

## NOAA Coastal Services Center

### Checklist of Required Forms and Information from Grant Applicants

Revised: March 2014

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**This checklist is designed to help grant applicants and federal program officers ensure that grant application packages address routine administrative requirements.**

- \_\_\_\_\_ **SF-424.** Application for Federal Assistance. If you are submitting a revised SF-424 during negotiations with NOAA, you must submit the form outside of Grants.gov directly to the NOAA program office. The form must contain an original ink signature by an authorized representative, since it is not being submitted through Grants.gov – a password-protected site. Applicants must submit a completed form with correct DUNS number and Employer Identification Number.
- \_\_\_\_\_ **DUNS and EIN numbers provided on SF-424 have been verified by NOAA federal program officer.**
- \_\_\_\_\_ **SF-424A.** Budget Information for Non-construction Programs.
- \_\_\_\_\_ **Mandatory 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; 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. Foreign travel must be identified and justified.
- \_\_\_\_\_ **Equipment.** Include a listing of equipment and the intended use of that equipment for any individual item with a value greater than \$5,000. Provide a lease versus purchase analysis for each item with a value greater than \$5,000. Nonprofit and university applicants shall identify, if this information is known when submitting the grant application, who they plan to request that NOAA transfer equipment or property ownership titles to after the project ends.
- \_\_\_\_\_ **Contracts and Subawards.** Include detailed budget information regarding all contracts and subawards (e.g., separate SF-424As). Information should include the name of the entity receiving funds, the location of the entity receiving the funds (e.g., city, state, and congressional district), the location of the entity receiving funds (city, state, and congressional district), and the location of the primary place of performance under the contract or subaward.
- \_\_\_\_\_ **Signed and approved indirect cost rate agreement.** This form is required if indirect charges are included in the proposed budget.
- \_\_\_\_\_ **SF-424B.** Assurances for Non-construction Programs.
- \_\_\_\_\_ **CD-511.** Certification Regarding Lobbying
- \_\_\_\_\_ **Proposal cover sheet.** *(if required by announcement)*
  - Title of proposed project
  - Proposed duration of project
  - Type of project (i.e., grant or cooperative agreement)
  - Proposed funding over each year of the project (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)
  - Name and contact information for principal investigator and financial representative
  - If the project is intended to be administered under an existing NOAA Cooperative Institute, state which Institute will administer the award
- \_\_\_\_\_ **Proposal abstract/summary.** *(if required by announcement)*
- \_\_\_\_\_ **Project description.** Project description and appendices must follow format requirements (e.g., page limits) identified in funding announcement; NOAA partnerships are 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 announcement. Appendices must only include materials that directly support the main body of the proposal, such as support letters, principal investigator (PI) and co-PI resumes, references, lists of data sources, maps, and NEPA material as required in announcement.
- \_\_\_\_\_ **CD-512.** Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions and Lobbying. Applicants shall not submit this form with their application package; **this form must remain on file with the applicant only.**
- \_\_\_\_\_ **SF-LLL.** Disclosure of Lobbying Activities. This form is required only if lobbying activities are being reported; **otherwise, this form shall remain on file with the applicant only and not with the federal program office.**