

**Instructions for Completing the Application Form for
Participation in Phase IV of the Federal Demonstration
Partnership
Emerging Research Institution Edition – May 2003**

PLEASE READ CAREFULLY

1. To complete this application electronically you will need either Acrobat Reader 4 or higher or the full version of Acrobat 4 or higher. The page limit for the application is 5 pages excluding the letter of endorsement. See Item 5 if you are unable to create a pdf file.
2. Complete all of the fields on the cover page. The first field (Institution) can be accessed by left clicking on the field with your mouse. Subsequent fields can be accessed either with the mouse or 'tab' key.
3. Three blank pages follow the cover page. Each of these has a separate heading for the three remaining required sections. You may simply copy each narrative section from a word processing document and paste it into the text field provided.
4. There is a blank page for adding the letter of endorsement. You can also email this signed document as part of your pdf file. If not submitted electronically, the institutionally endorsed letter of commitment must be faxed or sent via regular mail as described below.
5. An electronic version of the organization's proposal, including the letter of institutional commitment if feasible, must be emailed to fdp@nas.edu. If you do not have the FULL version of Acrobat, you will be able to complete the form online but you will not be able to save the completed form as an electronic document. You must print it and submit it to GUIRR via fax at (202) 334-1369 or send it via regular mail to the Government-University-Industry Research Roundtable, National Academy of Sciences, 500 Fifth Street N.W., Keck Center (509), Washington, DC 20001 Attention: FDP.

FDP PHASE IV APPLICATION ERI Edition (May2003)

(Limit to 5 pages)

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Point of Contact: _____ Email: _____

Demographics:

Educational Institution:

☐ Public ☐ Private

☐ HBCU ☐ Undergraduate

Student Population: Graduate Students _____ Undergraduates _____

Hospital ☐

Independent Research ☐

Other Not for Profit Institutions (Identify): _____

Geographic Location:

☐ Northeast ☐ Rocky Mountain

☐ Middle Atlantic ☐ Southwest

☐ Southeast ☐ West Coast

☐ Midwest ☐ Northwest

Total expenditures for Federal Research and Education Activities:

2002 _____ 2001 _____

Administrative Representative:

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Faculty Representative:

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Technical Representative: (optional)

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Description of existing and planned efforts by the proposing institution to reengineer and improve the effectiveness of processes and systems for administration of federal research support.

Description of possible Phase IV demonstration and pilot projects including the problem or burden to be addressed, suggested methods/approaches, ways to assess the impact, and expected benefits.

Letter of Institutional Endorsement