Before Your Online Proposal Submission: A Submission Checklist
Note: This checklist complements the PSI as a resource tool. It should only be used by applicants who are submitting full proposals. All applicants should read the PSI before proposal submission.

Did you follow all instructions included in the PSI?
Did you proofread your final documents?
Did you remove all track changes?
Does your submission include the following documents?

Required Forms:
___ SF-424 (please see the PSI and www.grants.gov for specifics on completing the form)
___ SF-424A
___ SF-424B

Proposal:
___ Tale of Contents (not to exceed one (1) page in Microsoft Word) that includes a page-numbered contents page, including any attachments.

___ Executive Summary (not to exceed one (1) page in Microsoft Word) that includes:
    ___ the target country(ies),
    ___ name and contact information for the project's main point of contact,
    ___ a one-paragraph "statement of work" or synopsis of the program and its expected results,
    ___ a concise breakdown of the project's objectives and activities,
    ___ the total amount of funding requested and program length,
    ___ a brief statement on how the project is innovative, sustainable, and will have a demonstrated impact.

___ Proposal Narrative (not to exceed ten (10) pages in Microsoft Word) that addresses the specific criteria outlined in the solicitation, which may include:
    ___ an explanation of why the program meets the HRDF mandate,
    ___ demonstrated program planning,
    ___ multiplier effect and sustainability,
    ___ institution's record and capacity.

Budget:
___ Budget Narrative that includes an explanation/justification for each line item in the detailed budget spreadsheet, as well as the source and description of all cost-share offered.

___ Detailed Line-Item Budget that includes three (3) columns including DRL request, any cost sharing contribution, and total budget.

Attachments (not to exceed seven (7) pages total, preferably in Microsoft Word) that include the following in order:
___ Pages 1-2: Monitoring and Evaluation Plan, including at least one F Bureau indicator.
___ Page 3: Short bios of key program personnel.
___ Page 4: Timeline of the overall proposal.
___ Pages 5-7: Additional optional attachments.

Additional Information (if applicable):
___ Copy of a negotiated indirect cost rate agreement (NICRA)