

SDPI Community-Directed Grant Program FY 2016 Competitive Application Checklist

Part A: Get Ready to Apply

Step	1.0 Getting Ready to Apply – Important Reference Documents	Resources and Primary Contact	Completed?
	Work with your SDPI Team to gather and/or review the following.		
1.1	Review your FY 2010 and FY 2015 SDPI Community-Directed Funding Applications, if available.	Your program files Contact: Division of Diabetes	
1.2	Obtain a copy of the 2014 and 2015 Annual Diabetes Audit Reports from your local facility or ADC.	IHS Diabetes Audit Website ¹ Contact: Division of Diabetes	
1.3	Get a commitment from one of your Tribal or local organization leaders to be involved in SDPI work.	Project Narrative Template ² Contact: Division of Diabetes	
1.4	Obtain Tribal Resolution(s) and/or Letter(s) of Support.	FOA ³ Contact: DGM	
1.5	Make sure your program is current with Office of Management and Budget (OMB) A-133 required Financial Audit Reports (not applicable to IHS facilities).	Federal Audit Clearinghouse (FAC) ⁴ Contact: OMB/DGM	

Step	2.0 Getting Ready to Apply –Registration Information	Resources and Primary Contact	Completed?
	Register or confirm that necessary registrations are current.		
2.1	Either confirm or obtain a DUNS number for your organization.	Dun & Bradstreet ⁵ Contact: OMB/DGM	
2.2	Either confirm current, renew, or initiate registration on the System for Award Management (SAM).	SAM Website ⁶ Contact: DGM	
2.3	Either confirm current registration or register your organization with Grants.gov (not applicable to sub-grantees).	Grants.gov Organization Registration Webpage ⁷ Contact: DGM	
2.4	Make sure that the Authorized Organization Representative (AOR) for your organization has access to Grants.gov (not applicable to sub-grantees).	Grants.gov AOR Authorization Webpage ⁸ Contact: Division of Diabetes/DGM	

¹ IHS Diabetes Audit Website: <http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=resourcesAudit>

² Project Narrative Template:

http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/SDPICD_FY16_ProjNarr_Template.pdf

³ FOA: https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/FY16_SDPI_C-D_FOA_FINAL.pdf

⁴ Federal Audit Clearinghouse (FAC): <https://harvester.census.gov/facweb/>

⁵ Dun & Bradstreet: <http://fedgov.dnb.com/webform>

⁶ SAM Website: <https://www.sam.gov/portal/SAM/#1>

⁷ Grants.gov Organization Registration Webpage: <http://www.grants.gov/web/grants/applicants/organization-registration.html>

⁸ Grants.gov AOR Authorization Webpage: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>

Part B: Prepare Your Application

Step	3.0 Getting Ready to Apply – Key Application Materials Work with your SDPI Team to do the following activities.	Resources and Primary Contact	Completed?
3.1	Download and carefully read the entire Funding Opportunity Announcement (FOA).	FOA ⁹ Contact: Division of Diabetes/DGM	
3.2	Download the Application Package from Grants.gov, using the CFDA or FON Number (sub-grantees check with your primary grantee on this step).	Grants.gov Search Grants Webpage ¹⁰ Contact: Grants.gov/DGM	
3.3	Review resources on the Division of Diabetes FY 2016 Application Materials and Resources webpages.	Division of Diabetes Application Webpage ¹¹ Contact: Division of Diabetes	

Step	4.0 Preparing Your Application – Forms and Instructions Although all of the mandatory forms below must be completed within the Application Package, it may be helpful to have a copy of some forms outside of the package: <ul style="list-style-type: none"> • For planning or gathering information from others. • For sub-grantees who need copies of the forms outside of the Application Package, as they cannot submit their own packages directly to Grants.gov. 	Resources and Primary Contact	Completed?
4.1	Application for Federal Assistance (SF-424)	SF-424 ¹³ and Instructions ¹² Contact: DGM	
4.2	Budget Information for Non-Construction Programs (SF-424A)	SF-424A ¹⁴ and Instructions ¹² Contact: DGM	
4.3	Assurances for Non-Construction Programs (SF-424B)	SF-424B ¹⁵ and Instructions ¹² Contact: DGM	
4.4	Project/Performance Site Location(s)	Project/Performance Site Location(s) Form ¹⁶ and Instructions ¹² Contact: DGM	
4.5	Certification Regarding Lobbying (GG-Lobbying Form)	Lobbying Form ¹⁷ Contact: DGM	
4.6	Key Contacts Form	Key Contacts Form ¹⁸ and Instructions ¹² Contact: Division of Diabetes	
4.7	Faith Based Survey	Faith Based Survey Form and Instructions ¹⁹ Contact: DGM	
4.8	Disclosure of Lobbying Activities (SF-LLL)	SF-LLL and instructions ²⁰ Contact: DGM	

⁹ FOA: https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/FY16_SDPI_C-D_FOA_FINAL.pdf

¹⁰ Grants.gov Search Grants Webpage: <http://www.grants.gov/web/grants/search-grants.html>

¹¹ Division of Diabetes Application Webpage:
<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPIcommunityDirectedApp>

