



federal grant checklist

1 MONTH TO DEADLINE

- Meet with project team
- Partner outreach
- Narrative outline

IMMEDIATE

- Thoroughly read the RFP as soon as it's released
- Register in SAM
- Register in grants.gov

3 WEEKS TO DEADLINE

- Draft budget
- Start narrative draft

2 WEEKS TO DEADLINE

- Complete narrative draft
- Review/edit budget
- Collect partner docs
- Set up grants.gov workspace

3-4 DAYS TO DEADLINE

- Review entire proposal in grants.gov

1 WEEK TO DEADLINE

- Review/edit narrative
- Complete forms in grants.gov workspace
- Review RFP again

2 DAYS TO DEADLINE

- Hit submit!



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CORE DOCUMENTS

- Narrative
- Budget Narrative
- Abstract

GRANTS.GOV FORMS

- Application for Federal Assistance (SF-424)
- Assurances (SF-424B or SF-424D)
- Budget Information (SF424A or SF424C)
- Disclosure of Lobbying Activities (SF-LLL)
- Project/Performance Site Locations

POTENTIAL ATTACHMENTS

- Logic model
- Resumes / job descriptions
- Organizational chart
- Human subjects research narrative
- Support letters
- Memorandum of understanding
- Matching funds documentation