SRD GRANT APPLICATION CHECKLIST

Ensure SAM Registration is Current	FTA Suggested Deadline	Full Application Deadline
ASAP	**March 20, 2020**	**March 24, 2020 11:59pm EST**

Important Notes:

- Application instructions are available on FTA's website at and in the "FIND'' module of GRANTS.GOV.
- A summary of the Safety Research & Demonstration Program is available here.
- The FTA is seeking to fund cooperative agreements to engage in demonstrations that will improve the operational safety of rail transit services in the U.S. Special emphasis is placed on systems to mitigate suicide and safety risks.
- Funds are intended for new and innovative approaches, not existing solutions.
- You must be a current FTA grant awardee to be the main applicant, and collaborative proposals are encouraged. At least one rail transit must be part of the application. Eligible partners include public transportation systems, private for profit and nonprofit organizations (including technology system suppliers like ELERTS), State or local government entities, consultants, research consortia, and others.
- The maximum Federal share of project costs is 80 percent. You must document the source(s) of the local match (20%) in the grant application.
- There is $7.3M total funding available. Multiple awards will be made, with no minimum nor maximum award amount specified. The maximum timeframe for project activities and completion is 4 years.

Steps to Submit:

___ **Step 1: Read the funding opportunity (called a NOFO)** to understand the program, instructions for applying, and what reviewers will be looking for, available here.

___ **Step 2: SAM Registration -** Ensure your organization's SAM registration is current, or register for the first time if you have not already done so. This process can take 5 days or more, so start ASAP. This is done at www.sam.gov.

___ **Step 3: Login on Grants.gov -** Create a username and password or login at grants.gov. Type **FTA-2020-004-TRI-SRD** into the search bar at the top right of the page. Click on the Safety Research & Demonstration Program opportunity. Read the information in each tab. A complete proposal submission will consist of at least two forms:
(1) the **SF 424 Application for Federal Assistance form** (available at GRANTS.GOV) and
(2) the **supplemental form** for the "Safety Research and Demonstration Program" (available here)

___ **Step 4: Draft application package -** Fill out the SF 424 form on grants.gov and the supplemental form specific to the SRD Program (linked above). Read the evaluation criteria at the end of this document to ensure your answers address all the criteria. Once completed, the supplemental form must be placed in the attachments section of the SF 424 Mandatory form. ELERTS has provided you with sample text that can be used to help answer these questions within your application.

___ **Step 5: Upload optional documents to the SF 424** such as letters of support, maps, etc. Make sure to describe each optional form you upload including the file name in the description.

___ **Step 6:** Review the SF 424, the supplemental form, and any optional attachments for completeness and accuracy. If you copy and pasted information, review it carefully and ensure all the information was inserted correctly and formatted properly. Be sure to adhere to any character limits. Check the application by clicking the "Check Package for Errors" button and then the "Validate Form" button on the SF 424.

*This is a helpful checklist provided by ELERTS. It does not substitute for reading and following federal guidance in the NOFO. ELERTS takes no responsibility for grant applications.

___ Step 7: Once the supplemental form is successfully uploaded to the SF 424, the entire SF 424 is filled in, and your attachments have been uploaded, the application is complete. Check for errors, validate one more time, then press "Submit"!

Next Steps:

___ Within 48 hours after submitting the electronic application through grants.gov, the person listed on the application as the submitter will receive two email messages: (1) Confirmation of successful transmission to GRANTS.GOV; and (2) confirmation of successful validation by GRANTS.GOV. Please check all emails from grants.gov and reply in a timely manner, especially if you receive a notice of failed validation.

___ During FTA's review of your application, they may reach out with questions. Make sure to reply promptly and completely to avoid delay in processing your application or disqualification.

___ Any funds spent on the project before FTA announces the awardees will not be reimbursed (in other words, if you want to be reimbursed, don't spend money on the project until officially awarded by FTA).

___The FTA will announce the final project selections on the FTA website.

Quick Links:

SAM Registration: www.sam.gov

Overview of the SRD Program (includes links to NOFO and supplemental form): https://www.transit.dot.gov/research-innovation/safety-research-and-demonstration-program

Grants.gov: https://www.grants.gov/

Grants.gov Login Page: https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1

FOR FURTHER INFORMATION CONTACT:
Roy Chen, Safety Research Program Manager
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Evaluation & Tips

Below are the key evaluation criteria that reviewers will use to assess your application. Be sure to address these points clearly and robustly in your supplemental form responses. Also see the helpful template we have provided for sample text to be used in completing the required supplementary form:

The primary objectives of the FY 2018 SRD Program are to assist rail transit agencies to:

1) Explore advanced technologies, designs and/or practices to mitigate and prevent safety hazards on rail transit systems; and

2) Evaluate cost-effectiveness and practicability of potential solutions.

TIP: Be sure to align all responses within these two main priorities.

FTA is seeking innovative projects to demonstrate market-ready or near market-ready advanced technologies, designs or practices to improve transit rail safety. These demonstrations are expected to provide benefits in the form of:

1) Reduced fatalities and injuries,

2) Improved travel time reliability,

3) Cost savings to agencies, businesses and traveling public,

4) Increased confidence and use of public transit services.

TIP: Clearly delineate how your project provides these 4 expected benefits.

FTA is requiring that project submittal teams partner with at least one rail transit agency. FTA will assess the strength of these partnerships in its evaluation of applications.

TIP: Partner with local organizations to accomplish the 3 components of this program: research (ex: university), development (ex: ELERTS), and demonstration (ex: ELERTS, other rail transits).

Project proposals must include a research/synthesis phase (TIP: provide background information, including baseline data, regarding the safety hazards you have identified and the type of countermeasures proposed to mitigate and/or prevent accidents that could results in injuries and fatalities), development phase (TIP: see ELERTS provided templates for details here), and a demonstration phase (prove that your project will lead to a revenue-service, full-scale demonstration). All phases are critical to project selection.

FTA is particularly interested in proposals to prevent and mitigate suicides and trespassing in rail transit systems.

TIP: See the NOFO page 10 for statistics on this. Be sure to connect your project to these needs, and explain how your project addresses suicide and trespassing.

The federal share of project costs under this program is limited to eighty percent (80%). Applicants are encouraged to seek a **lower** Federal contribution. The applicant must provide the local share of the net project cost in cash, or in-kind.

TIP: You must document the source of the local match in your application. Eligible sources of local match are detailed in FTA Research Circular 6100.1E. (available at https://www.transit.dot.gov/regulations-and-guidance/fta-circular-61001e-research-technical-assistance-and-training-programs).

The government will be involved in this project a lot, and will have external evaluations done.

TIP: Be sure to mention your willingness to work with government staff, participate in data collection and evaluation activities, and share findings within your application.