



# Grant Proposal Checklist For Non-Construction Awards

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This checklist helps grant applicants and program officers ensure that non-construction grant application packages include the necessary forms and information to satisfy all administrative requirements.

- SF-424 – Application for federal assistance.**
  - **Unique Entity Identifier (UEI) number** provided on SF-424 verified in [Sam.gov](https://sam.gov).
- SF-424A – Budget information for non-construction programs.**
- SF-424B – Assurances for non-construction programs.**
- CD-511 – Certification regarding lobbying.**
- Budget narrative.** Budget narrative must contain detailed budget information consistent with budget information contained in the body of the proposal, forms SF-424 and SF-424A. Applicants must ensure costs are allowable according to [2 CFR 200 Subpart E](#) and appropriately justified.
- Equipment.** Include a list of equipment and the intended use of that equipment for any individual item with a value of more than \$5,000. Provide a lease-versus-purchase analysis for each item with a value of more than \$5,000. Non-profit and university applicants shall identify—if this information is known when submitting the grant application—to whom they plan to request that NOAA transfers equipment or property ownership titles after the project ends.
- Contracts and sub-awards.** Include detailed budget information regarding all contracts and sub-awards regardless of the dollar value, and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project. Each sub-award must include form SF-424A. A contract does not need an SF-424A, per se, but requires an itemized budget to include all of the same categories on the SF-424A. Applicants shall not incorporate contractual indirect costs under the indirect costs line item for the applicant or grantee on the SF-424A or in the budget narrative. Detailed budget information includes
  - **Name of subrecipient, contractor, or vendor.** Include the name of the qualified subrecipient, contractor, affiliation, and contact.

- **Method of selection.** Competitive, sole source with justification, sealed bids, small purchases, or micro purchases (see 2 CFR 200.320).
  - **Period of performance.** Include the dates for the performance period. If it involves a number of tasks, include the performance period for each task.
  - **Scope of work.** List and describe the specific activities or tasks to be performed.
  - **Criteria for measuring accountability.** Include reporting schedule.
  - **Itemized budget.** Include categories used in the program budget.
- **Signed and approved indirect cost rate agreement or *de minimis* statement.** This information is required if indirect charges are included in the proposed budget. If the recipient does not have an approved, current Negotiated Indirect Cost Rate Agreement (NICRA), the recipient must follow the procedures in the Department of Commerce Standard Grant Terms and Conditions, which require recipients to submit documentation to the Department of Commerce within 90 days of the award start date. Otherwise, any non-federal entity may use the 10 percent *de minimis* indirect cost, regardless of the Negotiated Indirect Cost Rate Agreement status. This rate would be charged against modified total direct costs.
- **Proposal cover sheet.** *(If required by the funding announcement.)*
- Project title
  - Proposed project period (start and end dates)
  - Type of project (i.e., grant or cooperative agreement)
  - Recipient name (must match registered name in System for Award Management)
  - Principal and other investigators (names, organization, and contact information) o Financial representative (names, organization, and contact information)
  - Requested funding by year, as appropriate (if the project intends to have NOAA retain funds for technical assistance on the project, note the amounts by year and line office using the funds)
  - If the project is intended to be administered under an existing NOAA Cooperative Institute, state which institute will administer the award
- **Proposal abstract or summary.** *(If required by the funding announcement.)*
- Project title
  - Requested funding by year, as appropriate
  - Brief project summary, including objectives, partners, expected results, and intended benefits and outcomes

- Project description.** Project description and appendices **must** follow format requirements (including page limits) identified in the funding announcement. Applicants should pay particular attention to required sections and information items, such as goal or need statements, activity or work plan, outreach and education, personnel and partner descriptions, project evaluation, and milestone or timeline requirements. Applicants should also read and understand the evaluation criteria and ensure they are providing the required information to inform the evaluation of their application. NOAA partnerships should be clearly summarized; if the application anticipates substantial federal agency involvement in the project, the project description must articulate the federal agency (or agencies) involved and what their role(s) will be in the project.
- Appendices.** Appendices must follow guidance stated in the funding announcement. Appendices must only include materials that directly support the main body of the proposal, such as support letters, principal investigator and co-principal investigator resumes, references, lists of data sources, and a data or information sharing plan, as required in announcement.
- Appendices – National Environmental Policy Act.** Appendices must follow guidance stated in the announcement. Regarding the required National Environmental Policy Act material, include the National Environmental Policy Act questionnaire, maps, and any other environmental compliance documents and permits, as required in funding announcement.
- Diversity, equity, justice, accessibility statement.** As needed or described in the funding announcement.
- Data sharing plan or a data plan waiver statement.** As needed or described in the funding announcement.
- SF-LLL – Disclosure of lobbying activities.** This form is required only if lobbying activities are being reported.