Application Submission Checklist
Funding Opportunity Announcement (FOA) PS14-1403:
Capacity Building Assistance for High-Impact HIV Prevention

Within two weeks after the FOA is published (Due August 22, 2013)

Letter of Intent (recommended)   ☐

Before you apply:

Three registrations are required to submit an application on www.grants.gov. You are strongly encouraged to complete these registrations well in advance of your actual application submission.

1. Data Universal Number System (DUNS) number
2. Register with the System for Award Management (SAM) www.SAM.gov
3. Register your organization through www.grants.gov

The following items comprise your application and required attachments:
(Due October 2, 2013)

1. Table of Contents got entire submission (no page limit)   ☐
2. Project Abstract (maximum 2 paragraphs)   ☐
3. Project Narrative (maximum 18 pages)   ☐
   a) Background   ☐
   b) Approach   ☐
      i. Purpose   ☐
      ii. Outcomes   ☐
      iii. Program strategy   ☐
   c) Organizational Capacity of Applicants to Execute Approach   ☐
      i. Organizational Capacity Statement   ☐
      ii. Project Management   ☐
   d) Evaluation and Performance Measurement Plan   ☐
4. Work Plan (maximum 25 pages)   ☐
5. Budget Narrative   ☐
   a) Salaries and wages   ☐
   b) Fringe benefits   ☐
   c) Consultant costs   ☐
   d) Equipment   ☐
   e) Supplies   ☐
   f) Travel   ☐
   g) Other categories   ☐
   h) Contractual costs   ☐
   i) Total direct costs   ☐

        j)   Indirect costs   ☐

        k)   Total costs   ☐

6. Resumes/CVs of key staff inclusive of consultants   ☐

7. Documentation of proposed or existing collaborations   ☐

8. Organizational Chart(s) that identify location of proposed program   ☐

9. Non-Profit Organization IRS status forms, if applicable   ☐

10. Indirect Cost Rate, if applicable   ☐

11. CDC Assurances and Certifications   ☐

12. Evidence of the ability to implement a national program (e.g., articles of incorporation, board resolution, by-laws, or other forms of written evidence)

Please remember the funding opportunity announcement is your primary source for application submission requirements.