The following checklist is used by NOAA to review salary and fringe information. While CAMMP covers most of the mathematical items in this checklist, some of this information should be addressed in a task summary in order to minimize delays in the review and approval of your award application.

Salaries or Wages:

1. Is each position identified?
2. Are time commitments such as hours and percent of time stated for each position?
3. Are the total charges for each position listed along with an explanation of how the costs were calculated?
4. Do the combined charges for any individuals exceed 100% of their time?
5. Do the time commitments and charges appear reasonable?
6. For support or executive personnel, are costs charged to salaries excluded from the indirect cost category?
7. Are all individuals employees of the applicant organization? (If not, explain)
8. Is a cost of living increase built into the budget?
9. Are salary increases justified for the grant period?
10. Are any salary/personnel costs unallowable. (i.e. Federal employee or legislative personnel)

Fringe:

The budget narrative should provide a description of the benefits received by personnel when rates are 25% or higher.

1. Are fringe benefits identified as a separate item?
2. Are the type of fringe benefits indicated?
3. Do the fringe benefits and charges appear reasonable?
4. Are the total charges for each person listed along with an explanation of how the charges were calculated?
5. Are fringe benefits charged to federal and matching categories in the same proportion as salaries?

**ADDING A TRAVEL BUDGET ITEM**

To create a travel budget item, use the following two worksheets. Note that the first worksheet is for travel for which detailed information is available. In the case of CZM awards, it is sometimes not possible to accurately provide detailed information on each and every trip that might occur in the award, in which case the second worksheet for non-detailed information should be used.

This is an example of a detailed travel page.
Travel Budget Item

This page allows you to enter the actual or estimated amounts spent from federal and non-federal sources for a specific travel item on a specific task. If you know the actual costs for the travel item, please select "Detailed" for the travel budget item level of information and fill in all travel budget item fields. If you do not have detailed information for the travel item, please select "Non-detailed" for the travel budget item and enter estimated costs for the budget item.

All number entries must be positive whole numbers, except for Rate per Mile, which can have precision up to three decimal places. Total values will be calculated automatically as values are entered below.

Budget Item Information

Destination
(100 character limit):

* Washington DC

Please select the level of information for this budget item:

* Detailed ○ Non-detailed

Number of Trips:

* 1

Per Item Expenses

Number of Days:

* 4

Number of People:

* 2

Per Item:

* $50

Total Per Item:

$400

Transportation Expenses

Method of Travel:

[ ] Air [ ] Train [ ] Boat [ ] Automobile rental/Taxi

State-owned Vehicle?

* Yes ○ No

Total Transportation:

*$1244

Personal Vehicle Expenses

Personal Vehicle Used?

* Yes ○ No

Total Personal Expense:

*$0

Other Expenses

Other Trip Costs:

* $10

Travel Summary

Travel Location:

* In-State ○ Out-of-State

Total Travel:

*$1694

Federal:

* $650

Non-Federal:

* $604

Total Allocated:

*$1694

Purpose
(500 character limit):

* The purpose of this trip is to attend the annual Program Manager's meeting in Washington DC.

Save Cancel

* Fields required to save this budget item
* Fields required to submit a grant application
NOAA Grants Budget Review Checklist for Travel:

1. For foreign, domestic, and local travel, is each trip listed along with the destination, estimated mileage, method of travel, cost per mile and duration, number of travelers, per diem rate for meal and lodging.
2. If actual trip details are unknown, what is the basis for the proposed travel charges?
3. Is the requested travel directly relevant to the successful completion of the project?
4. Are the travel charges reasonable?
5. Contingency or miscellaneous charges must be excluded!
ADDITION A SUPPLY BUDGET ITEM

NOAA Grants Budget Review Checklist for Supplies:

An explanation is necessary only for supplies costing over $1500 or 5% of an award, whichever is greater.

1. Are supplies itemized by type of material or nature of expense?
2. For general office or business supplies, is the total charge listed along with the basis for the charge (i.e. historical use rates?)
3. For other specific supply categories, is the number of units, cost per unit, and total cost specified?
4. Are the charges necessary for the successful completion of the project?
5. Are the charges reasonable?
6. Are disallowed costs (e.g. liquor, entertainment) excluded?
7. Contingency or miscellaneous charges must be excluded!
NOAA Grants Budget Review Checklist for Equipment:

For any items of equipment whose costs exceed $5000, a description of the item and associated costs is required.

1. Is each item of equipment listed?
2. If over $5000 is there a description of how it will be used in the project?
3. If over $5000 has a lease vs purchase analysis been completed?
4. For each item of equipment, is the number of units, cost per unit and total cost specified?
5. Is each item of equipment necessary for the completion of the project?
6. Are the charges for each item reasonable?
7. Are disallowed costs excluded?
8. Contingency or miscellaneous charges must be excluded!

**ADDING A CONTRACTUAL BUDGET ITEM**

To create a contractual budget item (also known as a pass-through or subgrant) use one of the following two worksheets. Note that the first worksheet is for a contractual item for which detailed budget information is not available. It is sometimes not possible to accurately provide detailed information on a contract when an award is initially created. The second worksheet is for contracts where detailed information is available.

