

# 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:
    - 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 solicitation requested information
  - 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
  - Submit as one file
  - May be in a different format than available on OJP's website, but must adhere to the acceptable file formats listed on page 8 of this solicitation
- Project timeline and position descriptions** (Attachment 4)
  - Must include:
    - Timeline for each project goal, related objective, and activity
    - Expected completion date for each item listed
    - 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 9 of the solicitation*)
  - Letter addressed to the BJA Director
  - Signed by the Chief Executive Officer of applying agency
  - Must verify:
    - State of applicant has legislation regarding criminal laws for "intellectual property enforcement"
    - Applicant's resource needs to enforce criminal violations of intellectual property crimes
    - Plan to coordinate this funding with other federal funds available to the applicant

**Complete all items in checklist before submitting application to OJP GMS**