

Application Checklist

Submit each document separately in its original format. Do not merge documents into a single PDF file.

SF-424 -Application for Federal Assistance

Project Abstract Summary

Project Investigation Plan

- Project Executive Summary
- Map of Project Area
- Resumes or abbreviated curriculum vitae - no more than two pages for each Principal Investigator and Co-Investigator(s)

Letters of Support

SF-424A -Budget

Budget spreadsheet: Excel Budget Table Template

Budget Narrative

Conflict of Interest Disclosure: written notification of any actual or potential conflicts of interest that may arise during the life of this award.

Required Statements (on an official organization letterhead with date included)

- Overlap or Duplication of Effort statement
- Single Audit Reporting statement If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with 2 CFR 200, Subpart F, Audit Requirement.
- Indirect Cost statement and related documentation

SF-LLL Disclosure of Lobbying if award is more than \$100,000 and lobbying

Federally-funded equipment list: If Federally-funded equipment will be used for the project, a list of that equipment

Evidence of non-profit status: For non-profit organizations; a copy of Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

Federal Applicant Checklist

Project Investigation Plan (including Letters of Support from partnering organizations)

- Project Executive Summary
- Map of Project Area
- Resumes or abbreviated curriculum vitae - no more than two pages for each Principal Investigator and Co-Investigator(s)

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