

## **Electronic Application Checklist**

*(Disclaimer Note: This checklist is provided for the sole purpose of assisting the applicant in the self review process prior to submission. Applicant should use the RFA as the instrument of instruction and the Application Guide to complete the application process. This checklist is NOT an official portion of the RFA and should in no way be considered a replacement for the Application Guide or instructions contained within the RFA.)*

Only electronic applications may be submitted to ORA/DFSR via Grants.gov unless indicated otherwise in the specific program Request for Applications (RFA). All applications submitted to ORA/DFSR must contain the applicable elements outlined in these guidelines. The following checklist has been prepared to assist in ensuring that the application is complete prior to submission:

Y\_\_ N\_\_ **Are you eligible to apply for this funding opportunity?**

Eligibility information for each funding opportunity is stated in Part III, Eligibility Information, of each RFA.

Y\_\_ N\_\_ **Has your institution properly registered with Grants.gov to enable you to submit an application?**

Those who wish to submit an application to ORA/DFSR should first contact their Authorized Representative (AR) to determine if the organization is prepared to submit applications through Grants.gov. See [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) for steps to preparing to submit applications through Grants.gov.

Y\_\_ N\_\_ **Have you followed the guidelines for filling out your electronic application provided in the SF 424 R&R application package on Grants.gov?**

Electronic applications should be prepared according to this guide and the specific program RFA. This guide is part of the corresponding electronic application package for the specific program to which you are applying.

Y\_\_ N\_\_ **Have all attachments been submitted in the portable document format (PDF)?**

ORA/DFSR will only accept PDF attachments.

Y\_\_ N\_\_ **Are all PDF documents numbered sequentially on each page of the attachment? Are all page limitations for a given attachment followed?**

Submitted proposals that do not meet these requirements for PDF attachments may not be reviewed.

Y\_\_ N\_\_ **Have all required fields for the SF 424 R&R Cover Sheet been completed?**

Y\_\_ N\_\_ **Have all required fields for the SF 424 R&R Project/Performance Site Location been completed (s)**

Y\_\_ N\_\_ **Have the fields describing project potential or actual environmental impact in the R&R Other Project Information been properly completed?**

Y\_\_ N\_\_ **Has the Project Summary PDF been attached?**

Y\_\_ N\_\_ **Has the Response to Previous Review been included as indicated in the RFA?**

Y\_\_ N\_\_ **Has the application been clearly and meaningfully revised and are the revisions briefly described?**

Y\_\_ N\_\_ **Are comments from the previous review addressed?**

Y\_\_ N\_\_ **Has the Project Narrative PDF been attached?**

Y\_\_ N\_\_ **Is the project fully described as relates to human/animal health?**

Y\_\_ N\_\_ **Has the Bibliography & References Cited PDF been attached (if required)?**

Y\_\_ N\_\_ **Are all references cited and are all citations referenced?**

Y\_\_ N\_\_ **Do all citations contain a title, the names of all authors, and are they in accepted journal format?**

Y\_\_ N\_\_ **Has the Facilities & Other Resources PDF been attached?**

Y\_\_ N\_\_ **Has a description of your facilities, sufficient to indicate that you will be able to carry out this project, been given?**

Y\_\_ N\_\_ **Has the Equipment PDF been attached?**

Y\_\_ N\_\_ **Is the description of your equipment sufficient to indicate that you will be able to carry out this project?**

- Y\_\_ N\_\_ **If submitting Collaborative Arrangements, has the PDF document been attached?**
- Y\_\_ N\_\_ **If submitting Appendices to Project Description, has the PDF been attached?**
- Y\_\_ N\_\_ **If submitting Letters of Support, has the PDF document been attached?**
- Y\_\_ N\_\_ **Has the biographical sketch (vitae) PDF for the PD, senior associate, and other key professional personnel been attached?**
- Y\_\_ N\_\_ **If required, has the current and pending support PDF for key personnel been attached?**
- Y\_\_ N\_\_ **Did you use the suggested Current and Pending Support Template?**
- Y\_\_ N\_\_ **Have all required R&R Budget fields been completed for each PD and co-PD?**
- Y\_\_ N\_\_ **Are annual and summary budgets included? For multi-institution applications, has a sub-award budget been included for each institution involved?**
- Y\_\_ N\_\_ **Have you clearly indicated funds requested to attend an annual meeting with FDA, if applicable?**
- Y\_\_ N\_\_ **Has the Budget Justification PDF been attached?**
- Y\_\_ N\_\_ **Are budget items itemized and individually justified?**
- Y\_\_ N\_\_ **For multi-institutional applications, has a sub-award budget justification been included for each institution involved?**
- Y\_\_ N\_\_ **Have you checked your application package for errors?**