USDA APHIS Tribal Nations Wild Cervid Chronic Wasting Disease Opportunities 2024 Proposal Checklist and Tips

Proposal Checklist

The proposal package must include the following:

☐ SF-424, "Application for Federal Assistance" – Completed when applying to the funding opportunity in ezFedGrants

☐ SF-424A, "Budget Information – Non-Construction Programs" that matches the submitted Financial Plan – Completed when applying to the Opportunity in ezFedGrants

☐ Certification Regarding Lobbying (for Federal Assistance greater than $100,000)

☐ SF-LLL, "Disclosure of Lobbying Activities" (for Federal Assistance greater than $100,000 when there are activities to disclose)

☐ Waiver or approval response letter from the State's Single Point of Contact (SPOC) if the applicant is in a state that is required to comply with Executive Order 12372, Intergovernmental Review of Federal Programs (See Section D.5 for additional information)

☐ Copy of the current, signed Negotiated Indirect Cost Rate Agreement, if indirect costs are being claimed.

☐ Tribal Wild Cervid Proposal Work Plan (See Appendix 3: Tribal Wild Cervid Proposal Work Plan Template)

☐ Tribal Wild Cervid Proposal Financial Plan (See Appendix 4: Tribal Wild Cervid Proposal Financial Plan Template)

☐ Letters of collaboration from additional contributors listed in the Work Plan

Please note, ezFedGrants attachments are limited to PDF files only (no digital signature or fillable PDFs) and the total size of all attachments cannot exceed 20mb.

Tips for Applicants

- **DO s**ubmit proposals early. **DO NOT WAIT UNTIL THE DAY OF THE PROPOSAL DEADLINE.**
- **DO** remember that the reviewer's job is to ensure Government's funds are well spent, with those proposals selected for funding providing the highest likelihood of tangible end products that control or prevent CWD.
- **DO** take some time to think out your proposal. A proposal that is well written and easy to follow will be well received by the review panel.
- **DO** clearly and concisely define the need or problem that this proposal is addressing. Be **SMART: S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime bound. **DO NOT** include why it is important to control CWD or general information on CWD.
- **DO** align your proposal with the priorities in the current year's opportunity announcement.
- **DO** provide sufficient detail for a reviewer to be convinced that you have thought out the process well, and understand the resources needed to complete the proposed tasks.
- **DO** be sure to include all APHIS resources your proposal will need to successfully complete the work.

- **DO** ask questions. We want to help you put submit the best proposal possible.

New Applicant Information

The applicant will be required to complete the application process by following the instructions below.

Register in SAM and Obtain a Unique Identifier (UEI) Number

Sam website

- Applicants must register and complete the Financial Assistance Certification Report in SAM.gov.
- A UEI number will automatically be assigned when a new entity is registered in SAM.gov. If your organization is already registered in SAM.gov, you have already been automatically assigned a UEI number and no additional actions are needed.

Apply for an eAuthentication Account

eAuthentication Website

- Applicants will be required to have a USDA Level 2 eAuthentication Account to register for ezFedGrants. USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. Please note that USDA will only accept eAuthentication Accounts from individuals (not organizations) and you will need to verify your identity when creating an account.
- An individual may apply for a USDA eAuthentication Account by visiting the Create an Account page. For help with eAuthentication accounts or passwords, please visit the eAuthentication help desk online portal at https://www.eauth.usda.gov/eauth/b/usda/helpdesk/requesthelp.

Getting Started in ezFedGrants

ezFedGrants Website

- Applicants will be required to establish an account in ezFedGrants which requires a USDA level 2 eAuthentication account (see section above for more information on this).
- ezFedGrants requires each applicant to have a minimum of at least one Grants Administrative Officer and one Signatory Official to successfully submit an application/proposal package.
- To complete an application for a proposal selected for funding, the applicant must access the "Search Opportunities" screen and search for the correct Opportunity Number.
- For help with ezFedGrants, applicants may contact the ezFedGrants help desk at ezFedGrants@cfo.usda.gov.