Sample Application Checklist

❏ **Program Abstract** (Attachment 1)

- Format
  - Limited to one page, 12-point font (Times Roman preferred)
  - One-inch margins around the page
  - May be single or double spaced (up to the applicant)
- Top of the page to include
  - Applicant's name
  - Title of the project
  - Category for the application
  - Total cost of the project and federal requested dollar amount
- Must include the following:
  - Goals of the project
  - Description of the strategies to be used
  - List of major deliverables (numbered 1, 2, 3, etc.)

❏ **Program Narrative** (Attachment 2)

- Format
  - 10-page limit with pages numbered "1 of 10," "2 of 10," etc.
  - Double spaced with 12-point font (Times Roman preferred)
  - One-inch margins around the page
- Must respond to the information requested in the solicitation
- Must be in the order provided in "Selection Criteria"
  - Statement of problem
  - Program design and implementation
  - Capabilities/competencies
  - Impact/outcomes, evaluation, and sustainment

❏ **Budget** (Attachment 3 – no page limit)

- Budget worksheet
- Detailed budget narrative
- Should be submitted as one file
- May be in a different format than available on OJP's Web site, but must adhere to the acceptable file formats listed on the solicitation

- ❑ **Project timeline and position descriptions** (Attachment 4)
    - ▪ Must include—
        - o Timeline for each project goal, related objective, and activity
        - o Expected completion date for each item listed
        - o Person/organization responsible for the items listed
    - ▪ Position descriptions for key personnel of the project
    - ▪ No specifications on format, page length, or style for this document
    - ▪ Should be submitted as one file
- ❑ **Letter of Assurances (For Category I only)** *(refer to page X of the solicitation)*
    - ▪ Letter addressed to the director
    - ▪ Signed by the chief executive officer of applying agency
    - ▪ Must verify the following:
        - o State of applicant has legislation regarding criminal laws for "intellectual property enforcement"
        - o Applicant's resource needs to enforce criminal violations of intellectual property crimes
        - o Plan to coordinate this funding with other federal funds available to the applicant

Complete all items in this checklist before submitting your application to OJP GMS or Grants.gov.