

## Sea Grant Funding Application Checklist

Preparing an application for a Sea Grant federal funding opportunity involves many details and parts. The National Sea Grant Office (NSGO) has compiled this checklist to assist applicants in preparing their applications.

This checklist is a courtesy, not a guarantee - applicants are responsible for all elements in a specific NOFO, even if not listed here.

- Carefully read the Notice of Funding Opportunity (NOFO) very carefully for requirements, lengths of components, required language, etc. If in doubt, reach out to the NSGO using the contact information provided.
  - If applicable, also read any specific guidance for a particular competition or special opportunity very carefully.
  - Failure to include required elements will result in rejection of a proposal without further review.
- Note all deadlines and work backward to ensure you, your partners, and your grants office have enough time to build and submit the application.
- Triple check your application for the following components, and always cross-check your application components with the NOFO language as well as any other special project guidance language:
  - Project narrative (read the NOFO and any additional guidance for specific lengths and other guiding information)
    - Best practice: track the format of the narrative components closely. It helps ensure the reviewer concludes you've included all the required information.
    - Note: Narratives that exceed set page limits will be truncated at the limit set by the NOFO.
  - Budget narrative
    - 90-4 budget detail
    - Narrative justification
  - NEPA questionnaire (required most of the time; check specific guidance)
    - Refer to resources provided by the NSGO if you have questions
  - Data management/sharing plan (required most of the time, check specific guidance; a statement clarifying that no environmental data will be collected is often required.)
  - SF-424
  - SF-424A
  - SF-424A, extra form B If applicable (not needed for projects less than two years in duration)
  - SF-424B assurances
  - CD-511
  - SF-LLL ( if applicable)
- Read the NOFO again to make sure you have followed all instructions.