FY25 NOFO Checklist

Letter of Intent (LOI) - Due <mark>09/18/2024</mark>
Please refer to the NOFO as the authoritative source of competition information. This checklist is meant to assist applicants in ensuring completeness of their submissions.

LOIs are strongly encouraged but not required. LOIs may be submitted through the preferred method found in the NOFO. The LOI should be no more than two pages in length and include the items listed below.

- ☐ Competition Name
- ☐ Tentative Project Title
- ☐ Name(s) and institution(s) of lead primary investigator, other primary investigators, and key collaborators
- ☐ Statement of the Problem
- ☐ Brief Summary of Work to be Completed (methodology, data sets needed or to be collected)
- ☐ Approximate Cost of the Project
- ☐ Time Frame (i.e., 1 - 3 years depending on Programmatic Requirements)
- ☐ Relevance to the targeted Competition

Full Proposals - Due <mark>12/09/2024</mark>
Please refer to the NOFO as the authoritative source of competition information. This checklist is meant to assist applicants in ensuring completeness of their submissions.

<mark>**Please note that NOAA has transitioned their grants management system from Grants Online to eRA Commons. This change requires updates to an organization's application submission process. Please reference the New Application Process guide on the NOFO announcement page of the CPO website to ensure the successful submission of your application.**</mark>

Eligible applicants are institutions of higher education, other nonprofits, commercial organizations, international organizations, and state, local and federally recognized tribal governments. Federal agencies or institutions are not eligible to receive Federal assistance under this notice. (See "special instructions for federal applicants" on the CPO website.)

- ☐ Check that your institution is registered in the eRA Commons system. Registering with eRA Commons is a one-time process. If your organization is already registered in Commons because they have applied for or received grants from NIH, they don't need to register again. Process can take multiple weeks, please do not wait until the last minute.

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. Ensure the following components are included within the page limit and refer to the NOFO for detailed requirements:

- ☐ Title Page (1 page)
- ☐ Abstract (1 page)
- ☐ Results from Prior Research for all PIs and Co-PIs (over last 3 years)
- ☐ Project Narrative (up to 20 pages including associated figures and references; 25 pages for 3 or more PIs)
- ☐ Vitaes for all PIs and Co-PIs
- ☐ Current and Pending Federal Support for all Investigators
- ☐ Data/Information Sharing Plan (up to 2 pages)
- ☐ Statement of Diversity and Inclusion
- ☐ Budget Table (itemized)
- ☐ Budget Narrative

The following components are required but not included within the page limit:

- ☐ Indirect Cost Rate Agreement
- ☐ Federal Budget Forms SF424 and SF424A (see NOFO for specific formatting requirements)
- ☐ SF-424B Assurances- Non-Construction (required only if not SAM not updated since Feb. 2, 2019)
- ☐ CD-511 Certification Regarding Lobbying
- ☐ Letters of Support (optional)

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 (see NOFO for additional details):

- **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
- **Results from Prior Research:** should be identical for all applications
- **Vitaes:** 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, 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 Budget Forms: The Federal Budget Forms (SF424, SF424A, SF424B, CD511) and other mandated forms should be completed by each institution.

Note for Subawardees: Subawardees should not submit a separate application. However, **subwards still need to submit to the lead PI** their own federal forms (SF424 and SF424a) and budget information and the lead PI will provide them with their funding. The subaward budgets should be incorporated into the Lead PI institution's overall budget.