

## Electronic Application Checklist

*(Disclaimer Note: This checklist is included 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 NIFA via Grants.gov unless indicated otherwise in the specific program Request for Applications (RFA). All applications submitted to NIFA 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:

- Are you eligible to apply for the funding offered in the RFA?**  
Eligibility information for each funding opportunity is stated in Part III, Eligibility Information, of each RFA.
  
- Has your institution properly registered with Grants.gov to enable you to submit an application?**  
Those who wish to submit an application to NIFA should first contact their Authorized Representative (AR) to determine if the organization is prepared to submit applications through Grants.gov. See [http://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.
  
- Are you applying to the correct funding opportunity associated with the RFA?**  
Field 1 of the NIFA Supplemental Information Form will pre-populate to indicate the program to which you are applying.
  
- Have you followed the guidelines for filling out your electronic application provided in the NIFA Grants.gov Application Guide, which is posted along with 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.
  
- Have all attachments been submitted in the portable document format (PDF)?**  
NIFA will only accept PDF attachments. See Part IV of the NIFA Grants.gov Application Guide.
  
- Do all submitted PDF documents have one (1) -inch margins and are typed or word processed using no type smaller than 12 point? 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 will not be reviewed.

- Did you use the “Check Package for Errors” feature (see section 1.8 of the NIFA Grants.gov Application Guide)?**
- Have all required components of the SF 424 Research and Related (R&R) Application Package posted under the funding opportunity on Grants.gov been completed?**
  - Mandatory Forms?
  - Optional Forms?

**SF 424 R&R Cover Sheet**

- Have all required fields (highlighted in yellow) been completed?

**SF 424 R&R Project/Performance Site Location(s)**

- Have all required fields (highlighted in yellow) been completed?

**R&R Other Project Information**

- Have the fields describing project potential or actual environmental impact been properly completed?

**Project Summary/Abstract**

- Has the Project Summary PDF been attached to this form in Field 7?
- Are the names and affiliated organizations of all Project Directors listed at the top of the page in addition to the title of the project?
- Has the project type: Research, Extension, Joint Research-Extension been listed?
- Does this section adhere to the format and page limitations?
- Did you use the suggested Project Summary/Abstract Template found at: [http://www.nifa.usda.gov/home/faq\\_apply.html#abstract?](http://www.nifa.usda.gov/home/faq_apply.html#abstract?)

**Project Narrative**

- Has the Project Narrative PDF been attached to this form in Field 8?
- Was a progress report included, if submitting a renewal?
- Is the project fully described?
- Does this section adhere to the format and page limitations?

**Bibliography & References Cited**

- Has the Bibliography & References Cited PDF been attached to this form in Field 9?
- Are all references cited and are all citations referenced?
- Do all citations contain a title, the names of all authors, and are they in accepted journal format?

**Facilities & Other Resources**

- Has the Facilities & Other Resources PDF been attached to this form in Field 10?
- Has a description of your facilities, sufficient to indicate that you will be able to carry out this project, been given?

**Equipment**

- Has the Equipment PDF been attached to this form in Field 11?
- Is the description of your equipment sufficient to indicate that you will be able to carry out this project?

#### Relevance Statement

- Has the Relevance Statement been attached to this form in Field 12?  
Maximum length three pages. Name the file "RELEVANCE [PD last name].pdf."

#### Appendices to Project Description

- Has the Appendices to Project Description PDF been attached to this form in Field 12?

#### Collaborative Arrangements

- Has the Collaborative Arrangements PDF been attached to this form in Field 12?

#### Scientific Peer Review Certification

- Has a certification letter, signed by the AR, been attached in Field 12?

### **R&R Senior/Key Person Profile**

#### Biographical Sketch

- Has the biographical sketch (vitae) PDF for the PD and each co-PD, senior associate, and other professional personnel been attached?

#### Current and Pending Support

- Has the current and pending support PDF for key personnel been attached?
- Have all current and pending projects been listed and summarized, **including this proposal?**
- Did you use the suggested Current and Pending Support Template found at: [http://www.nifa.usda.gov/home/faq\\_apply.html#current?](http://www.nifa.usda.gov/home/faq_apply.html#current?)

#### **R&R Personal Data** (voluntary)

- Have all fields been completed, except social security number?

#### **R&R Budget**

- Have all fields been completed for each PD and co-PD(s)?
- Are annual and summary budgets included? For multi-institution applications, has a subaward budget been included for each institution involved?

#### Budget Justification

- Has the Budget Justification PDF been attached to this form in Field K?
- Are budget items individually justified?
- For multi-institutional applications, has a subaward budget justification been included for each institution involved?
- For Joint Research-Extension projects is the budget broken down for the research and extension funds using the suggested form from the Regional IPM Center website?

**NIFA Supplemental Information Form**

- Has Field 1 been pre-populated?
- Does Field 2 indicate the Program Code Name and Program Code to which you are applying?

**Conflict of Interest List**

- Has the Conflict of Interest List PDF been attached to this form in Field 8?
- Has a Conflict of Interest List been provided for all individuals who have submitted a Biographical Sketch?
- Did you use the suggested Conflict of Interest Template found at:  
[http://www.nifa.usda.gov/home/faq\\_apply.html#coi?](http://www.nifa.usda.gov/home/faq_apply.html#coi?)
- Does the Conflict of Interest list include the four categories as appropriate?