual Grant Plan and all required forms, assurances, and certifications should be uploaded into Connect.gov. into three separate folders. These folders will be pre-populated by the Insular Areas Team for each grantee. Instructions on what to upload in each folder is provided below:

  ❖ **Folder 1 - Required Standard Forms, Assurances, and Certifications**
    The following documents must be saved in .PDF format as **<u>one</u>** file and uploaded into the Required Standard Forms, Assurances, and Certifications Folder:
    - Applicant Information Form
    - Indirect Cost Rate Agreement (Copy of Current or Most Recent)
    - Disclosure of Lobbying Activities (Standard Form LLL)
    - Assurances for Non-Construction Programs (SF 424B Form)
    - General Education Provisions Act (GEPA) Statement

  *General Education Provisions Act (GEPA) Requirements – Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

❖ **Folder 2** – **Required Republic of Palau Annual Grant Materials**
The following documents must be saved in .PDF format as **one** file and uploaded into the Required Republic of Palau Annual Grant Materials Folder:
- ❑ Table of Contents
- ❑ Executive Summary
- ❑ Project Narrative
- ❑ Means of Evaluating Program Outcome(s) Chart
- ❑ Budget Narrative

❖ **Folder 3** – **Recommended Supporting Documentation**
If submitting these optional documents, they must be saved in .PDF format as **one** file and uploaded into the Recommended Supporting Documentation Folder:
- Other Supporting Documentation (e.g. evaluation results, assessment results)

- Please do not include two or more files that have the same name within a grant submission.

- Each application should have page numbers, project numbers, and project names throughout the document.

- Each project narrative and corresponding budget narrative should be clearly labeled with the same project number and project title and should be coupled together within the one grant file. For example, "Project Narrative #1: XYZ Project" should be followed by "Budget Narrative #1: XYZ Project" and so on in **one** file uploaded into the Folder 2 – Required Republic of Palau Annual Grant Materials.

- When attaching files, applicants should limit the size of their file names (less than 50 characters). Lengthy file names could result in difficulties with opening and processing your application. We strongly recommend that you **do not wait until the application deadline date to begin the submission process through Connect.gov**.

- Your electronic application must comply with any page- or word-limit requirements described in this application package.

- Please be sure to only submit your application once within the Connect.gov system.

- If you are experiencing problems submitting your application through Connect.gov, please contact Connect.gov support at 1-888-873-6482, option 4 or via email (support@connect.gov). **Connect.gov Support Hours:** Weekdays – 9:00 AM - 6:00 PM ET.

Connect.gov Submission Procedures and Tips for Applicants

To facilitate your use of Connect.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department.

ATTENTION – Adobe Forms and PDF Files Required
Application materials submitted to Connect.gov for the Department will be accepted using Adobe forms. Applicants are required to upload their attachments in .PDF format only.

1. **REGISTER EARLY** – The Department of Education will grant permission to one user from each Insular Area to access the Insular Area page on Connect.gov and upload the Republic of Palau Annual Grant Plan. Each Insular Area will be contacted to identify one user to upload application materials in Connect.gov. The Insular Areas Program Office will need the first and last name and email address of the individual to add him/her into Connect.gov. The designated individual will need to self-register with Connect.gov and be the only one who will be able to access Connect.gov. It is highly recommended that this user registers early to prevent any possible issues.

2. **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. This is especially important because of the time zone differences between the Insular Areas and the Department.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Connect.gov to process the application will vary as well. **Please note that missing the application deadline could cause delays in the review of your application and the obligation of grant funds.**

   Applicants should submit their application a day or two in advance of the deadline date just in case there are problems uploading into the system. If you have any questions regarding this matter, please email Connect.gov at support@connect.gov or call 1-888-873-6482, option 4.

3. **VERIFY SUBMISSION IS OK** – You will want to verify that Connect.gov received your application submission on time and that it was validated successfully.

Submission Problems – What should you do?
If you have problems submitting to Connect.gov before the closing date, please contact Connect.gov Support at support@connect.gov or call 1-888-873-6482, option 4.

Attaching Files – Additional Tips
1. Please note the following tips related to attaching files to your application, especially the requirement that applicants can **only include read-only, non-modifiable .PDF files** in their application.
2. Ensure that you attach .***PDF files only*** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Department approved file type accepted as noted throughout this application package. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.
3. **Applicants should also maintain copies of the original documents in Word format, before they are converted to PDF. This will be helpful in the event that any corrections to address "Areas of Concerns" throughout the application review process are necessary.**

Note: Please do not attach any narratives, supporting files, or application components to any forms unless they are specifically required by the instructions for the individual section of the application. Although several forms accept attachments, the Department will only review materials/files attached in accordance with the instructions provided within this application package.

APPLICATION INSTRUCTIONS

Electronic Application Submission Checklist
It is recommended that your electronic application be organized in the following manner and include the following parts in order to expedite the review process. Instructions for all parts and forms of the application are found either on the following pages of the application package, individually for each form on Connect.gov, or on the fillable forms.

Folder 1: Required Standard Forms, Assurances, and Certifications
*Note – All of these required forms must be signed and uploaded into **one** single file.*
- ❑ Applicant Information Form
- ❑ Indirect Cost Rate Agreement (Copy of Current or Most Recent)
- ❑ Disclosure of Lobbying Activities (Standard Form LLL)
- ❑ Assurances for Non-Construction Programs (SF 424B Form)
- ❑ General Education Provisions Act (GEPA) Statement

Folder 2: Required Republic of Palau Annual Grant Materials
*Note – All of these application materials must be saved in .PDF format and uploaded as **one** single file.*
- ❑ Table of Contents
- ❑ Executive Summary
- ❑ Project Narrative
- ❑ Means of Evaluating Program Outcome(s) Chart
- ❑ Budget Narrative

Folder 3: Recommended Supporting Documentation
*Note – If submitting these optional documents, they must be saved in .PDF format and uploaded as **one** single file.*
- ❑ Other Supporting Documentation (e.g., evaluation results, assessment results)

Folder 1: Required Standard Forms, Assurances, and Certifications

*Note – All of these required forms must be signed and uploaded into **one** single file.*

1. **Applicant Information Form**
   This form requires basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, email address and UEI). **The Department will only accept final assurances and certifications that are signed and approved by the head of the State Educational Agency (e.g., Superintendent, Commissioner, Director, or Minister of Education).** Therefore, the assurances should be printed and signed by the head of the State Educational Agency. Once complete, the assurances should then be scanned and uploaded into Connect.gov.

2. Indirect Cost Rate Agreement (Copy of Current or Most Recent)

3. Disclosure of Lobbying Activities (Standard Form LLL)

4. Assurances for Non-Construction Programs (SF 424B Form)

5. General Education Provisions Act (GEPA) Requirements – Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

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