<h1 style="text-align:center">IAMP Request for Application (RFA) Checklist</h1>
<p style="text-align:center">for Administrative Partner Awards</p>

Applications will be accepted and evaluated for funding beginning immediately, with submissions accepted until all available funds are committed or until April 30, 2025, whichever occurs first.

1. Download RFA application documents (forms, templates, example budgets, etc.)

2. Eligibility Requirements for Organizations

- ☐ **Obtain a Unique Entity Identifier**: Visit SAM.gov (Only Unique Entity ID required, NO full SAM registration).
- ☐ **Confirm compliance with Federal Regulations**: Confirm compliance with 2 CFR 200, USDA FPAC Grant Terms, and additional terms under the Partnerships for Climate-Smart Commodities program.

3. Required Documents for Application Submission accepted and evaluated immediately.

- ☐ **University of Idaho Subrecipient Commitment Form**: Completed and signed.
- ☐ **Project Cover Page**
- ☐ **Proposed Statement of Work** (up to 2 pages)
- ☐ **Proposed Budget**
- ☐ **Proposed Budget Justification**

4. Assembly and Submission

- ☐ **Assemble All Documents in Order**: Save the above documents as a single PDF except for the budget file in Excel format in the order outlined in Section 8.1 of the RFA
- ☐ **Email Submission**:
  - o Email the PDF and Excel budget file to iamp@uidaho.edu.
  - o University of Idaho confirmation email will be sent within 3 business days.

<h2 style="text-align:center">What to Expect? Next Steps After Application Submission</h2>

1. Process After Submission Approval

- **Wait for Evaluation and Selection of Applications**:
  - o Applications will be evaluated by U of I based on criteria mentioned in Section 9.1.
  - o Successful applications will be submitted to USDA for approval.

Approval process takes time. Please email iamp@uidaho.edu for updates.

- **Required Steps for Approved Applications**:
  - o Complete University of Idaho Financial Questionnaire and satisfy all follow up questions/documentation requests.
  - o Create and provide organizational policies to receive federal funding (e.g. Conflict of Interest, Procurement, Lobbying, Travel, etc.).
- **Review and sign subaward agreement.**

2. Questions and Contact Information

If you have questions, provide your *phone number* for follow-up and email iamp@uidaho.edu.