⚞⚟ir Office of the Vice President for Research
Research Administration Services

NOAA PROPOSAL ROUTE/REVIEW/SUBMISSION CHECKLIST

December 12, 2022

Applications are submitted online through Grants.gov. Please add the RAS contract administrator and person who will submit the proposal, if different, to the Grants.gov Workspace as Participants. Ensure you upload the Workspace proposal Preview to KC for review.

Please read the Funding Announcement carefully to assure the proposal complies with the instructions.

Below is the standard checklist. Please note, your solicitation may require additional or different forms and/or information.

SF424 -Application for Federal Assistance

The numbers indicate fields on the form:
1. Type of Submission
2. Type of Application
8. Applicant Information
  b. EIN 04-2103594
  c. UEI Number E2NYLCDML6V1
  d. Address
  e. Organizational Unit - DLC
     Division Name - School
  f. Contact Information
9. Type of Applicant - O: Private Institution of Higher Education
14. Areas Effected by Project
15. Descriptive Title of Applicant's Project
16. Congressional Districts - MIT campus is MA-007
17. Proposal start date (a.) and end date (b.) - should match budget start date
18. Estimated funding - should match budget
19. State Review - Tick "Program is not covered by E.O. 12372"
20. Applicant Delinquent on any Federal Debt - Tick "No"
21. Certification - Tick "I AGREE"
   Authorized Representative information is filled out

Project Narrative Attachment Form

- There are varying requirements so confirm the narrative is compliant with announcement instructions and is a *flattened* PDF.
- Generally, this section will include:
    - Title page
    - Project synopsis - 1 page
    - Project narrative - usually 15 pages
    - Works cited (references)
    - Curriculum vitae (CV) for the PI and each co-PI
    - Data management plan
    - Letters of support, if required
    - NEPA questionnaire, if required

SF424A - Budget

- Complete per instructions in the announcement
- All years of proposal are reflected on the budget
- Budget falls within budget levels allowed in announcement and includes cost share at the required level.
- Refer to Instructions available at [Standard Form 424A - NOAA Office for Coastal Management](#) and follow any specific instructions listed in the solicitation.
- Includes federal and cost share dollars requested.
- Confirm cost sharing has been submitted and is sufficiently documented in KC.

Budget Narrative and Justification

- Be sure a budget narrative is uploaded, is compliant with announcement instructions, and is a flattened PDF.
- The justification should be consistent with the budget forms.
- Proposals responding to NOAA Sea Grant solicitations often require Sea Grant Form 90-4, available at https://omb.report/icr/202101-0648-004/ic/183781

CD511 - Certification Regarding Lobbying

- Fill in Authorized Organizational Representative name and contact information.
- Fill in the Project Title, confirm it is the same as on the SF424 and in KC.

SF424B - Assurances

- Fill in Authorized Organizational Representative name and contact information.
- Fill in the Project Title.