

FSOP GRANT *checklist*

These requirements are based on the 2024 RFA. Please make sure you refer to the most current RFA. Find more information and templates on each item in the toolbox/templates page.

	TASK	DONE
01	Register on SAM.gov to obtain UEI (Unique Entity Identifier) number	☐
02	Have your EIN (Entity Identification Number from IRS)	☐
03	Register on Grants.gov	☐
04	Have Adobe Reader for changing documents to PDF's	☐
05	Locate the "Opportunity Package" on Grants.gov to see official info	☐
06	Have conversation with FSOP representative to ensure readiness	☐
07	Create Cover Letter for Proposal (attach in SF 424 section)	☐
08	Write Project Summary & convert to PDF (R&R Other Project Info)	☐
09	Write Project Narrative & convert to PDF (R&R Other Project Info)	☐
10	Create Resource/Bibliography Page (if needed) & convert to pdf	☐
11	Create Biographical Sketch for Program Director & convert to PDF	☐
12	Gather All Letters of Support and combine into 1 PDF	☐
13	Fill out Current & Pending Support document & convert to PDF	☐
14	Create Budget Narrative & convert to PDF	☐
15	Create Data Management Plan & convert to PDF	☐
16	Fill out Conflict of Interest List & convert to PDF	☐
17		☐
18		☐
19		☐
20		☐