

Coastal Services Center Application Package Checklist for Grants and Cooperative Agreements

Proposal Package – Required Forms and Information

- _____ **SF-424**, Application for Federal Assistance (the correct form submitted should be the form revised in September 2003 that includes the DUNS block under question 5).
- _____ **Consistent budget information** (budget information presented in the body of the proposal must match budget outlined on Standard Forms 424 & 424A).
- _____ **Signed and approved indirect cost rate agreement** (required if indirect charges are included in the proposed budget).
- _____ **SF-424A**, Budget Information for Non-construction programs.
- _____ **SF-424B**, Assurances for Non-construction programs.
- _____ **CD-511**, Certification Regarding Debarment, Suspension and other Responsibility Matters; Drug-Free Workplace Requirements and Lobbying (the place of performance question must be answered on this form).
- _____ **CD-512**, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions and Lobbying (applicants should not submit this form with their application package; **this form should remain on file with the applicant only**).
- _____ **SF-LLL**, Disclosure of Lobbying Activities (required only if lobbying activities are being reported; **otherwise, this form should remain on file with the applicant only and not with the federal program office**).
- _____ **CD-346**, Applicant for Funding Assistance (required only from nonprofit or for-profit organizations; universities and state/local government agencies are not required to complete this form).
- _____ **Proposal** (project proposals must total no more than 10 pages double-spaced, 12-point font, and exclusive of appendices).
- _____ **Curriculum vita** (a vita must be submitted for all principal investigators).
- _____ **Official and principal investigator contact information** (phone, fax, & e-mail).

Items Suggested but Not Required

- _____ **Proposal abstract** (this abstract should be limited to one paragraph and should reference any project partners).
- _____ **Appendices** (optional, all appendices should be limited to materials that directly support the main body of the proposal, e.g., support letters, lists of data sources, and maps; all appendix material must be unbound).