SDPI Grant Program
2022 Application Checklist: Preparation for Primary Grantees
Last Updated: June 2021

NOTE: This abbreviated checklist only includes items that can be worked on before the Notice of Funding Opportunity (NOFO) is available. Once the NOFO is available, visit the SDPI Application webpage[1] to find further information including the complete 2022 Application Checklist.

Step	1.0 Getting Ready to Apply –Registration Information Register or confirm that necessary registrations are current.	Resource	Completed?
1.1	**Data Universal Numbering System (DUNS) number**: Either confirm or obtain for your organization.	Dun & Bradstreet[2]	
1.2	**System for Award Management (SAM)**: Either confirm current, renew, or initiate registration.	SAM website[3]	
1.3	**Authorized Organization Representative (AOR)**: Make sure the organizational AOR has current access to Grants.gov.	Grants.gov AOR Authorization Webpage[4]	
1.4	**Grants.gov:** Either confirm current registration or register your organization.	Grants.gov Organization Registration Webpage[5]	

Step	2.0 Getting Ready to Apply – Important Documents Work with your SDPI Team to gather and/or review the following.	Resources and Primary Contact(s)	Completed?
2.1	Obtain a copy of your 2016 and 2021 SDPI Applications and Review Summaries from GrantSolutions, your program files, and/or your ADC.	GrantSolutions Contacts: Division of Diabetes[6], Area Diabetes Consultant (ADC)[7]	
2.2	Obtain a copy of the finalized 2020 and (DRAFT) 2021 Annual Diabetes Audit Reports from the WebAudit, your local facility staff, or your ADC.	IHS Diabetes Audit Website[8] Contact: Division of Diabetes, ADC	
2.3	Identify at least one organization administrator or Tribal leader (other than your Program Director) who has agreed to support your SDPI program efforts for 2022 and be prepared to briefly describe how they will be actively involved in your program.	COMING SOON: Project Narrative Template Contact: Division of Diabetes	
2.4	Begin gathering resumes or biographical sketches from members of your SDPI Team.	Self-prepared Contact: Division of Diabetes, ADC	
2.5	Begin process of obtaining Tribal Resolution(s) and/or Letter(s) of Support.	COMING SOON: NOFO Contact: Division of Grants Management (DGM)[9]	
2.6	Make sure your organization is current with Office of Management and Budget (OMB) A-133 required Financial Audit Reports (not applicable for IHS facilities).	Federal Audit Clearinghouse[10] Contact: OMB/DGM	

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[1] SDPI Application webpage: https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/
[2] D&B URL: http://fedgov.dnb.com/webform
[3] SAM URL: https://sam.gov/SAM/
[4] Grants.gov AOR Authorization URL: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html
[5] Grants.gov Registration URL: http://www.grants.gov/web/grants/applicants/organization-registration.html
[6] Division of Diabetes email: sdpi@ihs.gov
[7] ADC Directory: https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/
[8] Diabetes Audit URL: https://www.ihs.gov/diabetes/audit/
[9] DGM Grants Management Specialist contacts: https://www.ihs.gov/sdpi/sdpi-community-directed/sdpi-basics/tips-for-new-program-coordinators/#DGMCONCTACTINFO
[10] FAC URL: https://harvester.census.gov/facweb/