Saltonstall-Kennedy Application Checklist

☐ Am I eligible?

You are eligible to apply under the Saltonstall-Kennedy Grant Program if:

1. You are a citizen or national of the United States;
2. You are a citizen of the Northern Mariana Islands (NMI), being an individual who qualifies as such under section 8 of the Schedule on Transitional Matters attached to the constitution of the NMI;
3. You are a citizen of the Republic of the Marshall Islands, Republic of Palau, or the Federated States of Micronesia; or
4. You represent an entity that is a corporation, partnership, association, or other non-Federal entity, non-profit or otherwise (including Indian tribes), if such entity is a citizen of the United States or NMI

If your answer is "yes" to any of the above, you are eligible and can continue.

☐ Find the Saltonstall-Kennedy grant opportunity on www.Grants.gov

The FY15 SK Grant Funding Opportunity # is NOAA-NMFS-FHQ-2015-2004246

☐ Download the Application Package and Instructions

☐ Complete the registration process in Grants.gov

You will register as either an Individual or an Organization.

Individual:

An individual is an applicant who submits grant applications on their own behalf, not representing an organization, institution or government.

Individuals wishing to submit a grant application, using Grants.gov, are required to complete a one-time registration process. Neither a Data Universal Number System (DUNS) number nor the System for Award Management (SAM, formerly CCR) registration is necessary for Individual Registration.

Organization:

STEP 1: Obtain DUNS Number
Same day. If requested by phone (1-866-705-5711), DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet website at http://fedgov.dnb.com/webform. Click to View Exit Disclaimer to obtain the number.

STEP 2: Register with SAM (System for Award Management) www.SAM.gov
Three to five business days or up to two weeks. If you already have a TIN, your SAM registration will take 3-5 business days to process. If you are applying for an EIN please allow up to 2 weeks.

STEP 3: Grants.gov Username & Password
Same day. Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step.

STEP 4: AOR Authorization
*Same day. The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization.

NOTE: Registration takes approximately 3-5 business days; but allow 4 weeks to complete all steps.

☐ Complete and Submit the Application Package

What to Expect After Submitting an Application
When submitting a grant application package to Grants.gov, you will receive a confirmation screen as well as up to four emails from Grants.gov.

Submission Confirmation Screen
After you submit your grant application package, a confirmation screen will appear on your computer screen. This screen confirms that you have submitted an application to Grants.gov. This page also contains a tracking number for use while tracking the status of the submission as well as a "Track My Application" link, to use to see the progress of your submission.

Submission Receipt Email (with "Track My Application" link)
Within two business days after your application package has been received by the Grants.gov system, you will receive a submission receipt email which indicates that your submission has entered the Grants.gov system and is ready for validation.

This email also contains a tracking number for use while tracking the status of the submission as well as a "Track My Application" link, to use to see the progress of your submission

Submission Validation (or Rejection with Errors)
After you receive the submission receipt email, the next email you will receive will be a message validating or rejecting your submitted application package with errors. The Grants.gov system is designed to check for technical errors within the submitted application package. Grants.gov does not review application content for award determination.