

# Special Diabetes Program for Indians (SDPI) Grant Program 2023 Application Process Checklist: Preparation for Primary Grantees

Last Updated: June 2022

**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](#)<sup>1</sup> to find further information, including the complete 2023 Application Process Checklist.

Step	1.0 Getting Ready to Apply –Registration Information. Register or confirm that necessary information is current.	Resource	Completed?
1.1	<b>System for Award Management (SAM):</b> Either confirm current, renew, or initiate registration.	<a href="#">SAM website</a> <sup>2</sup>	
1.2	<b>Unique Entity Identifier (UEI):</b> Obtain your UEI.	<a href="#">SDPI Training webpage</a> <sup>3</sup> (Organization Registration and SDPI webinar)	
1.3	<b>Authorized Organization Representative (AOR):</b> Make sure the organizational AOR has current access to Grants.gov.	<a href="#">Grants.gov AOR Authorization Webpage</a> <sup>4</sup>	
1.4	<b>Grants.gov:</b> Either confirm current registration or register your organization.	<a href="#">Grants.gov Organization Registration Webpage</a> <sup>5</sup>	

Step	2.0 Getting Ready to Apply – Important Documents. Work with your SDPI Team to gather and/or review the following below.	Resources and Primary Contact(s)	Completed?
2.1	Obtain a copy of your 2016 and 2022 SDPI Applications and Review Summaries from GrantSolutions, your program files, and/or your Area Diabetes Consultant (ADC).	<a href="#">GrantSolutions</a> <sup>6</sup> Contacts: <a href="#">Division of Diabetes</a> <sup>7</sup> , <a href="#">ADC</a> <sup>8</sup>	
2.2	Obtain a copy of the finalized 2021 and (DRAFT) 2022 Annual Diabetes Audit Reports from the WebAudit, your local facility staff, or your ADC.	<a href="#">IHS Diabetes Audit Website</a> <sup>9</sup> 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 2023 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 the process of obtaining Tribal Resolution(s) and/or Letter(s) of Support.	COMING SOON: NOFO Contact: <a href="#">Division of Grants Management (DGM)</a> <sup>10</sup>	
2.6	Make sure your organization is current with the Office of Management and Budget (OMB) A-133 required Financial Audit Reports (not applicable for IHS facilities).	<a href="#">Federal Audit Clearinghouse (FAC)</a> <sup>11</sup> Contact: DGM	

<sup>1</sup> SDPI Application webpage: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/>

<sup>2</sup> SAM URL: <https://sam.gov/SAM/>

<sup>3</sup> SDPI Recorded webinars: <https://www.ihs.gov/sdpi/sdpi-community-directed/sdpi-grant-training/#PREVRECSDPIWEBINARS>

<sup>4</sup> Grants.gov AOR Authorization URL: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

<sup>5</sup> Grants.gov Registration URL: <http://www.grants.gov/web/grants/applicants/organization-registration.html>

<sup>6</sup> GrantSolutions: <https://home.grantsolutions.gov/home/>

<sup>7</sup> Division of Diabetes SDPI Team email: [sdpi@ihs.gov](mailto:sdpi@ihs.gov)

<sup>8</sup> ADC Directory: <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>

<sup>9</sup> IHS Diabetes Audit URL: <https://www.ihs.gov/diabetes/audit/>

<sup>10</sup> DGM Grants Management Specialist contacts: <https://www.ihs.gov/sdpi/sdpi-community-directed/sdpi-basics/tips-for-new-program-coordinators/#DGMCONTACTINFO>

<sup>11</sup> FAC URL: <https://harvester.census.gov/facweb/>