

Summary of Required Forms and Files

Your application must include the mandatory documents in the following tables. **If forms identified as mandatory are not submitted with the application package by both the Prime applicant and sub-applicants, the application package will be considered non-responsive during the initial compliance review, will not be forwarded for merit review, and will be eliminated from further consideration.** For additional information, see **Section V – Application Review Information, Initial Review Criteria, and Application Award Eligibility.**

TABLE 1						
PRIME APPLICANT MANDATORY FORMS						
✓	#	Document Name	Mandatory? (Yes / No)	Form		
				Location	Submission Format	Submission Attached to:
	1	SF 424 Application for Federal Assistance (R&R)	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	2	Research and Related (R&R) Other Project Information	Yes	Grants.gov Workspace Tab, Forms Tab	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	3	Project Summary/Abstract	Yes	FOA – See Pages 21-22 for format	PDF	R&R Other Project Information form in Grants.gov Workspace Field 7 - Project Summary/Abstract
	4a & b	Project Narrative Cover Sheet and Narrative	Yes	FOA – See Pages 22-26 for format	PDF	R&R Other Project Information form in Grants.gov Workspace Field 8 – Project Narrative
	4c	Appendices				
		– Appendix 1	Yes			
		– Appendix 2	Yes			
		– Appendix 3	Yes			
		– Appendix 4	Yes			
		– Appendix 5	Yes			
		– Appendix 6	Yes			
	5a	Project Management Plan	Yes	FOA – See pages 26-30 for format	PDF	Research and Related (R&R) other Project Information form in Grants.gov Workspace Field 12 – Other Attachments
	5b	Collaboration Letters Including a brief scope of work and the related cost by year from the respective lab and/or site/complex. This, for example, could be broken out by the type of assistance to be given on a particular topic area and a cumulative cost roll-up of all topical research areas where collaboration may be provided.	Yes	Collaborating Partner	PDF	Research and Related (R&R) other Project Information form in Grants.gov Workspace Field 12 – Other Attachments
	6a	SF424 Research and Related Budget	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	6b	Budget Justification	Yes	Fedconnect.net Attachment A.	EXCEL	R&R Budget Form in Grants.gov Workspace Field L

TABLE 1						
PRIME APPLICANT MANDATORY FORMS						
				Form		
√	#	Document Name	Mandatory? (Yes / No)	Location	Submission Format	Submission Attached to:
	6c	Government Approved Indirect Rates and Allocations	Yes	From Cognizant Gov't agency	PDF	Research and Related (R&R) other Project Information form in Grants.gov Workspace Field 12 – Other Attachments
	7	R&R Subaward Budget Attachment(s) Form	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	PDF	This form is part of the Grants.gov Workspace Application Package
	8	Attachments Form	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	PDF	This form is part of the Grants.gov Workspace Application Package
	9	Financial Assistance Environmental Checklist (NEPA)	Yes – If selected for award	Fedconnect.net Attachment C Follow Environmental Checklist Guidance Instructions	PDF	Submission required during the negotiation process.
	10	Project/Performance Site Location(s)	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	11a	Certification Regarding Lobbying	Yes	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	11b	Disclosure of Lobbying Activities	Yes – If applicable	Grants.gov Workspace under Manage Workspace Tab, Forms Tab	Grants.gov Workspace format	This form is part of the Grants.gov Workspace Application Package
	12	Assurances for Non-Construction Programs	Yes	System for Award Management See FOA page 33, Section IV 12 - List of Assurances and Certifications for SAM instructions	SAM.gov format	SAM.gov NOTE: Will be checked by NNSA Grant Staff in SAM.gov during Compliance Review
	13a	Sub-Applicant Budget Evaluation	Yes – If selected for award	FOA – See page 34 for requirements	PDF	Submission required during the negotiation process.
	13b	Sub-Applicant Risk Assessment	Yes	FOA – See page 34 for requirements	PDF	Research and Related (R&R) other Project Information form in Grants.gov Workspace Field 12 – Other Attachments

Link for Fedconnect.net: <https://www.fedconnect.net/FedConnect/default.htm>

TABLE 2						
SUB-APPLICANT MANDATORY FORMS						
				Form		
√	#	Document Name	Mandatory? (Yes / No)	Location	Submission Format	Submission Attached to:
	1	SF 424 Application for Federal Assistance (R&R)	Yes	Grants.gov Forms R&R Family	PDF	ATTACHMENTS FORM in Grants.gov Workspace For each sub-applicant submit all required documents of items 1 and 7b as one single PDF document and attach to the Attachment(s) Form in Workspace
	7a	R&R Subaward Budget Form	Yes	Extracted from R&R Subaward Budget	PDF	R&R Subaward Budget Attachment(s) Form in

TABLE 2						
SUB-APPLICANT MANDATORY FORMS						
				Form		
✓	#	Document Name	Mandatory? (Yes / No)	Location	Submission Format	Submission Attached to:
				Attachment(s) Form from Grants.gov Workspace tab and emailed to subawardee to complete		Grants.gov Workspace.
		Budget Justification	Yes	Fedconnect.net Attachment A	EXCEL	Attach to the R&R Subaward Budget Form Field L
	7b	Certification Regarding Lobbying	Yes	Grants.gov Forms R&R Family	PDF	ATTACHMENTS FORM in Grants.gov Workspace For each sub-applicant submit all required documents of items 1 and 7b as one single PDF document and attach to the Attachment(s) Form in Workspace
		Disclosure of Lobbying Activities	Yes - If applicable	Grants.gov Forms R&R Family	PDF	
		Government Approved Indirect Rates and Allocations	Yes	From Cognizant Gov't agency	PDF	
	12	Assurances for Non- Construction Programs	Yes	System for Award Management See FOA page 33, Section IV 12 - List of Assurances and Certifications for SAM instructions	SAM.gov format	SAM.gov NOTE: Will be checked by NNSA Grant Staff in SAM.gov during Compliance Review

Link for Grants.gov: <https://www.grants.gov/web/grants/forms/r-r-family.html>