Application Checklist
[Insert solicitation title]

The [insert program office name] will conduct an initial screening for the items below. If any of these items listed below are missing, your application will not move forward in the peer review process.

[Below is an example of a list of required items. The checklist needs to be modified by the program office to include any item that will be reviewed during the BMR. The BMR checklist created by the peer review contractor and approved by the program office will need to reflect this form]

Eligibility
- Yes • No— Federally Recognized Tribe

The Federal Request is within Allowable Limits [insert dollar amount limit]:
- Yes   • No

The application contains:
- Yes • No—Statement of the Problem/Program
- Yes • No— Project Design and Implementation
- Yes • No—Capabilities/Competencies
- Yes • No—Budget Narrative
- Yes • No—Budget Detail Worksheet
- Yes • No—Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

Program Narrative/Abstract Format:
- Yes • No—Double-spaced
- Yes • No—12-point standard font
- Yes • No—1" standard margins
- Yes • No—Narrative is 30 pages or less

Other Required Components:
- Yes • No—Standard 424 Form
- Yes • No—DUNS number
- Yes • No—Program Narrative indicates application category
- Yes • No—Project Timeline
- Yes • No—Position Descriptions
- Yes • No—Letters of Support
- Yes • No—Certifications