

## **Instructions to Submit Your Saltonstall-Kennedy (S-K) Application to NOAA Fisheries**

**You must apply online through Grants.gov to submit your S-K application!**

- Go to [www.Grants.gov](http://www.Grants.gov) (recommended browser: Internet Explorer)
- Click “Applicants” tab and select “Apply for Grants”
- Click "Download a Grant Application Package"
- Enter the S-K Funding Opportunity Number:  
**NOAA-NMFS-FHQ-2013-2003834**
- The Funding Opportunities for the S-K Program are identified by Region.  
NE=Northeast, SE=Southeast, NW=Northwest, SW=Southwest,  
AK=Alaska, and PIR=Pacific Islands.

**Download the Application Package for the Region where the work on your  
project will be performed.**

- Select from two options:

1

**The Application Instructions** (contains the S-K Funding Opportunity)

2

**The Application Package**

- **Federal Forms**
  - SF-424- Application for Federal Assistance
  - SF-424A- Budget Information- Non-construction Programs
  - SF-424B- Assurances- Non-Construction Programs
  - CD-511- Certification Regarding Lobbying
  - SF-LLL- Disclosure of Lobbying Activities (if applicable)
- **Narratives**
  - Project Summary (limit 2 pages)
  - Project Narrative (limit 25 pages)
  - Budget Narrative
- **Other Attachments**

The following information is intended to supplement, not replace, the instructions provided in the S-K Funding Opportunity and the federal grant application forms. This information should help decrease common errors and confusion when submitting federal grant applications for the S-K Program.

### **Application Forms and Guidance for Narratives:**

- **Form SF-424 – Application for Federal Assistance**
  - Make sure this form reflects the full dollar value requested. Do not enter any non-federal contributions unless you will provide official matching funds.
  - Start dates are the first of the month and end dates are the last day of the month.
  - Your project should not exceed 24 months in length.
  - Please choose a short, descriptive name for your title. Do not use a generic name such as “SK project.”
  
- **Form SF-424A- Budget Information of Non-construction Programs**
  - It is particularly important to include an accurate and thorough budget. A complete budget consists of the SF-424A and a budget narrative.
  - Please enter whole dollar amounts on all forms.
  - If providing matching funds, breakdown both the federal funds and your matching share in separate columns in Section B of the form.
  - Detail on Object Class (specific cost) Categories:
    - a. Personnel: include salary, wage, rate and hours committed to project for each person by job title. Identify each individual by name and position, if possible.
    - b. Fringe Benefits: should be identified for each individual. Describe in detail if the rate is greater than 35 % of the associated salary.
    - c. Travel: all travel costs must be listed here. Provide a detailed breakdown of travel costs for trips over \$5,000 or 5 % of award. Include destination, duration, type of transportation, estimated cost, number of travelers, lodging, mileage rate and estimated number of miles, and per diem.
    - d. Equipment: equipment is any single piece of non-expendable, tangible personal property that costs \$5,000 or more per unit and has a useful life of more than one year. List each piece of equipment, the unit cost, number of units, and its purpose. Include a lease vs. purchase cost analysis. If there are no lease options available, then state that.
    - e. Supplies: a detailed, itemized explanation is required for total supplies costs over \$5,000 or 5% of the award. Purchases less than \$5,000 per item are considered by the federal government as supplies.
    - f. Contractual: list each contract or subgrant as a separate item. Provide a detailed cost breakdown and describe products/services to be provided by the contractor. Include a sole source justification, if applicable.
    - g. Construction: S-K funds are not to be used for construction projects, such as vessel construction from the ground up level. However, allowable costs for construction could include alterations, upgrades, and renovations to a vessel or a facility to

accommodate the workspace proposed for conducting a project objective. All other project-related construction costs should be contractual labor.

- h. Other: list items, cost, and justification for each expense.
- i. Total direct charges
- j. Indirect charges: The budget may include an amount for indirect costs if the applicant has an approved indirect cost rate agreement with the federal government. Indirect costs are essentially overhead costs for basic operational functions (e.g., lights, rent, water, and insurance) that are incurred for common or joint objectives and therefore cannot be identified specifically within a particular project. For this solicitation, the federal share of the indirect costs must not exceed the lesser of either the indirect costs the applicant would be entitled to if the negotiated federal indirect cost rate were used or 25 percent of the federal direct costs proposed. For those situations in which the use of the applicant's indirect cost rate would result in indirect costs greater than 25 percent of the federal direct costs, the difference may be counted as part of the non-federal share. If claiming indirect costs, please submit a copy of the current approved negotiated indirect cost agreement. If expired and/or under review, a copy of the transmittal letter that accompanied the indirect cost agreement application is requested.
- k. Totals of direct and indirect charges

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- **Budget Narrative:**

- All applications must have a detailed budget narrative explaining and justifying the expenditures by object class (cost) category.
- The budget narrative must accurately describe the budget breakdown of Section B (Budget Category) of the SF-424A form. For clarification and simplicity, it is best to discuss each expense in the order they appear on the SF424A. Include the dollar amounts and how they were derived.
- A spreadsheet detailing expenditures is useful to clarify the costs.
- Ensure that budget information is consistent on all federal forms, project narrative, budget narrative, and any other tables or spreadsheets.
- Double check your calculations!

- **Project Narrative:**

- Follow the guidance on proposal preparation in the S-K Funding Opportunity to ensure that all required information is included in your project narrative.
  - Project goals and objectives
  - Project impacts
  - Evaluation of project
  - Need for financial assistance
  - Federal, state, and local government activities and permits
  - Project work plan
  - Project management
  - Participation by others
  - Outreach and education
  - Milestone Chart

## **Example Budget Narrative**

### **Personnel (Federal Share), \$24,750**

John Doe, project manager, will provide 750 hours of work over the 12 months of the project period, at \$25/hr for overall project management, supervision, and reporting. Total: \$18,750

Alice Doe, marine resource scientist, will provide 300 hours of work over the 12 months of the project period, at \$20/hr for technical support, field work, and data management. Total: \$6000

### **Fringe Benefits (Federal Share), \$3,713**

The fringe benefit rate is 15% of salary. \$2,813 covers benefits for John Doe and \$900 for Alice Doe. Fringe benefits go toward FICA, medical and dental insurances, retirement and disability. Total: \$3,713

### **Travel (Federal), \$6,600**

Travel will be required for the project scientist to travel to and from the port sampling sites to collect data. Mileage will be charged at \$0.33/mile and total mileage (100 round trips) is estimated to be 20,000 miles for a total cost of \$6600.

### **Equipment (Federal) - none**

### **Supplies (Federal), \$5,100**

Purchase and use of expendable field and office supplies. Total: \$2,600

Measuring boards (\$100 x 20) = \$2,000

Scales = \$200

Baskets (\$25 x 4) = \$100

Printing supplies (for letters and reports) = \$300

A laptop computer will be purchased to record data in the field and analyze sampling data. Price for laptop is based on current market research. Total: \$2,500

### **Contractual (Federal), \$49,500**

Two contract personnel will be hired to enter data entry, at \$16.50/hr for approximately 1,500 hours each over the 12-month project period. Estimate of hours required is based on the agency's past experience with this work.

### **Other (Federal) - none**

### **Total Direct Charges: Federal: \$ 89,663**

### **Total Indirect Charges: Federal: \$21,300**

(see attached Negotiated Indirect Cost Rate Agreement)

### **Total Charges: Federal: \$ 110,963**