

SDPI Community-Directed Grant Program  
FY 2016 Competitive Application Checklist

**Part A: Get Ready to Apply**

Step	1.0 Getting Ready to Apply – Important Reference Documents Work with your SDPI Team to gather and/or review the following.	Resources and Primary Contact	Completed?
1.1	Review your FY 2010 and FY 2015 SDPI Community-Directed Funding Applications, if available.	Your program files Contact: Division of Diabetes	<input type="checkbox"/>
1.2	Obtain a copy of the 2014 and 2015 Annual Diabetes Audit Reports from your local facility or ADC.	<a href="#">IHS Diabetes Audit Website</a> <sup>1</sup> Contact: Division of Diabetes	<input type="checkbox"/>
1.3	Get a commitment from one of your Tribal or local organization leaders to be involved in SDPI work.	<a href="#">Project Narrative Template</a> <sup>2</sup> Contact: Division of Diabetes	<input type="checkbox"/>
1.4	Obtain Tribal Resolution(s) and/or Letter(s) of Support.	<a href="#">FOA</a> <sup>3</sup> Contact: DGM	<input type="checkbox"/>
1.5	Make sure your program is current with Office of Management and Budget (OMB) A-133 required Financial Audit Reports (not applicable to IHS facilities).	<a href="#">Federal Audit Clearinghouse (FAC)</a> <sup>4</sup> Contact: OMB/DGM	<input type="checkbox"/>

Step	2.0 Getting Ready to Apply –Registration Information Register or confirm that necessary registrations are current.	Resources and Primary Contact	Completed?
2.1	Either confirm or obtain a DUNS number for your organization.	<a href="#">Dun &amp; Bradstreet</a> <sup>5</sup> Contact: OMB/DGM	<input type="checkbox"/>
2.2	Either confirm current, renew, or initiate registration on the System for Award Management (SAM).	<a href="#">SAM Website</a> <sup>6</sup> Contact: DGM	<input type="checkbox"/>
2.3	Either confirm current registration or register your organization with Grants.gov (not applicable to sub-grantees).	<a href="#">Grants.gov Organization Registration Webpage</a> <sup>7</sup> Contact: DGM	<input type="checkbox"/>
2.4	Make sure that the Authorized Organization Representative (AOR) for your organization has access to Grants.gov (not applicable to sub-grantees).	<a href="#">Grants.gov AOR Authorization Webpage</a> <sup>8</sup> Contact: Division of Diabetes/DGM	<input type="checkbox"/>

<sup>1</sup> IHS Diabetes Audit Website: <http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=resourcesAudit>

<sup>2</sup> Project Narrative Template:

[http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/SDPICD\\_FY16\\_ProjNarr\\_Template.pdf](http://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/SDPICD_FY16_ProjNarr_Template.pdf)

<sup>3</sup> FOA: [https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/FY16\\_SDPI\\_C-D\\_FOA\\_FINAL.pdf](https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/FY16_SDPI_C-D_FOA_FINAL.pdf)

<sup>4</sup> Federal Audit Clearinghouse (FAC): <https://harvester.census.gov/facweb/>

<sup>5</sup> Dun & Bradstreet: <http://fedgov.dnb.com/webform>

<sup>6</sup> SAM Website: <https://www.sam.gov/portal/SAM/#1>

<sup>7</sup> Grants.gov Organization Registration Webpage: <http://www.grants.gov/web/grants/applicants/organization-registration.html>

<sup>8</sup> Grants.gov AOR Authorization Webpage: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>

## Part B: Prepare Your Application

Step	3.0 Getting Ready to Apply – Key Application Materials Work with your SDPI Team to do the following activities.	Resources and Primary Contact	Completed?
3.1	Download and carefully read the <b>entire</b> Funding Opportunity Announcement (FOA).	<a href="#">FOA</a> <sup>9</sup> Contact: Division of Diabetes/DGM	<input type="checkbox"/>
3.2	Download the Application Package from Grants.gov, using the CFDA or FON Number (sub-grantees check with your primary grantee on this step).	<a href="#">Grants.gov Search Grants Webpage</a> <sup>10</sup> Contact: Grants.gov/DGM	<input type="checkbox"/>
3.3	Review resources on the Division of Diabetes FY 2016 Application Materials and Resources webpages.	<a href="#">Division of Diabetes Application Webpage</a> <sup>11</sup> Contact: Division of Diabetes	<input type="checkbox"/>

