EHE Office of Research - 2024 IES Education Research Grant Proposal Checklist

Specific requirements for each section are outlined in this PDF: https://ies.ed.gov/funding/pdf/2024_84305A.pdf

RFA/PA/FOA#		CFDA Number: 84.305A	
Letter of Intent Due	08/10/23		
Grant Submission Deadline	09/21/23		

Section of Application	Format Restrictions	Notes	FINAL YES/NO
Project Summary/Structured Abstract	**Required** - 2 page MAX	Follow the guidelines in the Education Research Grant Program PDF - follow the format used for IES online abstracts (https://ies.ed.gov/funding/grantsearch/)	
Project Narrative	**Required** - 22 pages MAX	Must include four 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. Specific requirements within each of these sections depends on the Project Type – Exploration, Development and Innovation, or Impact.	
Biographical Sketches for Senior/Key Personnel and Current and Pending	**Required** - 5 pages MAX per person	You must submit a biographical sketch for each person named as key personnel in your application. You may also submit biographical sketches for consultants (optional). Five page limit includes Current and Pending Support. IES strongly encourages applicants to use SciENcv (https://www.ncbi.nlm.nih.gov/sciencv/) where you will find an IES biosketch form.	
Budget	**Required** - budget template	Depends on the Goal that you are submitting to - work with your grant manager to create the budget	
Narrative Budget Justification	**Required** - no page limit	For subaward(s), a separate narrative budget justification for each subaward must be submitted	
Human Subjects Narrative	**Required** - 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. **Doesn't matter if the research is exempt, you still have to provide a narrative.** https://www2.ed.gov/policy/fund/guid/humansub/hrsnarrative1.html	
Appendix A: Dissemination History and Plan	**Required** -- MAX 3 pages	Your dissemination plan includes two sections: Dissemination History (1 page) and Dissemination Plan (2 pages)	
Appendix B: Response to Reviewers	**Required** 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	You may include figures, charts, or tables with supplementary information like a timeline for your research project, a diagram of the management structure of your project, or examples of measures used to collect data for your project such as individual test items, tests, surveys, and observation and interview protocols.	
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	**Required** for Exploration and Impact project type applications. MAX 5 pages		
Bibliography and References Cited	**Required** - No page limit		