

Application Submission Checklist

Funding Opportunity Announcement (FOA) CDC-RFA-FT-23-0069
Center for Forecasting and Outbreak Analytics
Centers for Outbreak Analytics and Disease Modeling

Within 30 days after the FOA is published:

1. Letter of Intent (**required; must be emailed**)

Before you apply:

2. Register with the System for Award Management (SAM) www.SAM.gov
3. Create an Electronic Business Point of Contact (EBiz POC) on www.SAM.gov and obtain your UEI
4. Set up an account on www.Grants.gov and add a profile by adding your organization's UEI number
5. Request an application package at www.Grants.gov
6. Download the SF-424, Application for Federal Assistance, package associated with the funding opportunity at www.Grants.gov
7. Obtain pre-approval to submit a paper application (**optional, if needed**)
8. Register for the Informational Conference Call on May 22, 2023, at 1:00 PM EST https://cdc.zoomgov.com/webinar/register/WN_U9aiVnLZRVmT6eogsOC8rg

The following items comprise your application and required attachments:

- [CDC Risk Questionnaire](#), OMB Control Number 0920-1132 and required Documentation
- If needed, any Duplication of Efforts
- Table of Contents
- Project Abstract Summary
- Project Narrative
- Background
- Approach
 - Purpose
 - Outcomes
 - Strategies and Activities
 - Letter of support from implementing partner (*If applying to Optional Component 3 – Centers for Integration of Outbreak Analytics and Disease Modeling into Practice*)
- Collaborations
- Population(s) of Focus and Health Disparities
- Evaluation and Performance Measurement Plan
- Organizational Capacity of Applicants to Implement the Approach
 - Curriculum vitae for Key Personnel
- Work Plan
- Budget Narrative
- Data Management Plan