Step	4.0 Preparing Your Application – Forms and Instructions Although all of the mandatory forms below must be completed within the Application Package, it may be helpful to have a copy of some forms outside of the package: <ul style="list-style-type: none"> <li>For planning or gathering information from others.</li> <li>For sub-grantees who need copies of the forms outside of the Application Package, as they cannot submit their own packages directly to Grants.gov.</li> </ul>	Resources and Primary Contact	Completed?
4.1	Application for Federal Assistance (SF-424)	<a href="#">SF-424</a> <sup>13</sup> and <a href="#">Instructions</a> <sup>12</sup> Contact: DGM	<input type="checkbox"/>
4.2	Budget Information for Non-Construction Programs (SF-424A)	<a href="#">SF-424A</a> <sup>14</sup> and <a href="#">Instructions</a> <sup>12</sup> Contact: DGM	<input type="checkbox"/>
4.3	Assurances for Non-Construction Programs (SF-424B)	<a href="#">SF-424B</a> <sup>15</sup> and <a href="#">Instructions</a> <sup>12</sup> Contact: DGM	<input type="checkbox"/>
4.4	Project/Performance Site Location(s)	<a href="#">Project/Performance Site Location(s) Form</a> <sup>16</sup> and <a href="#">Instructions</a> <sup>12</sup> Contact: DGM	<input type="checkbox"/>
4.5	Certification Regarding Lobbying (GG-Lobbying Form)	<a href="#">Lobbying Form</a> <sup>17</sup> Contact: DGM	<input type="checkbox"/>
4.6	Key Contacts Form	<a href="#">Key Contacts Form</a> <sup>18</sup> and <a href="#">Instructions</a> <sup>12</sup> Contact: Division of Diabetes	<input type="checkbox"/>
4.7	Faith Based Survey	<a href="#">Faith Based Survey Form and Instructions</a> <sup>19</sup> Contact: DGM	<input type="checkbox"/>
4.8	Disclosure of Lobbying Activities (SF-LLL)	<a href="#">SF-LLL and instructions</a> <sup>20</sup> Contact: DGM	<input type="checkbox"/>

<sup>9</sup> FOA: [https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/FY16\\_SDPI\\_C-D\\_FOA\\_FINAL.pdf](https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/FY16_SDPI_C-D_FOA_FINAL.pdf)

<sup>10</sup> Grants.gov Search Grants Webpage: <http://www.grants.gov/web/grants/search-grants.html>

<sup>11</sup> Division of Diabetes Application Webpage:  
<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPIcommunityDirectedApp>

<sup>12</sup> Form Instructions: <http://www.grants.gov/web/grants/form-instructions.html>

<sup>13</sup> SF-424: [http://apply07.grants.gov/apply/forms/sample/SF424\\_2\\_1-V2.1.pdf](http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf)

<sup>14</sup> SF-424A: <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

<sup>15</sup> SF-424B: <http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

<sup>16</sup> Project/Performance Site Location(s) form: [http://apply07.grants.gov/apply/forms/sample/PerformanceSite\\_2\\_0-V2.0.pdf](http://apply07.grants.gov/apply/forms/sample/PerformanceSite_2_0-V2.0.pdf)

<sup>17</sup> Lobbying Form: [http://apply07.grants.gov/apply/forms/sample/GG\\_LobbyingForm-V1.1.pdf](http://apply07.grants.gov/apply/forms/sample/GG_LobbyingForm-V1.1.pdf)

<sup>18</sup> Key Contacts Form: [http://apply07.grants.gov/apply/forms/sample/Key\\_Contacts-V1.0.pdf](http://apply07.grants.gov/apply/forms/sample/Key_Contacts-V1.0.pdf)

<sup>19</sup> Faith Based Survey Form: [http://apply07.grants.gov/apply/forms/sample/FaithBased\\_SurveyOnEEO-V1.2.pdf](http://apply07.grants.gov/apply/forms/sample/FaithBased_SurveyOnEEO-V1.2.pdf)

<sup>20</sup> SF-LLL: <https://www.whitehouse.gov/sites/default/files/omb/grants/sflllin.pdf>

