

INSTRUCTIONS FOR SUBMITTING POWER2015 GRANT COMPETITION PROPOSALS TO ARC VIA EMAIL

As outlined in the POWER2015 FFO, the standard procedure for submitting proposals for the ARC funds directs the applicant to send the application forms as a .pdf attachment to an email. The email address is: power15@arc.gov. **The deadline for submitting applications via email is 11:59 pm on July 10, 2015.**

(Paper applications will be accepted until **5:00 pm EDT** on July 10, 2015, at ARC headquarters. Go to the ARC POWER Web site, www.arc.gov/power for more information.)

WHAT FILE FORMAT IS NEEDED FOR THE ARC APPLICATION FORMS?

ARC suggests combining the application forms, along with the project narrative and other addenda, into a single .pdf file. Multiple .pdf or .doc files attached to an email will be accepted as well if an applicant does not have the capability to create .pdf files or combine the files into one.

WHAT TO DO IF YOU ENCOUNTER DIFFICULTY IN SUBMITTING YOUR APPLICATION VIA EMAIL

The most common problem that grant applicants encounter is having their email rejected because the size is too large. ARC's email server has been set to receive large files for the POWER2015 grant competition, so if an email has been rejected, it is probably due to a limitation on the file size that has been placed on the outgoing email server—i.e., on the sender's end of the system. You'll typically know the email was rejected when the sender receives an auto-reply email from the email "postmaster" or some other control point in cyberspace.

ARC's POWER2015 help desk will take calls up **until 5:00 pm EDT** on July 10, 2015. The telephone number is (202) 884-7728.

If you encounter difficulty **after 5:00 pm EDT** on July 10, 2015, the suggested remedy is to split the application .pdf file into several smaller .pdf files and send them as attachments to multiple emails. Typically the most restrictive outgoing email server will allow up to 5MB to pass through, so if you limit the size of each combined email w/file attachment to 5MB, you should have a good chance of success. Please identify the files clearly as "Part 1 of 3," "Part 2 of 3," etc., in the subject line of your emails.

If the difficulty you encounter is not related to an excessively large file size, please contact your IT staff for help in submitting the application.