APPLICATION CHECKLIST

What an applicant must do:

☐ Acquire a Unique Entity Identifier (UEI) from [SAM.gov](SAM.gov)
☐ Review the Award Conditions for NCA Awards and the NCA Grants Application Resource page
☐ Review NCA guidance on conference approval, planning, reporting available at Conference Cost Prior Approval FAQs

Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that NCA determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements will neither proceed to peer review nor receive further consideration.

☐ Program Abstract

☐ Program Narrative

☐ Grant Proposal Budget Workbook

Additional Application Components

☐ Need Documentation (Core Services Only)

☐ Logic Model

☐ Timeline

☐ Resumes and Job Descriptions (if requesting personnel funding)

☐ Letters of Support (Program Development and Expanding Reach and Access only)

☐ Annual Program Budget

☐ Organizational Chart

☐ Indirect Cost Rate Agreement (if applicable)

☐ Audit (if applicable)