

Appendix 2: FY 2013 SDPI Community-Directed Application Checklist

Part A: Get Ready to Apply

| Step | 1.0 Getting Ready to Apply – Important Documents Work with your SDPI Team to do the following activities. | Resources and Primary Requestor | Completed? |
|------|---|---|--------------------------|
| 1.1 | Make sure that you or someone in your program has access to GrantSolutions.gov. | GrantSolutions.gov ¹ Requested by DGM | <input type="checkbox"/> |
| 1.2 | Carefully read all application instructions from DDTP and DGM. | Instruction documents, DDTP webpage ² Requested by DDTP/DGM | <input type="checkbox"/> |
| 1.3 | Review your FY 2012 SDPI Funding Application, with particular attention to the Project Narrative. | Your program files Requested by DDTP | <input type="checkbox"/> |
| 1.4 | Review your FY 2011 Annual Progress Report. | Your program files Requested by DDTP | <input type="checkbox"/> |
| 1.5 | Obtain a copy of the 2012 Diabetes Audit Report for your facility or community (draft is okay). | DDTP Webpage ³ Requested by DDTP | <input type="checkbox"/> |
| 1.6 | Confirm commitment from your organization leader for continued involvement in SDPI work. | Instruction documents Requested by DDTP | <input type="checkbox"/> |
| 1.7 | Make sure your organization is current with OMB A-133 required Financial Audit Reports. | Instruction documents FAC Webpage ⁴ Requested by DGM | <input type="checkbox"/> |

| Step | 2.0 Getting Ready to Apply – Gather and Confirm Registration Information Gather and confirmation the necessary registration information. | Resources and Primary Requestor | Completed? |
|------|--|--|--------------------------|
| 2.1 | Either confirm or obtain a DUNS number for your organization. | DNB Webpage ⁵ Requested by OMB/DGM | <input type="checkbox"/> |
| 2.2 | Either confirm current registration or renew your organization's registration on the Central Contractor Registry (CCR). | CCR Webpage ⁶ Requested by DGM | <input type="checkbox"/> |
| 2.3 | Make sure that your Authorized Organization Representative (AOR) for your organization has access to GrantSolutions.gov | GrantSolutions.gov ⁷ Requested by DDTP/DGM | <input type="checkbox"/> |

¹ URL: <https://home.grantsolutions.gov/home/home/customer-support/getting-started/>

² URL:

<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPIcommunityDirectedApp>

³ URL: <http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=resourcesAudit>

⁴ URL: <http://harvester.census.gov/fac/>

⁵ URL: <http://fedgov.dnb.com/webform>

⁶ URL: <http://www.ccr.gov>

Part B: Prepare Your Application

| Step | 3.0 Preparing Your Application – Forms and Documents | Resources and Primary Requestor | Completed? |
|------|---|---|--------------------------|
| | Complete all forms and/or prepare required documents. Submit or attach forms or documents to your GrantSolutions.gov application kit. | | |
| 3.1 | Form SF-424: Complete form in GrantSolutions.gov. | Instructions for SF-424 ⁸ Requested by DGM | <input type="checkbox"/> |
| 3.2 | Form SF-424A: Complete form in GrantSolutions.gov. | Instructions for SF-424A ⁹ Requested by DGM | <input type="checkbox"/> |
| 3.3 | Form SF-424B: Complete form in GrantSolutions.gov. | Instructions for 424B ¹⁰ Requested by DGM | <input type="checkbox"/> |
| 3.4 | Grants.gov Lobbying Form: Complete form in GrantSolutions.gov. | GrantSolutions.gov ¹¹ Requested by DGM | <input type="checkbox"/> |
| 3.5 | Faith Based EEO Survey [optional]: Complete form in GrantSolutions.gov. | GrantSolutions.gov Requested by DGM | <input type="checkbox"/> |
| 3.6 | Disclosure of Lobbying Activities (SF-LLL) [optional]: Complete form in GrantSolutions.gov. | GrantSolutions.gov Requested by DGM | <input type="checkbox"/> |
| 3.7 | Indirect Cost Rate Documentation [optional]: Obtain an electronic copy of the documentation for your organization. | GrantSolutions.gov Requested by DGM | <input type="checkbox"/> |
| 3.8 | Project Narrative – Main Template: Prepare using template. | DDTP Webpage ¹² Requested by DDTP | <input type="checkbox"/> |
| 3.9 | Project Narrative - Best Practice(s) Templates: Prepare using template(s). | Best Practice Addendum ¹³ Requested by DDTP | <input type="checkbox"/> |
| 3.10 | Budget Narrative: Prepare according to instructions. | Instruction documents Requested by DDTP/DGM | <input type="checkbox"/> |
| 3.11 | 2012 Diabetes Audit Report: Obtain an electronic copy of the report for your facility or community (draft is okay). | DDTP Webpage Requested by DDTP | <input type="checkbox"/> |
| 3.12 | Biographical Sketches for NEW Key Personnel [if necessary]: Prepare documentation for each new individual not included in previous applications. | Instruction documents Requested by DDTP | <input type="checkbox"/> |

