

Application Checklist for RFA Research Partnership Proposals

This application checklist does not address all relevant requirements of the RFA and should only be used as supplemental guidance. The application checklists' sole purpose is to help the applicant include all of the documentation requested by the Request for Applications. Incomplete applications packages will not be considered for award.

_____ **1. OMB Standard Form 424** – Application for Federal Assistance

_____ **2. OMB Standard Form 424-A** – Budget Information – Non-Construction Programs

_____ **3. Budget Narrative** – (suggested for inclusion)

_____ **4. OMB Standard Form 424-B** – Assurances, Non-Construction Programs

_____ **5. Written Narrative:**

a.) Title Page (suggested for inclusion - not included in 10 page max.)

b.) Written Narrative (required - 10 page maximum)

c.) Statement of Work (suggested for inclusion - not included in 10 page max.)

_____ **6. Appendix Containing Attachments** (Optional)

_____ **8. OMB Standard Form LLL** – Disclosure of Lobbying Activities

_____ **9. AD 1047** – Certification Regarding Debarment, Suspension, and Other Responsibility Matters-
Primary Covered Transactions

_____ **10. AD 1049** – Certification Regarding Drug-Free Workplace Requirements (Grants)
Alternative I – For Grantees Other Than Individuals

_____ **11. One Original Unbound Paper Copy** of the Proposal (Please sign in **BLUE** ink)

_____ **12. Two Unbound Paper Copies** of the Proposal

_____ **13. One Electronic Copy** of the Proposal on Diskette or Compact Disk