

Appendix 2: FY 2020 SDPI Community-Directed Application Checklist

Part A: Get Ready to Apply

Step	1.0 Getting Ready to Apply Work with your SDPI Team to complete the following.	Resources and Primary Requestor	Completed?
1.1	Identify someone in your program, Tribe, or clinic who can submit the application into GrantSolutions.gov.	GrantSolutions ¹ Requested by DGM ²	
1.2	Carefully read all application instructions from the Division of Diabetes Treatment and Prevention (DDTP).	Instructions, SDPI website ³ Requested by DDTP/DGM	
1.3	Review your 2019 SDPI Application, with particular attention to the Project Narrative.	Your program files or GrantSolutions ⁴ Requested by DDTP	
1.4	Obtain copies of the 2018 and 2019 Diabetes Audit Reports for your facility or community.	WebAudit ⁵ , local facility, or ADC ⁶ Requested by DDTP	
1.5	Confirm commitment from your organization leader for continued involvement in SDPI work.	Project Narrative, Part D Requested by DDTP	
1.6	Make sure your organization is current with OMB A-133 required Financial Audit Reports (not applicable to IHS facilities).	Instruction documents, local fiscal office FAC Webpage ⁷ Requested by DGM	

Step	2.0 Getting Ready to Apply – Gather and Confirm Registration Information	Resources and Primary Requestor	Completed?
2.1	Confirm your organization’s DUNS registration is current.	D&B Webpage ⁸ Requested by OMB/DGM	
2.2	Confirm your organization’s SAM.gov registration is current.	System for Award Management ⁹ Requested by DGM ²	
2.3	Make sure that the personnel assigned to submit the continuation application for your organization has access to GrantSolutions.gov.	GrantSolutions ¹ Requested by DDTP/DGM	

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

² DGM: <https://www.ihs.gov/dgm/>

³ SDPI website - application: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/>

⁴ GrantSolutions: <https://home.grantsolutions.gov/home/>

⁵ Diabetes Audit: <https://www.ihs.gov/diabetes/audit/>

⁶ ADC Directory: <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>

⁷ FAC: <https://harvester.census.gov/facweb/>

⁸ D&B: <http://www.dnb.com/>

⁹ SAM: <https://www.sam.gov/> (requires use of Chrome, Firefox, or Safari internet browsers)

Part B: Prepare Your Application

Step	3.0 Preparing Your Application – Forms and Documents Complete all forms and/or prepare required documents. Submit or attach forms or documents to your GrantSolutions Application Kit.	Resources and Primary Requestor	Completed?
3.1	SF-424: Complete form in GrantSolutions.gov.	SF-424 ¹⁰ Requested by DGM ²	
3.2	SF-424A: Complete form in GrantSolutions.gov.	SF-424A ¹¹ Requested by DGM	
3.3	SF-424B: Complete form in GrantSolutions.gov.	SF-424B ¹² Requested by DGM	
3.4	SF-LLL: Complete form in GrantSolutions.gov.	SF-LLL ¹³ Requested by DGM	
3.5	IHS Budget Narrative: Prepare according to these instructions.	Instruction documents Requested by DDTP/DGM	
3.6	IHS Budget Line Item: Prepare according to these instructions.	Instruction documents Requested by DDTP/DGM	
3.7	IHS Diabetes Audit Reports for 2018 and 2019: Obtain electronic copies of the report for your facility or community.	WebAudit ⁵ Requested by DDTP	
3.8	IHS SDPI Outcomes System (SOS) Required Key Measure (RKM) Data Summary Report for 2019	SOS ¹⁴ Requested by DDTP	
3.9	IHS Division of Diabetes Project Narrative: Prepare using document provided.	SDPI website ³ Requested by DDTP	
3.10	IHS Key Contacts Form: Complete with information for the Program Coordinator.	Key Contacts Form ¹⁵ Requested by DDTP	
3.11	IHS Certification Regarding Lobbying: Complete form in GrantSolutions.	Certification Form ¹⁶ Requested by DGM	
3.12	IHS Performance Site (1.4): Complete form in GrantSolutions.	Site Performance Form ¹⁷ Requested by DGM	
3.13	IHS Current Indirect Cost Rate Agreement: Obtain an electronic copy of the documentation for your organization.	GrantSolutions Requested by DGM	
3.14	IHS Resumé for Key Personnel: Prepare documentation for each new individual not included in the 2019 application.	Self-prepared or Biographical Sketch Form ¹⁸ Requested by DDTP	

¹⁰ SF-424 PDF: https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

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

¹² SF-424B PDF: <https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

¹³ SF-LLL PDF: https://apply07.grants.gov/apply/forms/sample/SFLLL_1_2-V1.2.pdf

¹⁴ SOS: <https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/>

¹⁵ Key Contacts Form: http://apply07.grants.gov/apply/forms/sample/Key_Contacts-V1.0.pdf

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>

Step	3.0 Preparing Your Application – Forms and Documents Complete all forms and/or prepare required documents. Submit or attach forms or documents to your GrantSolutions Application Kit.	Resources and Primary Requestor	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	
3.16	OMB A-133 required Financial Audit for FY 2018: Obtain electronic copy of documentation.	FAC Website ⁷ Requested by DGM	

Part C: Submit Your Application

Step	4.0 Submit Your Application – Electronically via GrantSolutions.gov	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 Application Kit.	GrantSolutions ⁴ Requested by DDTP/DGM	
4.2	Review the entire Application Kit, including all completed forms and documents.	Instruction documents Requested by the DDTP/DGM	
4.3	Submit the electronic Application Kit on GrantSolutions.	GrantSolutions Requested by DDTP/DGM	
4.4	Prepare and submit revisions as requested by the Division of Grants Management (DGM), DDTP, or your Area Diabetes Consultant (ADC).	GrantSolutions.gov SDPI website ³ Requested by the DDTP/DGM/ADC	