

## CHECKLIST OF ITEMS TO BE SUBMITTED

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*Please use the "Grants Requirements/Instructions" to fill out your Application Package. If you do, you will avoid many of the common causes for delays and problems with getting a grant.*

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Before you submit your Application Package, have you included each of the following items?

- 1. **Transmittal Letter**
- 2. **SF-424** "Application For Federal Assistance"
- 3. **SF424A** "Budget Information".
- 4. **SF 424B** "Assurances for Non-construction Grant Programs"
- 5. **Workplan** (including Milestones and Budget Chart).
- 6. **Itemized Object Class Category Budget Narrative.**
- 7. **SF LLL-A** Certification Regarding Lobbying
- 8. **SF LLL** - Disclosure of Lobbying Activities (if applicable).
- 9. **EPA Form #4700-4** Pre-award Compliance Review Report for Applicants Requesting Federal Financial Assistance
- 10. **Letters of Support.** If applicable
- 11. **Indirect Cost Rate Agreement or Proposal.** If Applicant will claim indirect costs.

Additional Informational to be Submitted If Applicable

- If you are submitting your application under the Federal Demonstration Project, please indicate it in block 11 of the Standard Form (SF) 424. (Not applicable for GLRI).
- If your project required an Environmental Impact Statement or Environmental Assessment, or both, please indicate it on a separate sheet of paper
- If your project involves human testing studies, please indicate it on a separate sheet of paper.
- If your project involves animal testing studies, please indicate it on a separate sheet of paper.