

Checklist for Prescott Grant Application

(We understand that Grants.gov has certain fields where you must save certain files in order to proceed with application submission. Following your submission, we will be organizing application files according to the list below, so please keep this in mind when saving & submitting your files)

Federal Grant Forms (Individual PDFs)

- ☐ Application for Federal Assistance (SF-424)
- ☐ Budget Information, Non-Construction Programs (SF-424A)
- ☐ Assurances, Non-Construction Programs (SF-424B)
- ☐ Certifications Regarding Lobbying (CD-511)
- ☐ Disclosure of Lobbying Activities (SF-LLL) (if applicable)

Budget Information (Single Combined PDF)

- ☐ Budget narrative (no page limit)
- ☐ Budget table (no page limit)
- ☐ Negotiated Indirect Cost Rate Agreement (NICRA) *
- ☐ Equipment quotes*
- ☐ Position description

*Not required in your application, but will be required if selected for funding.

Proposal Narrative (Single Combined PDF)

- ☐ **Proposal Title page (1-page limit)**
- ☐ **Proposal Narrative (10-page limit)**

- ☐ Goals and Objectives
- ☐ Project Management
- ☐ Project Description
 - ☐ Project activities and how they relate to the project's goals and objectives
 - ☐ A list of the activities that will be conducted by identified personnel
 - ☐ Project milestones w/ specific activities timelines
 - ☐ Identify the outcomes, results, or products, and how they relate to the Prescott Grant Program goals and outreach/education efforts. See [NAAEE's Community Engagement Guidelines for Excellence](#) for tips on engagement of target audiences
 - ☐ If resubmission of previous unfunded Prescott Grant application, describe revisions as they pertain to prior Technical Review comments
- ☐ Describe need for Federal Assistance
- ☐ Identify Collaborators
- ☐ **Organizational Summary (3-page limit)**
 - ☐ See example on Prescott Grant website
 - ☐ Include maps, statistics, organization overview, size & capacity of facility
 - ☐ Explain your role in network & how you work w/partners
 - ☐ Provide financial overview
- ☐ **Data Sharing Plan (2-page limit)**
- ☐ **Statement of Diversity and Inclusion (2-page limit)**
 - ☐ Hiring practices & support of employees
 - ☐ Discrimination policy
 - ☐ Outreach and education to underrepresented groups in STEM
 - ☐ Current organizational inequities & efforts to improve
- ☐ **Appendices (15-page limit)**
- ☐ **Supporting Documentation (no page limit)**
 - ☐ Letter of Eligibility
 - ☐ Results of Previous Prescott Awards in the past 3 yrs
 - ☐ CVs or Resume (4-page limit per CV/Resume)

- ☐ Letters of Collaboration (project partners outside of organization acknowledging participation)
- ☐ Letters of Support (optional, 5-letter limit. AKA Letters of Recommendation)
- ☐ Cover letters for Permits, Parts Authorization Letters, IACUC Approvals, Complete Environmental Analyses

Application and Form Tips

Federal Grant Forms

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. UEI: <input type="text"/>	

This is the organization's
name that is registered
in Sam.gov

List Congressional Districts individually, do not write ALL. Click add attachment for multiple

Fill out a. Federal, b. Applicant, and g. TOTAL ONLY. Whole dollars, no cents

Choose either a or b. Check Intergovernmental Review (SPOC List) for your State

<https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>

Make sure the signature matches the person identified as the Authorized Representative

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant	* b. Program/Project
Attach an additional list of Program/Project Congressional Districts if needed.	
	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date:	* b. End Date:
18. Estimated Funding (\$):	
* a. Federal	
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", provide explanation and attach	
	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<input type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix:	* First Name:
Middle Name:	
* Last Name:	
Suffix:	
* Title:	
* Telephone Number:	Fax Number:
* Email:	
* Signature of Authorized Representative:	* Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.			\$	\$	\$	\$	\$
2.							
3.							
4.							
5.	Totals		\$	\$	\$	\$	\$

Only fill out Row 1.
Separate federal and
match amounts in
columns e and f

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
<div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> Separate and list federal and match in columns 1 and 2 </div>	Federal	Match			
a. Personnel	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
b. Fringe Benefits	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
c. Travel	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
d. Equipment	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
e. Supplies	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
f. Contractual	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
g. Construction	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
h. Other	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
j. Indirect Charges	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
7. Program Income	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.				
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)				

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal					
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)					

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT			
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)		
	(b)First	(c) Second	(e) Fourth
16.			
17.			
18.			
19.			
20. TOTAL (sum of lines 16 - 19)			

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

List match in (b) Applicant only

Estimate quarterly federal and match (non-federal) for 1 year

Leave Section E blank because there are no multi-year awards

List total Direct and Indirect

Form Tips

- SF424 #19. This program is eligible for coverage under E.O. 12372. Choose “a” or “b”. Please check ["Intergovernmental Review of Federal Programs \(SPOC List\)"](#) for your state's requirement.
- List of [Grants.gov Form Instructions](#).

Budget Tips

- All dollar amounts listed in your budget should be the **same** in the budget narrative, budget table, SF-424 and SF-424A.
- Budget table- provide a breakdown for a supplies budget of \$5,000 or more.
- 'Other' category- show how you estimated this cost regardless of the amount (e.g., you estimate \$1,000 for sample analyses, please show how you calculated that amount).
- The Authorized Representative must be the same person for **ALL** of the signed forms and should be the person that logs into the Grants.gov workspace. All form signatures will become the name listed on the Grants.gov workspace.
- If no fringe or indirect costs are budgeted, please provide a sentence stating that indirect costs are not needed and the reason why (e.g., “Indirect costs are not needed and will be covered by another part of our program”).
- **SAM.gov registration must be current when submitting the application.** You should ensure it remains current through September of the following year by proactively renewing your registration before it expires. If it expires at any point during the year, the renewal can take a lot longer and may delay receiving an award

Resources

[Prescott Cost-Share Calculator](#)

[Independent Sector](#)

[NFWF Indirect Cost Calculator](#)

[Budget Narrative Guidance for NOAA Grants](#)

[OMB Uniform Guidance at 2 CFR part 200, IV](#) to determine Cognizant Agency for individualized NICRA

NOAA NICRA contact Raishan Adams, Branch Chief and Grants Officer, raishan.adams@noaa.gov

Proposal Tips

- Example documents can be found at the bottom of the [Prescott FAQs page](#)
- [High Priority Pathogens List 2011](#)
- DO NOT include IRS documents regarding 501c3 status nor Stranding Agreement (the Eligibility Letter replaces your Stranding Agreement)

Registration Tips

- [System for Award Management \(SAM\)](#) required to do business with the U.S. government (**minimum** 10 days for full registration). SAM will issue a 12-character unique entity identifier (UEI) used to complete your full SAM registration and which serves as the official organization identifier in other federal systems
- [Grants.gov](#) required to submit grant applications through the federal-wide grant portal
- [eRA Commons](#) required to do business with NIH and some agency partners such as NOAA (4 weeks for full registration)

Resources

SAM.gov Help Desk

866-606-8220

<https://sam.gov/content/about/contact>

Grants.gov Help Desk

800-518-4726

support@grants.gov

eRA Commons Help Desk

866-504-9552 (Toll-free)

301-402-7469 (Phone)

<https://www.era.nih.gov/need-help>