¹² Form Instructions: <http://www.grants.gov/web/grants/form-instructions.html>

¹³ SF-424: http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

¹⁴ SF-424A: <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

¹⁵ SF-424B: <http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

¹⁶ Project/Performance Site Location(s) form: http://apply07.grants.gov/apply/forms/sample/PerformanceSite_2_0-V2.0.pdf

¹⁷ Lobbying Form: http://apply07.grants.gov/apply/forms/sample/GG_LobbyingForm-V1.1.pdf

¹⁸ Key Contacts Form: http://apply07.grants.gov/apply/forms/sample/Key_Contacts-V1.0.pdf

¹⁹ Faith Based Survey Form: http://apply07.grants.gov/apply/forms/sample/FaithBased_SurveyOnEEO-V1.2.pdf

²⁰ SF-LLL: <https://www.whitehouse.gov/sites/default/files/omb/grants/sfillin.pdf>

Step	5.0 Preparing Your Application – Documents Complete, obtain, or prepare the following documents outside of your Application Package. Attach using the Other Attachments Form (unless otherwise specified). Sub-grantees: Submit documents per primary grantee specifications.	Resources and Primary Contact	Completed?
5.1	Project Narrative Template: Complete template and attach using “Project Narrative Attachment Form.”	Division of Diabetes Application Webpage ²¹ Contact: Division of Diabetes	
5.2	Budget Justification: In addition to SF 424A; Prepare according to instructions/sample in FOA.	FOA ²² Contact: Division of Diabetes/DGM	
5.3	Budget Line Items: In addition to SF 424A; Prepare according to instructions/sample in FOA.	FOA ²² Contact: Division of Diabetes/DGM	
5.4	IHS Annual Diabetes Audit Reports for 2014 and 2015: Obtain an electronic copy of reports from your local facility.	IHS Diabetes Audit Website ²³ Contact: Division of Diabetes	
5.5	Résumé or Biographical Sketch for Key Personnel: Gather documentation for all key personnel in your program. Key personnel may or may not be paid with SDPI funds.	FOA ²² / NIH Biographical Sketch Form ²⁴ Contact: Division of Diabetes	
5.6	Organizational Chart: Obtain or prepare. Written information that shows where your SDPI program fits into the larger organization will also be accepted.	FOA ²² Contact: Division of Diabetes/DGM	
5.7	IHS Current Indirect Cost (IDC) Rate Agreement: Obtain the current agreement for your organization. Required if requesting IDC.	Your program files Contact: DGM	
5.8	OMB A-133 required Financial Audit for FY 2014: Obtain electronic copy of documentation (not applicable to IHS facilities). Documentation can be one of the following: <ul style="list-style-type: none"> • E-mail confirmation from Federal Audit Clearinghouse (FAC) that financial audits were submitted; or • Face (cover) sheets from financial audit reports. These can be found on the FAC website. 	FAC Website ²⁵ Contact: DGM	
5.9	Tribal Resolution(s) and/or Letter(s) of Support: Obtain per FOA specifications.	FOA ²² Contact: Division of Diabetes/DGM	
5.10	501(c)(3) Certificate: If applicable, obtain and submit a copy of this certificate.	FOA ²² Contact: DGM	
5.11	Table of Contents: Prepare and submit	FOA ²² Contact: DGM	
5.12	Abstract: Prepare one-page document and submit.	FOA ²² Contact: DGM	

²¹Division of Diabetes Application Webpage:

<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPIcommunityDirectedApp>

²² FOA: https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/FY16_SDPI_C-D_FOA_FINAL.pdf

²³ Diabetes Audit: <http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=resourcesAudit>

²⁴ NIH Biographical Sketch Form: <http://grants.nih.gov/grants/funding/phs398/biosketch.pdf>

²⁵ FAC Website: <https://harvester.census.gov/facweb/>

Part C: Submit and Track Your Application

Step	6.0 Submit and Track Your Application – Electronically via Grants.gov – It is recommended that applicants submit their completed Application Package several weeks in advance of the Application Deadline Date in case there are technical problems and to allow time to revise as needed.	Resources and Primary Contact	Completed?
6.1	Ensure that all forms and documents are successfully completed or attached in your Application Package.	Grants.gov Applicant User Guide ²⁶ (p. 80) Contact: Grants.gov/DGM	
6.2	Print out and review your entire Application Package, including all completed forms and documents.	Grants.gov Applicant User Guide ²⁶ (p. 79) Contact: Grants.gov/DGM	
6.3	Submit your Application Package to Grants.gov.	Grants.gov Submission Webpage ²⁷ Contact: Grants.gov/DGM	
6.4	Revise and “Save and Submit” as needed until the Application Deadline Date has passed.	Contact: Grants.gov/DGM	
6.5	Note your application tracking number and track your submitted Application Package on Grants.gov.	Grants.gov Tracking Webpage ²⁸ Contact: Grants.gov/DGM	

²⁶ Grants.gov Applicant User Guide:

<http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf/ce754626-c2aa-44bc-b701-30a75bf428c8>

²⁷ Grants.gov Submission Webpage: <http://www.grants.gov/web/grants/applicants/apply-for-grants/step-3-submit-your-application-package.html>

²⁸ Grants.gov Tracking Webpage: <http://www.grants.gov/web/grants/applicants/apply-for-grants/step-4-track-my-application-package.html>