

# Grants.gov Checklist for Selected Forms from the SF 424 R&R form set

## SF424 R&R

**Contact information should be:**

ORA Contract Administrator's Name

3112 Lee Building College Park, MD 20742-5141 (Zip +4 is critical)

Phone 301-405-6269 Fax 301-314-9569

Email oraa@umd.edu

This is the same information that is used for the Assistant Director's contact information too.

**Item 4b – Agency Routing Number – assigned by the agency. Refer to the FOA.**

**SF424 R&R fields** reflect the following information:

**DUNS number**-790934285

**Entity Identification Number (EIN)**-52-6002033 (use 1520710851-A1 for DHHS, NIH, PHS, DoEd)

**Type of Applicant:** H: Public/State Controlled Institute of Higher Learning

**Authorized Representative:** Name of ORA Signing Official

**Item 11 -Title** – Should not exceed 81 characters including spaces. Do not use special characters

**Item 13 - Congressional District of Applicant:** MD-005

**Item 15 – Estimated Project Funding-**

**15a** should match the total from the budget form used

**15b-** Enter any Non-Federal funds requested.

**15c-**Enter Total Federal & Non-Federal Funds Requested.

**Certification – Provides a place to attach the SF LLL or other Explanatory Documentation of Assurances**

## Project/Performance Site Location(s)

**DUNS number** – 790934285

**Location #1:** Use the PI's lab/office with that zip+4

**Project/Performance Site Congressional District :** MD-005 (if on-campus)

If **more performance sites need to be listed**, click the NEXT SITE button. No attachments needed.

## R&R Other Project Information

**Human Subjects:** If pending or approved, use UM's assurance number IRB: 00005856

**Animals -** If pending or approved, use UM's assurance number IACUC: A3270-01

**Item 7 - Project Summary -** Summary of the project's proposed activity. Refer to Funding Opportunity for detailed instructions on format and content.

**Item 8 - Project Narrative -** Refer to Funding Opportunity for detailed instructions on format and content.

**Item 9 - Bibliography & References Cited –** Refer to Funding Opportunity for detailed instructions on format and content.

**Item 10 - Facilities & Other Resources –** Refer to Funding Opportunity for detailed instructions on format and content.

**Item 11 – Equipment -** Refer to Funding Opportunity for detailed instructions on format and content.

## R&R Key Personnel

**PI's information** – populated from the 424 R&R form

**Biosketch and Current and Pending-** Refer to Funding Opportunity for detailed instructions on format and content.

**Key Person Profile** – Ensure all mandatory fields have been completed, including Organization.

<b>Budget – 424 R&amp;R Budget</b>	
	<b>DUNS</b> – populated from 424 R&R
	<b>Budget Type</b> – Project
	<b>Start Date</b> – populated from 424 R&R
	<b>End Date</b> – enter end date for first budget period
	<b>Senior/Key Person</b> – PI name and role populated; all individuals from Senior/Key Person profile should have a line item entered for them.
	<b>Effort Months</b> - at least one column must be completed for each individual, must be greater than 0. If calendar months completed, no other column may be completed. A combination of Academic and Summer months may be used.
	<b>Tuition Remission</b> – should be entered in section F Other Direct Costs
	<b>Budget Justification</b> attach 1 budget justification for the entire project
	<b>Budget Periods 2-5</b> – complete as needed. All mandatory fields must be completed before the next budget period is available.
<b>424 R&amp;R Subaward budget attachment form</b>	
	Only sub-budgets extracted from this form may be attached. No other attachments are allowed on this form.
	Sub's budget justification must follow the same information as the UM 424 R&R budget, budget justification must be attached.
	<b>Budget Type</b> – subaward/consortium; DUNS required

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### SF 424

	<p><b>Application Information</b>            University of Maryland            3112 Lee Building College Park, MD 20742-5141 (Zip +4 is critical)</p>
	<p><b>Person to be contacted:</b>            Enter Contract Administrator's name            Phone 301-405-6269 Fax 301-314-9569            Email oraa@umd.edu</p>
	<p><b>Authorized Representative</b>            Name of ORAA signer            3112 Lee Building College Park, MD 20742-5141 (Zip +4 is critical)            Phone 301-405-6269 Fax 301-314-9569            Email oraa@umd.edu</p>
<b>Project Narrative Attachment</b>	
	Refer to Funding Opportunity for detailed instructions on format and content.
<b>Budget Narrative Attachment</b>	
	Refer to Funding Opportunity for detailed instructions on format and content.
<b>Budget Information</b>	
	Refer to Funding Opportunity for detailed instructions on format and content, some agencies require a unique use of this form which differs from the Grants.gov instructions delineated below.
	<p><b>Section A: Budget Summary</b> (total budget for year 1)            Complete field <b>1A</b> with part of title of project.            Complete <b>1E</b> with the total funds requested from sponsor for year 1.            Complete <b>1F</b> with the total funds non-federal (cost-share) funds for year 1.</p>
	<p><b>Section B: Budget Categories</b> (break down of year 1 budget)            Complete <b>first column</b> only with the funds requested for year 1 for each category.</p>
	<p><b>Section C: Non-Federal Resources</b>            If something was entered in to field 1F of Section A, complete line 8 of Section C with the source of the non-federal funding for year 1 of the budget.</p>
	<p><b>Section D: Forecasted Cash Needs</b>            Provide a general breakdown of the cash needs for each quarter of year 1. If cash needs will remain consistent, divide total year 1 costs by 4 and enter the quotient in each of the 4 cells.</p>
	<p><b>Section E: Budget Estimates of Federal Funds Needed for Balance of the Project</b>            Enter total federal request for First future funding period (year 2 of the budget) in Field 16b. Complete other years as needed.</p>
	<p><b>Section F: Other Budget Information</b>            Field <b>21</b> – enter the project's total direct charges            Field <b>22</b> – enter the project's total indirect charges and the indirect cost percentage.</p>