

Applicant Checklist for Climate Program Office FY24 NIDIS Tribal Drought Resilience with Inflation Reduction Act Support

Submitting LOIs

1. Carefully read the Information Sheet for the competition (can be found on the competition webpage).
2. LOIs are strongly encouraged but not required.
3. Check instructions for submission: Preference is via google form, but will also accept LOIs via email [FY24 CWD Tribal submission form](#) or britt.parker@noaa.gov
4. Check deadline for submission specified in the NOFO

LOI Checklist (length: 2 pages or less; .pdf or .doc)

- Tentative Project Title
- Name(s) and institution(s) of lead primary investigator and other primary investigators
- Approximate Cost of the Project
- Statement of the Problem/Societal Need
- Brief Summary of Work to be Completed (methodology, data sets needed, or collected)
- Relevance to the Competition

Submitting Full Proposals

1. Carefully read the Information Sheet for the competition (can be found on the competition webpage).
2. Proposals must be submitted online through the grants.gov portal by the deadline specified in the NOFO
3. For proposals with co-investigators from multiple agencies/institutions, each agency/institution that requires funding must submit their own application through Grants.gov according to the NOFO guidelines by the deadline specified in the NOFO.
4. Note full applications are limited to 35 pages, single spaced using 12 pt font with 1" margins on standard 8.5"x11" paper. For applications with 3 or more primary investigators the page limit is expanded to 40 pages.

Proposal Checklist:

- Check eligibility criteria and follow NOFO/Information Sheet instructions for submission
- Ensure your agency/institution is compliant with all SAM (System for Award Management) and UEI (unique entity identifier) requirements - do not wait until the last minute (page 17 of NOFO).
- Ensure your agency/institution is registered with grants.gov; this process can take from 3-4 days to 4 months - do not wait until the last minute.

Ensure the following components are included within the page limit; please see NOFO for required elements of each (starting on NOFO page 11)

Title Page (1 page; information on pg 13 of NOFO)

Abstract (1 page; information on pg 13 of NOFO)

Project Narrative including Associated Figures and References (up to 20 pages including figures and references; 25 pages for 3 or more PIs; information on pg 13 of NOFO)

Results from Prior Research for all Investigators (over last 3 years; information on pg 14 of NOFO)

Curriculum Vitaes/Resumes for all Investigators (information on pg 14 of NOFO)

Current and Pending Support for all Investigators (information on pg 14 of NOFO)

Data/Information Sharing Plan (up to 2 pages; information on pg 14 of the NOFO)

Statement of Diversity and Inclusion (information on pg 15 of the NOFO)

Budget Table (information on pg 15 of NOFO)

Budget Narrative (information on pg 15 of NOFO)

Indirect Cost Rate Agreement (required; not counted in page limit; information on pg 16 of NOFO)

Federal Budget Forms SF424, SF424A (required; not counted in page limit; information on pg 16 of NOFO)

Assurances- Non-Construction SF-424B (required if SAM not updated; not counted in page limit; information on pg 16 of NOFO)

Certification Regarding Lobbying CD-511 (required; not counted in page limit; information on pg 16 of NOFO)

Letters of Support (not required; not counted in page limit; information on pg 12 of NOFO)

Submit through grants.gov and consider downloading and checking all required documents once submitted.

NOTE for Multiple Applications for the Same Project:

- Title Page: all component institutions along with lead PI name, email and amount requested per year must appear on the title page of all applications that anticipate being funded under the same project
- Abstract: should be identical for all applications
- Project Narrative, Figures, and References: should be identical for all applications with clear statement of roles and responsibilities of all applicants
- Curriculum Vitae/Resumes for all Investigators: should be identical for all applications
- Results from Prior Research: should be identical for all applications
- Current and Pending Support: should be identical for all applications
- Data/Information Sharing Plan: should be identical for all applications
- Statement of Diversity and Inclusion: should be identical for all applications
- Budget Table: For multiple applications associated with the same project, the Lead Principal Investigator should include a table that displays the total budget for all partners. All partners, including the Lead Principal Investigator and any co-PIs from Federal Institutions, should include a separate budget for their portion of the project.
- Budget Narrative: For multiple applications associated with the same project, each application should include a budget narrative aligned with their individual portion of the budget.
- Federal Forms: SF424, SF424A, SF424B, CD511 required for all applicants and co-applicants.