

2021 SDPI Application Checklist – Option 1

Submit all application materials by September 2, 2020

Last updated: July 2020

Due to the demands of the COVID-19 pandemic, there are two options for submitting the SDPI continuation application for 2021 (see below). This checklist is for Option 1.

1. **Option 1 – Submit all documents and forms by September 2, 2020 via GrantSolutions.**
2. **Option 2 – Submit in two parts:**
 - a. **By September 2, 2020:** Submit the SF-424 and a brief written statement of continuation via GrantSolutions.

AND

 - b. **By December 15, 2020:** Submit the remaining application documents in GrantSolutions as a grant note.

You may submit your program’s continuation application documents as soon as they are completed, even if that’s earlier than the dates noted above.

Part A: Get Ready to Apply

Step	1.0 Get Ready to Apply Work with your SDPI Team to complete the following.	Resources	Contact for Questions	Completed?
1.1	Carefully read all application instructions from the Division of Diabetes Treatment and Prevention (DDTP).	Instructions ¹	DDTP	
1.2	Review your 2020 (last year’s) SDPI Application, with particular attention to the Project Narrative.	Your program files or GrantSolutions ²	DDTP	
1.3	Obtain copies of the 2019 and 2020 Diabetes Audit Reports for your facility or community.	WebAudit ³ , local facility, or Area Diabetes Consultant (ADC) ⁴	DDTP	
1.4	Confirm commitment from your organization leader for continued involvement in SDPI work.	Project Narrative ⁵ , Part D	DDTP	

¹ Application Instructions:

https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/SDPIAppInstr21.pdf

² GrantSolutions: <https://home.grantsolutions.gov/home/>

³ WebAudit: <https://www.ihs.gov/diabetes/audit/>

⁴ ADC Directory: <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>

⁵ Project Narrative:

https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/SDPI21_ProjectNarrative.pdf

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Step	1.0 Get Ready to Apply Work with your SDPI Team to complete the following.	Resources	Contact for Questions	Completed?
1.5	Make sure your organization is current with OMB A-133 required Financial Audit Reports (not applicable to IHS facilities).	Instructions, local fiscal office Federal Audit Clearinghouse (FAC) ⁶	Division of Grants Management (DGM) ⁷	

Step	2.0 Get Ready to Apply Gather and Confirm Registration Information	Resources	Contact for Questions	Completed?
2.1	Dun & Bradstreet (D&B): Confirm your organization's registration is current and obtain the DUNS number.	D&B ⁸	Office of Management and Budget (OMB)/DGM	
2.2	System for Award Management (SAM): Confirm your organization's registration is current.	SAM ⁹	DGM	
2.3	GrantSolutions.gov: Make sure that the personnel assigned to submit the continuation application for your organization has access.	GrantSolutions ²	DGM	

Part B: Prepare Your Application

Step	3.0 Prepare Forms and Documents Complete all forms and prepare required documents. Submit or attach to your GrantSolutions Application Kit.	Resources	Contact for Questions	Completed?
3.1	IHS Division of Diabetes Project Narrative: Prepare using template provided.	SDPI Application webpage ¹⁰	DDTP	
3.2	SF-424A: Complete form in GrantSolutions.gov.	Sample SF-424A ¹¹	DGM	
3.3	SF-424: Complete form in GrantSolutions.gov.	Sample SF-424 ¹²	DGM	

⁶ FAC: <https://harvester.census.gov/facweb/>

⁷ DGM: <https://www.ihs.gov/dgm/>

⁸ D&B: <https://fedgov.dnb.com/webform/>

⁹ SAM: <https://www.sam.gov/SAM/>

¹⁰ SDPI Application: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/>

¹¹ SF-424A PDF: <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

¹² SF-424 PDF: https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

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3.4	SF-424B: Complete form in GrantSolutions.gov.	Sample SF-424B ¹³	DGM	
3.5	SF-LLL: Complete form in GrantSolutions.gov.	Sample SF-LLL ¹⁴	DGM	
3.6	IHS SDPI Outcomes System (SOS) Required Key Measure (RKM) Data Summary Report for 2020 Obtain a PDF copy of the report for your program.	SOS ¹⁵	DDTP	
3.7	IHS Budget Narrative: Prepare according to instructions.	Instructions ¹	DDTP/DGM	
3.8	IHS Budget Line Item: Prepare according to instructions.	Instructions	DDTP/DGM	
3.9	IHS Diabetes Audit Reports for 2019 and 2020: Obtain electronic copies of the report for your facility or community, if you have not already done so. See item 1.3.	WebAudit ³	DDTP	
3.10	IHS Certification Regarding Lobbying: Complete form in GrantSolutions.	Certification Form ¹⁶	DGM	
3.11	IHS Current Indirect Cost Rate Agreement: Obtain an electronic copy of the documentation for your organization.	Instructions ¹	DGM	
3.12	IHS Performance Site (1.4): Complete form in GrantSolutions.	Site Performance Form ¹⁷	DGM	
3.13	IHS Resumé for Key Personnel: Prepare documentation for each new individual not included in the 2020 application.	Self-prepared or Biographical Sketch Form ¹⁸	DDTP	
3.14	IHS Key Contacts Form: Complete with information for the Program Coordinator.	Key Contacts Form ¹⁹	DDTP	

¹³ SF-424B PDF: <https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

¹⁴ SF-LLL PDF: https://apply07.grants.gov/apply/forms/sample/SFLLL_1_2-V1.2.pdf

¹⁵ SOS: <https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/>

¹⁶ Certification Regarding Lobbying Form: https://apply07.grants.gov/apply/forms/sample/GG_LobbyingForm-V1.1.pdf

¹⁷ Site Performance Form: https://apply07.grants.gov/apply/forms/sample/PerformanceSite_2_0-V2.0.pdf

¹⁸ Biographical sketch Form: <https://grants.nih.gov/grants/funding/phs398/biosketch.pdf>

¹⁹ Key Contacts Form: http://apply07.grants.gov/apply/forms/sample/Key_Contacts-V1.0.pdf

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Step	3.0 Prepare Forms and Documents Complete all forms and prepare required documents. Submit or attach to your GrantSolutions Application Kit.	Resources	Contact for Questions	Completed?
3.15	IHS Other: Provide any other relevant application materials, including Financial Audit documents (see step 3.16 below) and submission of missing reports.	Varies	Varies	
3.16	OMB A-133 required Financial Audit for FY 2019: Obtain electronic copy of documentation.	FAC ⁶	OMB/DGM	

Part C: Submit Your Application

Step	4.0 Submit Your Application Electronically via GrantSolutions.gov	Resources	Contact for Questions	Completed?
4.1	Ensure that all forms and documents are successfully completed and uploaded and there are green checkmarks for all items in the Application Kit.	GrantSolutions ²	DDTP/DGM	
4.2	Review the entire Application Kit, including all completed forms and documents.	Instructions ¹	DDTP/DGM	
4.3	Submit the electronic Application Kit on GrantSolutions.	GrantSolutions	DGM	
4.4	If necessary, prepare and submit revisions requested by DGM, DDTP, or your ADC.	GrantSolutions SDPI application webpage ¹⁰	DDTP/DGM/ADC	