Non-Detailed Contractual

![Budget Item Information](image-url)
NOAA Grants Budget Review Checklist for Contractual:

1. Is each contract or subgrant listed as a separate item? Separate budgets are required for subgrants or contracts regardless of the dollar value.
2. Are the products/services to be acquired described along with the applicability of each to the project?
3. Do the costs appear reasonable?
4. Are any sole source contracts contemplated?
5. If yes, is a sole source justification included with the application which describes why the proposed sole source entity is the only source capable of meeting the applicant’s project needs?
6. Are disallowed costs excluded?
7. Contingency or miscellaneous charges must be excluded!
8. Are there contracts with non-US organizations?
9. Do you have a CD-512 on file for each of your subgrants or contracts?
ADDING A CONSTRUCTION BUDGET ITEM

Construction – To create a construction budget item, use the following worksheet. This worksheet is taken directly from the construction budget form. Note that this budget category is almost NEVER used by OCRM programs.
NOAA Grants Budget Review Checklist for Construction:

1. Is the construction/renovation authorized for this program?
2. Is the construction/renovation described?
3. Is the method described which was used to calculate costs?
4. Are the proposed costs presented in sufficient detail? Should include the following:
   a. A listing of work to be performed
   b. Cost details by task or work order contemplated
   c. Is the work being done by the applicant or outside contractors?
5. Is there a need for the type of work/costs being proposed?
6. Is there a need for the estimates of cost present? (Is there documentation to support cost estimates?)
7. Are the costs justified, reasonable and allowable? Verify costs proposed to quotes received. (Generally, the presence of more than one bid obviates the need for extensive tests for reasonableness due to the element of competition involved)
NOAA Grants Budget Review Checklist for Indirect:

1. Are indirect costs required?
2. Is a copy of the current approved rate from the cognizant agency included?
3. Is the correct rate being used?
4. Is the rate applied to the correct base?
5. Are charges which duplicate direct costs excluded? (If no, explain/revise).
NOAA Grants Budget Review Checklist for Other:

1. Are items listed by type of material or nature of expense?
2. For each charge, is the number of units, cost per unit, and total cost specified?
3. Are the charges necessary for the completion of the project?
4. Are the charges reasonable?
5. Are disallowed costs (e.g. liquor, entertainment) excluded?
6. Are charges which duplicate indirect cost items excluded?
7. Contingency or miscellaneous charges must be excluded!

Following is an example of a task that has been completed. Note that in this example the budget (ONLY) has been opened up to show all the underlying budget items that have been assigned to this task.
Example of an award in progress – total of $500,000 has been allocated to this award so far, all in one 306 task.
VIEWING/PRINTING THE AWARD

This is the page you will go to once you view or print application button.

Select one of the output options then press the “View Grant Application” button to create the award. The four output options are:

Portable Document Format – has a .pdf extension.
Rich Text Format – has a .rtf extension
Microsoft Excel – has a .xls extension
Microsoft Word for Windows – has a .doc extension.

Although there are four options, when you submit your award in final you should submit it as either a PDF or Word Document in order to comply with federal grants.gov requirements.

Note that if you do not have Adobe Acrobat or Reader, Microsoft Excel or Microsoft Word on your machine these options will not work. Rich Text Format is very generic and should be able to be read in most type of word processing software.

At the bottom of the screen you can track the progress of the award creation. Once the field is filled with green lights the award will be created.
Once printing works you will see the following message:

NOTE: The file name that is created is basically gibberish. You need to give it a more intuitive name (i.e. probably the award number). While there is no standard file name, OCRM recommends that you use the award number as the file name.

Do to this, in whatever application you are in, press the SAVE AS button and save the document with a more logical name.
SUBMITTING THE AWARD

The submit grant application function has changed since CAMMP was first introduced in 2004. This is due to the requirements that federal agencies use Grants.Gov for grant submissions, and the adoption of NOAA Grants Online to handle the flow of grants through NOAA. *So the submit page you see when you press the submit button on the main page is badly outdated.* This page will be corrected in the update scheduled for April 2007.

At this point you can only create the award as a draft, so you will have a draft watermark on the documents. Once you create the award file (as a pdf), then save this file with an understandable file name to your computer. After that you no longer need to use CAMMP. Instead submit the grant file created in CAMMP through Grants.Gov along with the federal forms that you download from Grants.Gov.
THE PRINTOUT
Adobe example - this shows how the Adobe version will look (this is Adobe Acrobat 6.0 Professional so while the printout should look the same, the column on the right will not appear unless you are using this version of Acrobat.)

Unfortunately, until the final patch of CAMMP you will see a DRAFT watermark in the upper right hand corner of the document.
Rtf and Word example - This is an example of an rtf version – note that it pops up in Word because Word is the default word processing software on this particular computer. The Word version will look the same.
**Application for Assistance under the Coastal Zone Management Act**

**CZM Test**
**Award Number:** NA098765432
**Duns Number:** --
-- through --

**Applicant:**