

**ATTACHMENT 5
RECORD OF INITIAL COMPLIANCE REVIEW**

FOA #: [Insert FOA Number]
[Insert Title of Announcement]

Application No: _____
 Applicant: _____
 Period of Performance: _____

Review Elements	YES	NO	N/A	
Qualified Organization Eligible for Award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application Received Prior to Deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mandatory Files Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SF 424 – Application For Federal Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Performance Site Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Project Information form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Summary/Abstract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix: Biographical Sketch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix: Third Parties Contributing to Cost Sharing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix: Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix: Bibliography & References Cited	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix: Facilities and Other Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Commitment Letters from Third Parties Contributing to Cost Sharing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FFRDC Authorization and Field Work Proposal (if DOE/NNSA FFRDC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SF 424 A - Budget Information (Total FED + Non-FED)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of Intent / Concept Paper (Received prior to deadline)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Senior/Key Person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Subaward (FED/Non-FED) Budget Attachments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SF-LLL Disclosure of Lobbying Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proposed Project is Responsive to the Objectives of the FOA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NOTES:				
FINANCIAL DATA: <i>XX% cost share required</i>				
ESTIMATED COSTS	DOE Share	Recipient Share	TOTAL	COST SHARE%
	\$0	\$0	\$0	

Based upon the Grants Office/Grants Specialist's and Project Officer's preliminary review, it has been determined that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements of the FOA have been submitted; and (4) the proposed project is responsive to the objectives of the FOA.