

Application Checklist

Prior to submitting an application, use this checklist to ensure all required elements of the application are complete and adhere to the guidance provided in the Request for Applications (e.g., page limits, content, formatting). This completed checklist must be included with the application.

One Application PDF Containing:

- ☐ Completed Application Checklist
- ☐ Applicant Information Form, with Project Abstract (1 page maximum, 12-point standard font, 1" margins, double-spaced)
- ☐ Applicant Agreements Form, with Acknowledgement of Authorization
- ☐ Project Narrative, with responses to all specified sections (20 page maximum, 12-point standard font, 1" margins, double-spaced)
- ☐ Budget Narrative (no page limit, 12-point standard font, 1" margins, double-spaced)
- ☐ Appendix (10 page maximum), with supplemental materials applicant believes will enhance their application, such as:
 - ☐ Letters of Support (optional)
 - ☐ Metrics Table (required; may be embedded within narrative or included in the Appendix)
 - ☐ Logic model, tables, or graphics supporting the narrative (optional)
 - ☐ Citations list (required, 12-point standard font, 1" margins, may be single-spaced)
 - ☐ Letters of Commitment (required, if Consortium application)
 - ☐ Description of Consortium Partner Roles (required, if Consortium application; 3 page maximum, 12-point standard font, 1" margins, double-spaced)

One Excel File Containing:

- ☐ Budget Workbook (using the required 3-year budget template)