

SDPI 2022 Grant Application Checklist

Part A: Get Ready to Apply

Step	1.0 Get Ready to Apply Work with your SDPI Team to complete the following.	Resources and Primary Requestor	Completed?
1.1	Review your 2021 SDPI Application (last year's), with particular attention to the Project Narrative.	Your program files or GrantSolutions ¹ Requested by IHS Division of Diabetes (DDTP)	
1.2	Obtain copies of the 2020 and 2021 Annual Diabetes Audit Reports for your local facility or community.	WebAudit ² , local facility, or ADC ³ Requested by DDTP	
1.3	Confirm commitment from your organization leader for continued involvement in SDPI work or identify a new leader to be involved.	Project Narrative, Part D (SDPI website) ⁴ Requested by DDTP	
1.4	Make sure your organization is current with OMB A-133 required Financial Audit Reports (not applicable to IHS facilities).	Local fiscal office Federal Audit Clearinghouse (FAC) Webpage ⁵ Requested by IHS Division of Grants Management (DGM)	

Step	2.0 Get Ready to Apply – Gather and Confirm Registration Information	Resources and Primary Requestor	Completed?
2.1	Confirm your organization's DUNS registration is current.	Dun & Bradstreet (D&B) Webpage ⁶ Requested by OMB/DGM	
2.2	Confirm your organization's SAM.gov registration is current.	System for Award Management (SAM) ⁷ Requested by DGM	
2.3	Identify someone in your program, Tribe, or clinic who can submit the application into GrantSolutions.gov.	GrantSolutions ¹ Requested by DGM	

¹ GrantSolutions: <https://home.grantsolutions.gov/home/>

² Diabetes Audit: <https://www.ihs.gov/diabetes/audit/>

³ ADC Directory: <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>

⁴ SDPI Application website: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/>

⁵ FAC: <https://harvester.census.gov/facweb/>

⁶ D&B: <https://fedgov.dnb.com/webform/>

⁷ SAM: <https://www.sam.gov/>

Part B: Prepare Your Application

Step	3.0 Prepare Your Application – Forms and Documents Complete all forms and/or prepare required documents.	Resources and Primary Requestor	Completed?
3.1	SF-424A: Complete form in GrantSolutions.gov.	SF-424A ⁸ (For reference or planning purposes only. Online form available in GrantSolutions amendment) Requested by DGM	
3.2	IHS Budget Narrative	Guidance below (pages 3-4) Requested by DDTP/DGM	
3.3	IHS Annual Diabetes Audit Reports for 2020 and 2021: Obtain electronic copies (PDF format) of the report for your local facility or community.	WebAudit ² Requested by DDTP	
3.4	IHS Division of Diabetes Project Narrative: Fillable template available. Alternatively, all required information from the template can be provided on a separate document.	SDPI website ⁴ Requested by DDTP	
3.5	IHS Current Indirect Cost Rate Agreement: Obtain an electronic copy of the documentation for your organization.	Guidance below (page 4) Requested by DGM	

Part C: Submit Your Application

Step	4.0 Submit Your Application – Electronically via GrantSolutions.gov Submit or attach forms or documents to your GrantSolutions amendment.	Resources and Primary Requestor	Completed?
4.1	Ensure that all forms and documents are successfully uploaded and there are green checkmarks for all items in the amendment.	GrantSolutions ¹ Requested by DDTP/DGM	
4.2	Review the amendment, including all completed forms and documents.	Instruction documents (SDPI website ⁴) Requested by the DDTP/DGM	
4.3	Submit the electronic amendment in GrantSolutions.	GrantSolutions ¹ Requested by DDTP/DGM	
4.4	Prepare and submit revisions as requested by the Division of Grants Management (DGM), DDTP, and/or your Area Diabetes Consultant (ADC).	GrantSolutions ¹ SDPI website ⁴ Requested by DDTP/DGM/ADC	

⁸ SF-424A PDF: <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

IHS Budget Narrative

The Budget Narrative provides additional explanation to support the information provided on the SF-424A (Budget Information for Non-Construction Programs). This narrative consists of two parts:

- 1) Budget Line Item Spreadsheet and
- 2) Budget Justification that provides a brief justification for each budget item, including why it is necessary and relevant to the proposed project and how it supports project objectives.

