

## Section 5.5.4: Supplemental Documents

When compiling documents for the grant application, the grant program manager must review the solicitation and determine if additional documents are required. Frequently required documents include:

**Standard federal forms** (required for grants applications to the federal government). Standard Forms 424 (SF-424) Form Families represent the government-wide standard data sets and forms for grant application packages and are required for federal grants. Grants.gov has a [forms repository](#) of various forms required for specific federal grants; the grant solicitation will specify which forms must be completed and included in the grant application. Also, federal agencies post grant opportunities on Grants.gov; the [Workspace](#) module allows applicants to apply directly through the Grants.gov online portal. Required federal forms will be included in Workspace.

**Resumes/CV for key staff.** Many grant applications will require resumes or curriculum vitae (CV) for key staff administering the program (grant program manager, agency leader, etc.), principal investigators (researchers), or consultants who will contribute to the program (if the consultant is known).

**Position Description Qualifications (PDQs)** for staff or consultants that will be hired. If the proposed program will require hiring staff or contracting with a consultant, the grant program manager will be required to include PDQs setting forth the qualifications and requirements for the staff or consultants that will be hired.

**Letters of support.** Grant program managers may seek letters of support from key stakeholders or public officials to include with their grant applications. These letters describe the relationship between the applicant and the letter writer and explain how the applicant is qualified to manage the grant-funded program.

**Letters of commitment.** For grant applications that seeking funding for group or collaborative programs, each key partner must submit a letter of commitment to the program. The letter should include the role of the partner, the expertise of the partner and the work to be completed by the partner.

**Certification and Assurances.** Federal grants will require the applicant to include signed assurances forms stating the grantee will comply with specified federal laws and regulations (i.e., civil rights laws, labor laws, etc.). These assurances are terms and conditions of receiving the grant; the applicant signs the assurance to indicate the agency will comply with the terms and conditions. Some funders may require assurances to be submitted as part of the application; in other cases, the applicant will submit assurances as part of the award agreement. The grant program manager should carefully review the solicitation and guidelines to determine which assurances are required, when they must be completed and what, if any, supporting documentation is necessary.

**Single Audit.** Grant applications may require a Single Audit reporting statement, which demonstrates the agency has undergone the required audit per Uniform Guidance ([2 CFR 200 Subpart F](#)) Audit Requirements (if applicable).

**National Environmental Protection Act (NEPA) review.** Each federal agency will have guidelines for reviews required under the National Environmental Protection Act (NEPA), which requires agencies to assess any impact on the environment of a proposed program or project. The grant program manager

should review the guidelines to determine whether a NEPA review is required. If so, the grant program manager should follow the instructions to complete the NEPA requirement.

**Disclosure of lobbying activities.** Grants funded with government monies will require the applicant to disclose lobbying activities. The federal government has a standard form ([SF-LLL](#)) specific to this disclosure.

**Research-related requirements:**

**Institutional Review Board.** An applicant that proposes to carry any sort of research, including behavioral, that involves human must submit their proposal to an Institutional Review Board (IRB) for review. The IRB must review the proposal to ensure compliance with [45 CFR Part 46](#) (Protection of Human Subjects), which sets forth regulations for research involving human subjects. IRBs are usually based in research facilities, including universities, and must be [registered with the U.S. Department of Health and Human Services](#) (HHS). The grant program manager must include the IRB approval with the application.

**National Institute of Health (NIH) Office of Animal Laboratory Welfare (OLAW) Institutional Animal Care and Use Committee (IACUC).** Health Research Extension Act of 1985 (Public Law [99-158](#)) requires the NIH to develop [guidelines and policy for the humane care and use of laboratory animals](#). Researchers proposing to use animals in their research must complete an animal research proposal (OLAW includes a sample [animal research proposal template](#) on its website). This would be included in any grant applications seeking funding to support research with animal subjects.