

SDPI 2025 Grant Application Checklist

Part A: Get Ready to Apply

Step	1.0 Get Ready to Apply Work with your SDPI Team to complete the following.	Resources and Primary Requestor	Completed?
1.1	Review your 2024 SDPI Application (last year's), with particular attention to the Project Narrative.	Your program files or GrantSolutions ¹ Requested by IHS Division of Diabetes (DDTP)	
1.2	Obtain copies of the 2023 and 2024 Annual Diabetes Audit Reports for your local facility or community. Note: SDPI-2 programs are only required to submit the 2024 Annual Audit Report, but can submit both if available.	WebAudit ² , local facility, or Area Diabetes Consultant (ADC) ³ Requested by DDTP	
1.3	Confirm commitment from your organization leader for continued involvement in SDPI work or identify a new leader to be involved.	Project Narrative, Part C (SDPI website) ⁴ Requested by DDTP	

Step	2.0 Get Ready to Apply – Gather and Confirm Registration Information	Resources and Primary Requestor	Completed?
2.1	Confirm your organization's SAM.gov registration is current. Identify your Unique Entity Identifier (UEI) and identify or designate your EBiz Point of Contact (EBiz POC).	System for Award Management (SAM) ⁵ Requested by Division of Grants Management (DGM)	
2.2	Identify someone in your program, Tribe, or clinic who can submit the application into GrantSolutions.gov.	GrantSolutions ¹ Requested by DGM	

Part B: Prepare Your Application

Step	3.0 Preparing Your Application – Forms and Documents Complete all forms and/or prepare required documents. Submit or attach forms or documents to your GrantSolutions Application Kit.	Resources and Primary Requestor	Completed?
3.1	SF-424: Complete form in GrantSolutions.gov.	SF-424 ⁶ Requested by DGM ⁷	
3.2	SF-424A: Complete form in GrantSolutions.gov.	SF-424A ⁸ Requested by DGM	
3.3	IHS Budget Narrative: Prepare to complement the SF-424A.	Instruction documents/samples Requested by DDTP/DGM	

¹ GrantSolutions: <https://home.grantsolutions.gov/home/>

² Diabetes Audit: <https://www.ihs.gov/diabetes/audit/>

³ ADC Directory: <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>

⁴ SDPI Application website: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/>

⁵ SAM: <https://www.sam.gov/>

⁶ SF-424 PDF: https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf

⁷ DGM website: <https://www.ihs.gov/dgm/>

⁸ SF-424A PDF: <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

Step	3.0 Preparing Your Application – Forms and Documents Complete all forms and/or prepare required documents. Submit or attach forms or documents to your GrantSolutions Application Kit.	Resources and Primary Requestor	Completed?
3.4	IHS Diabetes Audit Reports for 2023 and 2024: Obtain copies of the reports for your facility or community. Note: SDPI-2 programs are only required to submit the 2024 Annual Audit Report, but can submit both if available.	WebAudit ⁹ Requested by DDTP	
3.5	IHS SDPI Outcomes System (SOS) Required Key Measure (RKM) Data Summary Report for 2024: Obtain a copy of the report for your program.	SOS ¹⁰ Requested by DDTP	
3.6	SDPI Project Narrative: Prepare using template provided.	SDPI website ⁴ Requested by DDTP	
3.7	IHS Key Contacts Form: Complete with information for the Program Coordinator.	Key Contacts Form ¹¹ Requested by DDTP	
3.8	IHS Performance Site (2.0): Complete form in GrantSolutions.	Site Performance Form ¹² Requested by DGM	
3.9	IHS Current Indirect Cost Rate Agreement: Obtain an electronic copy of the documentation for your organization.	GrantSolutions Requested by DGM	
3.10	IHS Resumé for Key Personnel: Prepare documentation for each new individual not included in the 2024 application.	Self-prepared or Biographical Sketch Form ¹³ Requested by DDTP	
3.11	IHS Other: Provide any other relevant application materials.	Instruction documents (SDPI website ⁴) Requested by the DDTP/DGM	

Part C: Submit Your Application

Step	4.0 Submit Your Application – Electronically via GrantSolutions.gov Submit or attach forms or documents to your GrantSolutions application.	Resources and Primary Requestor	Completed?
4.1	Ensure that all forms and documents are successfully uploaded and there are green checkmarks for all items in the application.	GrantSolutions ¹ Requested by DDTP/DGM	
4.2	Review the application, including all completed forms and documents.	Instruction documents (SDPI website ⁴) Requested by the DDTP/DGM	
4.3	Submit the electronic application in GrantSolutions.	GrantSolutions ¹ Requested by DDTP/DGM	
4.4	Prepare and submit revisions as requested by DGM, DDTP, and/or your ADC.	GrantSolutions ¹ SDPI website ⁴ Requested by DDTP/DGM/ADC	

⁹ IHS Diabetes Care and Outcomes Audit: <https://www.ihs.gov/diabetes/audit/>

¹⁰ SOS: <https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/>

¹¹ Key Contacts Form: https://apply07.grants.gov/apply/forms/sample/Key_Contacts_2_0-V2.0.pdf

¹² Site Performance Form: https://apply07.grants.gov/apply/forms/sample/PerformanceSite_4_0-V4.0.pdf

¹³ Biographical sketch Form:

https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/SDPIbiosketch.docx