SMART
GRANTS PROGRAM

This document is not meant to replace the NOFO. Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the SMART website for more information: www.transportation.gov/SMART

STEP 1

Understand the problem you're trying to solve

- What have been the obstacles to solving it in the past?
- Why might data and technology approaches offer improvements over existing approaches?
- How will you assess success?

STEP 2
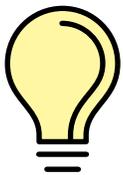
Identify a prototype

- What do you need to test?
- How could you test a small-scale version of it?
- Whose participation do you need for success and buy-in?

STEP 3

Put together the team

- Confirm that you are eligible to apply.
- Decide whether to apply individually or as part of a group application with other eligible applicants.
- Assemble your partners and make sure they are on board.

STEP 4

Develop a plan and a budget

- What resources do you need to create your prototype?
- What resources do you have already, and which do you need to acquire?
- How long will it take to plan, test, and evaluate?

STEP 5

Start the process with SAM.gov

- New applicants must obtain a Unique Entity Identifier (UEI).
- Applicants that previously had a DUNS number must confirm UEI.
- Group Applications chose a single lead applicant with a single UEI.

STEP 6

Prepare your application

- Prepare your Project Narrative and Required Appendices following instructions in Section D of the NOFO.
- Fill out the Standard Forms (See Section D of NOFO)
- Compile the information required in the Key Information table in Section D

STEP 7

Submit your application

- Go to go to (https://usg.valideval.com/teams/USDOT_SMART_2022/signup) to sign up for Valid Eval account (Can be done ahead of time).
- When you are ready, use the URL above to log in and complete the registration and key information question, upload the completed Standard Forms and submit your Proposal.
- You will see a confirmation page letting you know your submission is complete.