

Formatting instructions from NIFA's Grants.gov Guide:

- Attachments to an application should be a typed or word processed document using no type smaller than **12 point font** regardless of line spacing with at least **one-inch margins**. Each page of an attachment should be numbered sequentially

SCRI checklist for WSU as Lead institution

- Type of proposal – SREP, CAP, planning
- Biosketches for all Senior/Key Personnel from all institutions (2 page limit plus publications list)
- Current and Pending Support Forms for all Senior/Key Personnel from all institutions
- Conflict of Interest list for all Senior/Key Personnel from all institutions – Single document with each PI's list in alphabetical order
- Individual federal request budgets for all Senior/Key Personnel with subcontracts on Lead PI's sheet – confirm F&A rate used USDA 22% TC or WSU 51% MTDC
- Individual budget justifications for all Senior/Key Personnel at WSU
- R&R subcontract budgets from all subcontractors with budget justification and letter from authorized institutional official showing federal budget requested
- Copy of WSU's F&A agreement if we are not using the USDA rate (if we have significant subcontracts we always end up using ours)
- R&R Personal Data form from all PIs/Co-PIs
- Project/Performance Site Location information for all participants
- R&R Senior/Key Person Profile for all participants
- Project Summary/Abstract (250 word limit, use template) – is this a “long-term project” per RFA page 9?
- Response to SRS (1 page limit)
- Resubmission? Detailed Response to the Previous Review (5 page limit)
- Renewal? Progress Report is required (5 page limit)
- Executive Summary/Table of Contents (see page 29 for details, 5 page limit, see RFA pg 29)
- Logic Model as part of the executive summary (not *required* for Planning grants)
- Project Narrative (5 page limit for Introduction, 20 page limit total {or 15 for planning grants}, see page 30-31 for sections and organizational style)
- Bibliography & Reference Cited (full references with all authors, full title, etc.)
- Facilities & Other Resources from WSU and all subcontractors and collaborators in one document – grouped by institution
- Equipment from WSU and all subcontractors and collaborators in one document– grouped by institution
- Project Management Plan for CAP proposals (*optional* for SREP proposals)
- Organizational Chart/Timeline for CAP proposals (*optional* for SREP proposals)
- Key words (100 characters including spaces) from Lead PI