CPO FY24 AdSci NOFO Checklist

*We advise that all first time applicants, in particular, should read carefully through the section of the AdSci NOFO that describes the key administrative requirements (beginning on page 19) with enough lead time to ensure that all of these components are set up prior to applying:

- ☐ Grants.gov registration (can take between 3 and 5 business days, but up to four weeks if steps are not completed correctly)
- ☐ Unique Entity Identifier (EEI)
- ☐ System for Award Management (SAM)- ensure that this is up to date

Letter of Intent (LOI) - Due via email by 11:59 Eastern Time on 12/26/2023
LOIs are strongly encouraged but not required. LOIs may be submitted by [form](#) or, only if unable to access a google form, by email, check the instructions specified in the AdSci NOFO and Information Sheet.

- ☐ 2 pages or less
- ☐ Full Competition Name
- ☐ Tentative Project Title
- ☐ Name(s) and institution(s) of lead primary investigator, other primary investigators, and key collaborators
- ☐ Email contact for the Lead Principal Investigator
- ☐ Statement of the challenge to be addressed by the work
- ☐ Brief Summary of work to be completed and methodology to be used
- ☐ Potential (unfunded) collaborator/partners and beneficiaries of the work
- ☐ Approximate cost of the project
- ☐ Time Frame (1 - 2 years)
- ☐ Relevance to the targeted Competition

Full Proposals - Must be submitted online by 11:59 Eastern Time on 03/20/2024
Please see the NOFO for the comprehensive summary of eligibility requirements and **detailed application requirements**. 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 Principal Investigators the page limit is expanded to 40 pages. Ensure the following components are included within the page limit and refer to pages 12-19 of the NOFO for detailed requirements (numbers track to the NOFO):

- ☐ 1.Title Page (1 page)
- ☐ 2. Abstract (1 page)
- ☐ 3. Results from Prior Research for all PIs and Co-PIs (2 pages)

☐ 4. Project Narrative (up to 20 pages including associated figures and references; 25 pages for 3 or more PIs)

☐ 5.Statement of Integration of Justice, Equity, Diversity and Inclusion (up to 2 pages)

☐ 6.Data/Information Sharing Plan (up to 2 pages)

☐ 7.Current and Pending Federal Support for each PI and CO-PI

☐ 8.Budget Table and Budget Narrative (submitted as a separate file labeled Budget and Budget Narrative; subawards should also provide this level of detail in additional budget tables and narratives)

☐ 9. Abbreviated vitae's for all PIs and Co-PIs

The following components are **required** but not included within the page limit and should be submitted as separate files):

☐ 11. Indirect Cost Rate Agreement (IDCRA)

☐ 12. Federal Budget Forms (

    ☐ SF424 and SF424A (required from sub awardees as well)

    ☐ Assurances- Non-Construction SF-424B

    ☐ Certification Regarding Lobbying CD-511

    ☐ Any additional mandated forms

The following component is optional, but encouraged where appropriate.

☐ 10. Letters of Support (optional- up to 10 letters will be considered)

NOTE for Multiple Applications for the Same Project: For proposals with co-investigators from multiple institutions, each non-federal institution that requires funding must submit their own application according to the NOFO guidelines by the deadline specified in the NOFO. However, some sections of the proposal should be identical for all co-applicants:

- **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
- **Results from Prior Research:** 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
- **Statement of Integration of Justice, Equity, Diversity and Inclusion:** should be identical for all applications
- **Data/Information Sharing Plan:** should be identical for all applications
- **Current and Pending Support:** 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, 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.
- **Vitaes:** should be identical for all applications.