Submitted applications should include the following information in the Project Narrative:

Include changes or additions to the original proposal to make it an up-to-date representation of the project. Include changes in the project objectives, work plan, and evaluation design and the reasons for the changes.

Discuss progress towards meeting the project's objectives covering the following points:

- Accomplishments, findings and products to-date. List in chronological order the sequence of significant events and accomplishments. Explain any time lags in completing tasks and adhering to the work plan and time schedule originally approved.
- Problems encountered, particularly with respect to methodology, sampling and control group identification.

Discuss changes in project personnel and provide biographical information for new key personnel.

APPLICATION CHECKLIST
(SSA GRANT and COOPERATIVE AGREEMENT PROGRAMS)

Before submitting your application for grant support, please check to assure that the application submission contains the required information, which includes the following:

Formal application prepared on mandatory forms:

/_/ **Application for Federal Assistance, form SF-424**.

/_/ **Budget Information (SF-424, Sections A – G):** also, includes budget justification (details) for Section B – Budget categories; and a copy of applicant's approved indirect cost rate agreement, if appropriate.

/_/ **Project Narrative**.

/_/ **Appendices/attachments** (Supplementary and Supporting Information).

/_/ **Assurances**

Disclosure of Lobbying Activities (Standard Form-LLL)

/_/ Enclosed /_/ Not Applicable