

Appendix 6

PRE-SUBMISSION CHECKLIST

Instructions: The Pre-Submission Checklist ensures that an application meets all submission requirements. Please select each item that has been completed.

Requirements to Submit an Application	
<input type="checkbox"/>	Do you have a Dun and Bradstreet Data Universal (DUNS) Number?
<input type="checkbox"/>	Do you have an account with the System for Award Management (SAM)*?
<input type="checkbox"/>	Are you registered with Grants.gov (www.grants.gov) <u>OR</u> GrantSolutions.gov (www.grantsolutions.gov)?***
Required Application Documents	
<i>Application Coversheet</i>	
<input type="checkbox"/>	Did you complete and attach the Cover Sheet, and is it no more than one page ?
<i>Applicant Organizational Information</i>	
<input type="checkbox"/>	Did you complete and attach the Applicant Organization Information document?
<i>Federal Assistance Application Form—SF-424</i>	
<input type="checkbox"/>	Did you complete online the Federal Assistance Application Form (SF-424)?
<input type="checkbox"/>	Has the entire proposed project period been identified in item #17 on the SF-424 form?
<input type="checkbox"/>	Did you complete item #18 on the SF-424 form?
<input type="checkbox"/>	Did you check “c” in item #19 on the SF-424 form? Applicants are not covered by E.O. 12372
<input type="checkbox"/>	Did your Authorized Organization Representative (AOR) read and sign item #21 on the SF-424 form?
<i>Federal Assistance Application Form—SF-424a</i>	
<input type="checkbox"/>	Did you complete online the Budget Information—Non-Construction Programs (SF-424a)?
<input type="checkbox"/>	If your application includes cost sharing, did you identify this cost on the SF-424a form?
<i>Federal Assistance Application Form—SF-424b</i>	
<input type="checkbox"/>	Did your AOR read and sign online the Assurances—Non-Construction Programs Form (SF-424b)?
<i>Program Narrative</i>	
<input type="checkbox"/>	Did you attach your Project Narrative and is it no more than the page limit specified in the announcement?

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<input type="checkbox"/>	Does your Program Narrative address all the goals and priorities outlined in the announcement?
<i>Budget Narrative</i>	
<input type="checkbox"/>	Did you attach a Budget Narrative providing a detailed description of the project costs?
<input type="checkbox"/>	If your application includes cost sharing, did you provide detailed information about this cost in your Budget Narrative?
<i>Sustainability Plan (if required)</i>	
<input type="checkbox"/>	Did you attach a Sustainability Plan and is it no longer than 2 pages ?
<i>Results Monitoring Plan (if required)</i>	
<input type="checkbox"/>	Did you attach a Results Monitoring Plan and is it no longer than 3 pages ?

Optional Documents	
<input type="checkbox"/>	Did you attach any optional documents and ensure that they do not exceed the page limit specified in the announcement?
<input type="checkbox"/>	If your application included partnerships, did you provide details about the roles and responsibilities for each partnership; details on how sub-grant(s) will be managed and monitored in both the program and budget narratives; and did you attach Letters of Agreements or Letter of Intent?
<input type="checkbox"/>	Did you include Biographical Sketches or Job Descriptions for key personnel and partners?

***U.S.-based** and **Foreign-based** applicants must have an account with SAM to submit an application. **All applicants selected for funding must be registered with SAM to receive an award.**

****All applications must be submitted through either [Grants.gov](https://www.Grants.gov) OR [GrantSolutions.gov](https://www.GrantSolutions.gov).**