Step	<b>5.0 Preparing Your Application – Documents</b> Complete, obtain, or prepare the following documents outside of your Application Package. Attach using the Other Attachments Form (unless otherwise specified). <b>Sub-grantees:</b> Submit documents per primary grantee specifications.	Resources and Primary Contact	Completed?
5.1	<b>Project Narrative Template:</b> Complete template and attach using “Project Narrative Attachment Form.”	<a href="#">Division of Diabetes Application Webpage</a> <sup>21</sup> Contact: Division of Diabetes	<input type="checkbox"/>
5.2	<b>Budget Justification:</b> In addition to SF 424A; Prepare according to instructions/sample in FOA.	<a href="#">FOA</a> <sup>22</sup> Contact: Division of Diabetes/DGM	<input type="checkbox"/>
5.3	<b>Budget Line Items:</b> In addition to SF 424A; Prepare according to instructions/sample in FOA.	<a href="#">FOA</a> <sup>22</sup> Contact: Division of Diabetes/DGM	<input type="checkbox"/>
5.4	<b>IHS Annual Diabetes Audit Reports for 2014 and 2015:</b> Obtain an electronic copy of reports from your local facility.	<a href="#">IHS Diabetes Audit Website</a> <sup>23</sup> Contact: Division of Diabetes	<input type="checkbox"/>
5.5	<b>Résumé or Biographical Sketch for Key Personnel:</b> Gather documentation for all key personnel in your program. Key personnel may or may not be paid with SDPI funds.	<a href="#">FOA</a> <sup>22</sup> / <a href="#">NIH Biographical Sketch Form</a> <sup>24</sup> Contact: Division of Diabetes	<input type="checkbox"/>
5.6	<b>Organizational Chart:</b> Obtain or prepare. Written information that shows where your SDPI program fits into the larger organization will also be accepted.	<a href="#">FOA</a> <sup>22</sup> Contact: Division of Diabetes/DGM	<input type="checkbox"/>
5.7	<b>IHS Current Indirect Cost (IDC) Rate Agreement:</b> Obtain the current agreement for your organization. Required if requesting IDC.	Your program files Contact: DGM	<input type="checkbox"/>
5.8	<b>OMB A-133 required Financial Audit for FY 2014:</b> Obtain electronic copy of documentation (not applicable to IHS facilities). Documentation can be one of the following: <ul style="list-style-type: none"> <li>• E-mail confirmation from Federal Audit Clearinghouse (FAC) that financial audits were submitted; or</li> <li>• Face (cover) sheets from financial audit reports. These can be found on the FAC website.</li> </ul>	<a href="#">FAC Website</a> <sup>25</sup> Contact: DGM	<input type="checkbox"/>
5.9	<b>Tribal Resolution(s) and/or Letter(s) of Support:</b> Obtain per FOA specifications.	<a href="#">FOA</a> <sup>22</sup> Contact: Division of Diabetes/DGM	<input type="checkbox"/>
5.10	<b>501(c)(3) Certificate:</b> If applicable, obtain and submit a copy of this certificate.	<a href="#">FOA</a> <sup>22</sup> Contact: DGM	<input type="checkbox"/>
5.11	<b>Table of Contents:</b> Prepare and submit	<a href="#">FOA</a> <sup>22</sup> Contact: DGM	<input type="checkbox"/>
5.12	<b>Abstract:</b> Prepare one-page document and submit.	<a href="#">FOA</a> <sup>22</sup> Contact: DGM	<input type="checkbox"/>

<sup>21</sup>Division of Diabetes Application Webpage:

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

<sup>22</sup> FOA: [https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/FY16\\_SDPI\\_C-D\\_FOA\\_FINAL.pdf](https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Programs/SDPI/FY16_SDPI_C-D_FOA_FINAL.pdf)

<sup>23</sup> Diabetes Audit: <http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=resourcesAudit>

<sup>24</sup> NIH Biographical Sketch Form: <http://grants.nih.gov/grants/funding/phs398/biosketch.pdf>

<sup>25</sup> FAC Website: <https://harvester.census.gov/facweb/>

### Part C: Submit and Track Your Application

Step	<b>6.0 Submit and Track Your Application – Electronically via Grants.gov</b> – It is recommended that applicants submit their completed Application Package several weeks in advance of the Application Deadline Date in case there are technical problems and to allow time to revise as needed.	Resources and Primary Contact	Completed?
6.1	Ensure that all forms and documents are successfully completed or attached in your Application Package.	<a href="#">Grants.gov Applicant User Guide</a> <sup>26</sup> (p. 80) Contact: Grants.gov/DGM	<input type="checkbox"/>
6.2	Print out and review your entire Application Package, including all completed forms and documents.	<a href="#">Grants.gov Applicant User Guide</a> <sup>26</sup> (p. 79) Contact: Grants.gov/DGM	<input type="checkbox"/>
6.3	Submit your Application Package to Grants.gov.	<a href="#">Grants.gov Submission Webpage</a> <sup>27</sup> Contact: Grants.gov/DGM	<input type="checkbox"/>
6.4	Revise and “Save and Submit” as needed until the Application Deadline Date has passed.	Contact: Grants.gov/DGM	<input type="checkbox"/>
6.5	Note your application tracking number and track your submitted Application Package on Grants.gov.	<a href="#">Grants.gov Tracking Webpage</a> <sup>28</sup> Contact: Grants.gov/DGM	<input type="checkbox"/>

<sup>26</sup> Grants.gov Applicant User Guide:

<http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf/ce754626-c2aa-44bc-b701-30a75bf428c8>

<sup>27</sup> Grants.gov Submission Webpage: <http://www.grants.gov/web/grants/applicants/apply-for-grants/step-3-submit-your-application-package.html>

<sup>28</sup> Grants.gov Tracking Webpage: <http://www.grants.gov/web/grants/applicants/apply-for-grants/step-4-track-my-application-package.html>