⁷ URL: <https://home.grantsolutions.gov/home/home/customer-support/getting-started/>

⁸ URL: <http://www.grants.gov/assets/SF424Instructions.pdf>

⁹ URL: <http://www.grants.gov/assets/InstructionsSF424A.pdf>

¹⁰ URL: <http://www.grants.gov/assets/InstructionsSF424B.pdf>

¹¹ URL: <https://home.grantsolutions.gov/home/>

¹² URL:

<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPIcommunityDirectedApp>

¹³ URL:

http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Tools/BestPractices/BP_2011_Table_RKM_50_8c.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.gov application kit. | Resources and Primary Requestor | Completed? |
|------|--|---|--------------------------|
| 3.13 | Key Contacts Form: Complete with information for your Program Coordinator. | DDTP Webpage ¹⁴ Requested by DDTP | <input type="checkbox"/> |
| 3.14 | OMB A-133 required Financial Audit for FY 2010: Obtain electronic copy of documentation. | FAC Website ¹⁵ Requested by DGM | <input type="checkbox"/> |

¹⁴URL: http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/Key_Contacts_V1.0_DDTP_508.pdf

¹⁵URL: <http://harvester.census.gov/fac/>

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 successfully uploaded and there are green checkmarks for all items in your application kit | GrantSolutions.gov ¹⁶ Requested by DDTP/DGM | <input type="checkbox"/> |
| 4.2 | Print out and review your entire application kit, including all completed forms and documents. | Instruction documents Requested by DDTP/DGM | <input type="checkbox"/> |
| 4.3 | Submit the electronic application kit on GrantSolutions.gov | GrantSolutions.gov Requested by DGM | <input type="checkbox"/> |
| 4.4 | Submit revisions as requested by the Division of Grants Management (DGM), the Division of Diabetes Treatment and Prevention (DDTP) or your Area Diabetes Consultant (ADC). | GrantSolutions.gov DDTP webpage ¹⁷ Requested by DDTP/DGM/ADC | <input type="checkbox"/> |

| Step | 5.0 Submit Your Application – Paper Application <u>After you have obtained a written waiver approval response from the Chief Grants Management Officer, you may submit a printed paper application directly to the Division of Grants Management (DGM). A waiver must be received prior to submitting a paper application.</u> | Resources | Completed? |
|------|---|---|--------------------------|
| 5.1 | Prepare your application package. | 1. Application Forms on DGM Webpage ¹⁸ and DDTP Webpage ¹⁹ 2. Part B of this checklist | <input type="checkbox"/> |
| 5.2 | Print out and review your entire application, including completed forms and documents. | Part B of this checklist | <input type="checkbox"/> |
| 5.3 | Submit your paper application to DGM. Include a copy of your approved waiver in the package with your paper application. It is very important that you adhere to the paper submission instructions and timelines that will be stated in your waiver approval response. | DGM Instructions provided on waiver approval response | <input type="checkbox"/> |

¹⁶ URL: <https://home.grantsolutions.gov/home/>

¹⁷ URL:

<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPIcommunityDirectedApp>

¹⁸ URL: http://www.ihs.gov/NonMedicalPrograms/gogp/index.cfm?module=gogp_forms

¹⁹ URL:

<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPIcommunityDirectedApp>