

# Assistance to Firefighters Grant Program (AFG)



# FEMA

## Fire Prevention & Safety Grants Research and Development Get Ready Guide 2013

## Fire Prevention & Safety Research and Development Grants Grant Application Get Ready Guide 2013

### Prepare for your grant application today

The Fire Prevention and Safety (FP&S) Grants application period will be opening soon! This handy guide will give you a kick-start in preparing your grant application to thoroughly answer all the grant application questions.

The primary goal of the FP&S Grants is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The Grant Programs Directorate administers the FP&S Grants as part of the AFG Program.

FP&S Grants are offered to support projects in two activity areas:

#### 1). Fire Prevention and Safety (FP&S) Activity

To learn more about how to prepare to apply for a project under this activity, please see the Fire Prevention and Safety Grant Application Get Ready Guide.

#### 2). Research and Development (R&D) Activity

These include projects aimed at improving firefighter safety, health, and wellness through research and development.

### Firefighter Safety and Research and Development Activity Categories

- Clinical Studies
- Technology and Product Development
- Database System Development
- Dissemination and Implementation Research
- Preliminary Studies

FEMA looked to the fire service for recommendations identifying the most important elements and priorities of firefighter safety. To see research areas, see the Report of the 2nd National Fire Service Research Agenda Symposium, which can be found on the National Fallen Firefighter's Foundation Web site at: <http://www.everyonegoeshome.com/symposium/report2.pdf>.

### Evaluation Criteria Considerations

All R&D applications will undergo a preliminary review by experts in the fire service in order to assess the need for the research results and the likelihood that the results would be implemented by the United States fire service. Applications determined to be most likely to be implemented to enable improvement in firefighter safety, health, or wellness will be deemed to be in the "competitive range" and will be forwarded to the second level of application review, which is the scientific panel review process.

While preparing your Narrative and Appendix documents, please keep in mind that the fire service review panel will be specifically looking for information that will support the following:

- **Purpose**  
Can you identify the vital firefighter safety or wellness issues addressed by your proposed project and will your research fill any existing gaps in knowledge?
- **Potential Impact**  
What impact will the potential outcomes of this project have on firefighter safety (by reducing the number of firefighter fatal or non-fatal injuries) or wellness (by improving the overall health of firefighters)?
- **Implementation by Fire Service**  
How likely will the outcomes/products of this project, if successful, be widely/nationally adopted and accepted by the fire service as changes that improve safety and wellness?
- **Partners**  
What fire service partnerships will support the project in order to accomplish the objectives in the study? Do you discuss the specific roles and contributions of these partners? Do you include letters of commitment from these partners in your Appendix document?
- **Barriers**  
Do you identify fire service and other potential barriers to the successful completion of this project? If so, do you have strategies to overcome these barriers if they materialize?

You may consider addressing these criteria for the fire service panel within your project abstract, though it is not required.

The Narrative Statement and Appendix documents are both limited to 20 pages each.

**Be prepared to explain, document, and provide background information on the following areas within your Narrative Statement:**

- Project goals, objectives, and specific aims
- Literature Review
- Project Methods
- Project Measurements
- Project Analysis
- Resources – People and Facilities
- Dissemination and Implementation
- Cost vs. Benefit (additional consideration)
- Financial Need (additional consideration)

The following questions can help you formulate comprehensive answers on your application.

#### **Project Goals, Objectives, and Specific Aims**

- What are the project's purpose and goals?
- How will this project improve firefighter safety or health and wellness?

#### **Literature Review**

- Does your literature review provide sufficient information to make it clear as to why this project is necessary to fill existing gaps in knowledge?
- Are proper citations included?

#### **Project Methods**

- Do your methods demonstrate the technical and scientific merits of the project?
- Do you sufficiently explain operational procedures that will accomplish the aims?
- If applicable, do you discuss plans to recruit human subjects and complete the IRB process?

## Project Measurements

- Do you specifically discuss measurement methods, the instruments to be used, and the procedures and standards for the measurements?
- Will your proposed set collection of data be sufficient to evaluate the performance of methods or technologies in order to enhance firefighter safety, health, and wellness?
- Will you be able to utilize or obtain proposed equipment and other resources that are required to complete this project?

## Project Analysis

- Do you indicate your approach to analyze the data obtained from measurements, questionnaires, or computations?
- Do you specify what will be analyzed and how it will be analyzed?
- Will your project team have the expertise to properly analyze data?

## Resources – People and Facilities

- Are the strengths of all key staff and research teams adequately explained?
- Does staff have similar experience or strengths that have supported previous R&D activities or studies involving the fire service?
- Can staff exhibit successful completion of prior R&D funded projects?
- Are institutional resources and other contributions to ensure the project completion adequately described?

## Dissemination and Implementation

- Do you discuss your plans for dissemination for both scientific and firefighter audiences?
- Do you discuss how the project is designed to facilitate future dissemination and implementation of results?
- How will you ensure, if applicable, any steps beyond the study that you will take to support dissemination and implementation throughout the fire service?

## Cost Benefit (additional consideration)

- Does your project demonstrate a high benefit for the cost(s) incurred?
- How do you justify that costs associated with the project are reasonable?

## Financial Need (additional consideration)

- Why do you need financial assistance to carry out the project?
- What other attempts have been made for funding to supplement your budget?

Your appendix document should contain curriculum vitae and may include other items, such as data collection instruments, additional tables and figures, illustrations, specifications on product designs, and letters of commitment from partners.

## DUNS Number

Effective October 1, 2003, all federal grant applications must contain a Dun & Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number helps the Federal Government identify organizations that receive federal funding and ensures consistent name and address data for electronic grant applications. Additional information about DUNS numbers can be found on the Dun & Bradstreet Web site at <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=B9E740A165>.



There is no charge to obtain a DUNS number, and it is your organization's responsibility to obtain one. Extensions will not be granted for applicants who are unable to obtain a DUNS number prior to the end of the application period.

You are encouraged to apply for a DUNS number as soon as possible by calling 866-705-5711 or you can apply on-line; however, it may take several weeks to obtain the number on-line. The DUNS number must be entered in a special data field on the FP&S application.

### System for Award Management (SAM)

Per Office of Management and Budget (OMB) guidance from August 27, 2010, federal agencies must require prime recipients of federal grants to register in the System for Award Management (SAM). The SAM system is the primary registrant database for the US Federal Government. SAM collects, validates, stores, and disseminates data in support of agency acquisition missions. Registration is free and must be conducted on-line at <https://www.sam.gov/portal/public/SAM/>.

There is no charge to register in SAM and it is your organization's responsibility to register and have your account validated through the Internal Revenue Service (IRS) and have your CAGE (Commercial and Government Entity) code validated prior to submitting your application. **Please be advised that during peak activity periods, it may take more than 2 weeks to complete the registration process.**

For NEW registrations, go to <https://www.sam.gov/portal/public/SAM/>.

- A DUNS number is required to apply for a grant and to register in SAM.
- The new SAM registration is **required** to apply for a grant.
- If your city or governing organization has a DUNS number, check to see if it is already registered in SAM and if their SAM is current.
- SAM Registrants must revalidate their registration annually to maintain an active status.

**Step 1:** Access the SAM on-line registration through the SAM home page. Click **Start New Registration**. You must have a DUNS number to order to begin the registration process.

**Step 2:** Complete and submit the on-line registration. If you have the necessary information on hand (see below), the on-line registration takes approximately one hour to complete, depending upon the size and complexity of your organization.

The required information includes:

1. **General Information** – Includes, but is not limited to, your DUNS number, Commercial And Government Entity (CAGE) Code, organization name, Federal Tax Identification Number (TIN), location, receipts, number of employees, and Web site address.
2. **Corporate Information** – Includes, but is not limited to, your organization or business type and Small Business Association (SBA)-defined socioeconomic characteristics.
3. **Goods and Services Information** – Includes, but is not limited to, your North American Industry Identification (NAICS) code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.
4. **Financial Information** – Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, Automated Clearing House (ACH) information, and credit card information.
5. **Point of Contact (POC) Information** – Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact.
6. **Electronic Data Interchange (EDI) Information** – Includes, but is not limited to, the EDI point of contact, telephone, e-mail, and physical address.

Once a grantee has registered within SAM, the registration is valid for 12 months. The grantee must renew his/her registration each year. If a grantee's registration is expired or inactive, the user must get his/her registration reset by calling the SAM Helpline at 866-606-8220.

### Important Information

- Call the Help Desk at 866-274-0960 or e-mail [firegrants@dhs.gov](mailto:firegrants@dhs.gov) for answers to your questions.
- Become familiar with the 2013 FP&S Funding Opportunity Announcement (FOA). The FOA can be found at [www.fema.gov/firegrants](http://www.fema.gov/firegrants) when it becomes available.
- Check for eligibility information in the 2013 FP&S FOA at [www.fema.gov/firegrants](http://www.fema.gov/firegrants).
- Make sure all Research and Development projects can be completed in the one, two, or three-year period of performance that is being requested.
- Be sure you have two separate documents, Narrative and Appendix, ready to upload into the online application system according to the formatting requirements stated in the FOA, including page limits, font size, and type and margins.

### Web Browser Reminders

- For best results in applying, use Internet Explorer when completing your online FP&S application. Alternate browsers, such as Firefox and Safari, may have limited functionality in the application.
- Avoid opening multiple web browsers or multiple windows when completing and submitting your AFG application; this has caused technical problems for some users.



Questions regarding the FP&S Grants can be directed to the Federal Emergency Management Agency's (FEMA) Grant Programs Directorate (GPD) AFG Program staff at (866) 274-0960 or e-mail [firegrants@dhs.gov](mailto:firegrants@dhs.gov).

