

Appendix B: Omnibus Proposal Checklist

The following should be uploaded as separate files to Grants.gov:

1) SF 424. *This is the primary legal budgetary summary document for award, and must be signed by an authorized representative of your host institution. Submission of the proposal to grants.gov by the authorized representative constitutes a valid electronic signature.*

2) SF 424a

3) CD 511

4) Negotiated Indirect Cost Rate Agreement (NICRA) – prime recipient. *Please make sure that the NICRA you attach is current.*

5) Recipient's Fringe Rate:

Including what is included in the fringe benefit rate (if not specified in the NICRA)

6) Project Narrative (to include the following as one file):

- Table of Contents - listing each project title (optional year and federal/match funding amounts).

Program Management

- 90-2 (Sea Grant Project Summary Form)
- Proposal
 - Introduction
 - Accomplishments
- Organization, Staffing, and Management
 - Program Organization Chart
 - Oversight and Reporting Arrangements
 - Management Team
 - Advisory and Oversight Structure (Members of Advisory Boards/Councils)
- Management Objectives and Plans
- CV for PI

Program Development

- 90-2 (Sea Grant Project Summary Form)
- Proposal

Extension

- 90-2 (Sea Grant Project Summary Form)
- Proposal

Education

- 90-2 (Sea Grant Project Summary Form)
- Proposal

Communications

- 90-2 (Sea Grant Project Summary Form)
- Proposal

Research

- 90-2 (Sea Grant Project Summary Form)
- Copy of full project proposal

Future Competitive Applications

- See budget justification below

7) Budget Justification/Narrative (to include the following as one file):

- Table of Contents - listing each project number, project title, PI name, followed by each year and the federal/match funding amounts for each year
For example:

M/PM-14	Program Management		Garber, Kola
		Federal	Match
	Year 1	\$257,412	131,254
	Year 2	\$265,129	135,193
	Year 3	\$257,412	131,254
	Total	\$779,953	397,701

- Fringe Benefits Calculation
- For each project the following is needed:
 - Overall 90-4 (begin/end dates)
 - 90-4 for each year with start/end date
 - Followed by the corresponding budget justification for that year (Appendix D)

Program Management

- Overall 90-4 (Sea Grant Budget Form for the entire project with start/end date)
- 90-4 (Sea Grant Budget Form for each year with start/end date)
- Budget Justification (for each year)

Program Development

- Overall 90-4 (Sea Grant Budget Form for the entire project with start/end date)
- 90-4 (Sea Grant Budget Form for each year with start/end date)
- Budget Justification (for each year)

Extension

- Overall 90-4 (Sea Grant Budget Form for the entire project with start/end date)
- 90-4 (Sea Grant Budget Form for each year with start/end date)
- Budget Justification (for each year)

Education

- Overall 90-4 (Sea Grant Budget Form for the entire project with start/end date)
- 90-4 (Sea Grant Budget Form for each year with start/end date)
- Budget Justification (for each year)

Communications

- Overall 90-4 (Sea Grant Budget Form for the entire project with start/end date)
- 90-4 (Sea Grant Budget Form for each year with start/end date)
- Budget Justification (for each year)

Research

- Overall 90-4 (Sea Grant Budget Form for the entire project with start/end date)
- 90-4 (Sea Grant Budget Form for each year with start/end date)
- Budget Justification (for each year)

Future Competitive Applications

- Placeholder 90-4 for year funding year (Appendix E)