

Review checklist for contract document SF-424A

- ☐ Use the most current SF-424A contract form found on grants.gov.
- ☐ Verify the dollar figures match those in the: state plan, budget narrative, and SF-424.
- ☐ Verify that all the dollar figures align throughout the SF-424A. The information on Page 1 aligns with Page 2. The costs on Page 2 are to equal the total amount entered on Page 1 cell 5(g). Page 3 is to reflect the expenses on Page 2. And page 3 is to include IDC rates in the "Remarks."
- ☐ Correctly identify "equipment" and/or "supplies."
 - ☐ Equipment: Personal property that has a lifespan of one year or more and a per-unit acquisition cost of \$5,000 or more.
 - ☐ Supplies: Personal property that is less than \$5,000 per-unit. Refer to CFR 200.94. In the budget narrative, you must include the cost of each, as appropriate, on page two of the SF-424A. Missing or incomplete information will result in the SF-424A being returned and revisions made. Possibly causing delays in the release of funds, including the RESEA State Plan being disqualified.
- ☐ Include detailed remarks on Page 3 regarding the Indirect Cost (IDC) numbers and percentages. Status of IDC agreement. And if your state is using 15-percent de minimis rate.
- ☐ If the current NICRA/CAP covers the period/portion of the award, this will be accepted. If the NICRA/CAP is renewed/updated, the state will have to provide a revised SF-424A, a budget narrative (if previously submitted) using a revised NICRA/CAP date.
- ☐ Missing or incomplete information will result in the SF-424A being returned and revisions made. Possibly causing delays in the release of funds, including the RESEA State Plan being disqualified.

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

Confirm you are using the current SF-424A via grants.gov

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. RESEA FY25	17.225	\$	\$	\$ REQUIRED	\$	\$ REQUIRED
2.						
3.						
4.						
5. Totals		\$	\$	\$ REQUIRED	\$	\$ REQUIRED

1(e): Enter the amount the state is requesting to operate the RESEA program. The amount **cannot** exceed the amount identified in the Operating Guidance.

1(g): Verify total matches cell 1(e) and the amount entered on the RESEA State Plan Element 5(a).

5(e): Verify total matches cell 1(e).

5(g): Verify total matches cell 1(g).

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	(1) RESEA FY25 REQUIRED	(2) GRANT PROGRAM, FUNCTION OR ACTIVITY	(3)	(4)	Total (5) REQUIRED
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

Verify information in column 5 reflects information provided in column 1(a) through (k).

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program

(b) Applicant

(c) State

(d) Other Sources

(e)TOTALS

8.	RESEA FY25	\$		\$		\$		\$	
9.									
10.									
11.									
12. TOTAL (sum of lines 8-11)		\$		\$		\$		\$	

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$		\$		\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$		\$		\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program

FUTURE FUNDING PERIODS (YEARS)

(b)First

(c) Second

(d) Third

(e) Fourth

16.		\$		\$		\$		\$	
17.									
18.									
19.									
20. TOTAL (sum of lines 16 - 19)		\$		\$		\$		\$	

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

Note the IDC rate in the "Remarks" section. The IDC can be found in the current NICRA/CAP agreement.

Notes

SF-424A- The information on page 1 should be used to complete page 2. Page 2 is the break down of cost and must equal the total amount entered on page 1 cell 5(g). Page 3 is to reflect the breakdown of expenses from page 2. Don't forget to include remarks if your state is using 15-percent de minimis rate.

Please note, on Section B, Budget Categories, information will be **entered in column (1) only**. The RESEA grant award is one lump sum, not quarterly.

Definitions:

Equipment: Personal property that has a lifespan of one year or more and a per-unit acquisition cost of \$5,000 or more. MUST equal \$5,000 or more.

Supplies: Personal property that is less than \$5,000 per-unit. Refer to CFR 200.94. MUST be less than \$5,000.

When identifying “equipment” and/or “supplies” in the budget narrative, you must include the cost of each, as appropriate, on page two of the SF-424A. Missing or incomplete information will result in the SF-424A being returned and revisions made. **Possibly causing delays in the release of funds, including the RESEA State Plan being disqualified.**

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