Each part should be a separate MS Word or Excel document that is no longer than seven pages for both parts. The list of budget categories and items below is provided to give you ideas about what you might include in your budget. You do not need to include all the categories and items below, and you may include others not listed. The budget is specific to your own program, objectives, and activities.

A. Personnel

For each position funded by the grant, including Program Coordinator and others as necessary, provide the information below. Include “in-kind” positions if applicable.

- Position name.
- Individual’s name or enter “To be named.”
- Brief description of role and/or responsibilities.
- Percentage of effort that will be devoted directly to this grant.
- Percentage of annual salary paid for by SDPI funds OR hourly rate and hours worked per year paid for by SDPI funds.

B. Fringe Benefits

List the fringe rate for each position included. DO NOT list a lump sum fringe benefit amount for all personnel.

C. Travel

Line items may include:

- Staff travel to meetings planned during budget period. Example: travel for two people, multiplied by two days, with two–three nights lodging.
- Staff travel for other project activities as necessary.
- Staff travel for supplemental training as needed to provide services related to goals and objectives of the grant, such as CME courses, IHS Regional Meetings, Training Institutes, etc.

D. Equipment

Include capital equipment items that exceed \$5,000.00.

E. Supplies

Line items may include:

- General office supplies.

- Supplies needed for activities related to the project, such as teaching materials and materials for recruitment or other community-based activities.
- Software purchases or upgrades and other computer supplies.
- File cabinets.

F. Contractual/Consultant

May include partners, collaborators, and/or technical assistance consultants you hire to help with project activities. Include direct costs and indirect costs for any subcontracts here.

G. Construction/Alterations and Renovations (A&R)

Major A&R exceeding \$250,000.00 is not allowable under this project without prior approval.

H. Other

Line items may include:

- Participant incentives – list all types of incentives and specify amount per item. See the [IHS Grant Programs Incentive Policy](#)⁹ for more information including restrictions.
- Marketing, advertising, and promotional items.
- Office equipment, including computers under \$5,000.00.
- Internet access.
- Medications and lab tests – be specific; list all medications and lab tests.
- Miscellaneous services: telephone, conference calls, computer support, shipping, copying, printing, and equipment maintenance.

I. Indirect Costs

Line item consists of facilities and administrative cost (include IDC agreement computation - see below regarding this requirement).

IHS Current Indirect Cost Agreement

Generally, indirect costs rates for IHS award recipients are negotiated with the [HHS Program Support Center Cost Allocation Services](#)¹⁰ or the [Department of the Interior Indirect Cost Negotiation Services](#)¹¹. OMB has granted a class deviation to allow agencies to allow grantees to continue to use currently approved indirect cost rates to recover indirect costs on federal awards. If your current indirect cost rate agreement will expire before the end of the 2022 budget period, please contact your GMS to request an extension of the current rate for one year. If your organization has questions regarding the indirect cost policy, contact your [Grants Management Specialist](#)¹².

⁹ IHS Grant Programs Incentive Policy URL:

https://www.ihs.gov/sites/dgm/themes/responsive2017/display_objects/documents/IHSCircularGrntIncentive.pdf

¹⁰ HHS PSC Cost Allocation Services: <https://rates.psc.gov/>

¹¹ DOI Indirect Cost Negotiation Services: <https://www.doi.gov/ibc/services/finance/indirect-cost-services>

¹² Grants Management Specialist: <https://www.ihs.gov/sdpi/sdpi-community-directed/sdpi-basics/tips-for-new-program-coordinators/#DGMCONTACTINFO>