

Capacity Grant Equipment Prior Approval Request Submission Checklist

This checklist is a tool to help capacity grantees ensure that their request for prior approval for equipment acquisition under their award includes all the necessary information for NIFA review and approval.

Item	Actions	Check Off
Grantee Organization	Listed the name of your organization as it appears on your Notice of Award	
FAIN/Award Number	Included the FAIN/Award number contained on the Notice of Award for the grant for which the equipment is being purchased. Included all FAINs applicable to the request.	
Item Number	Used or inserted a new bulleted number to associate with each item name	
Item name	Included the specific name of the item(s)	
Estimated or Actual Cost	<ul style="list-style-type: none"> Included the estimated or actual cost of the piece of equipment 	
	<ul style="list-style-type: none"> Estimated cost is greater than \$10,000 for General Purpose Equipment 	
	<ul style="list-style-type: none"> Estimated cost is greater than \$250,000 for Special Purpose Equipment 	
	<ul style="list-style-type: none"> Estimated cost came from market research 	
	<ul style="list-style-type: none"> Estimated cost from informal quote is included with request 	
	<ul style="list-style-type: none"> Estimated cost from formal quote, response to RFQ, or RFP (bid) is included with request 	
	<ul style="list-style-type: none"> Other 	
Estimated Useful life	Included the estimated useful life with each piece of equipment. This may be based on manufacturer specifications, University schedules, etc.	
Description/Purpose	Description/Purpose (including whether it is allocable across multiple grants and how it aligns to approved plan of work with the specific section and page number in the POW where the relevant information can be found). Included specific project accession number(s)	
	<ul style="list-style-type: none"> What does the equipment do? 	
	<ul style="list-style-type: none"> What function will it perform under the grant? 	
	<ul style="list-style-type: none"> What grant activity or statutorily authorized grant purpose does the equipment support? 	
	<ul style="list-style-type: none"> Does the equipment support only this grant award? 	
	<ul style="list-style-type: none"> If no, did you describe the other awards and include how the costs will be allocated across each award? 	
	<ul style="list-style-type: none"> If no, if costs are allocated, indicate the exact amount of costs being charged to each award? 	
	<ul style="list-style-type: none"> Will this equipment be used across multiple grant projects? 	
	<ul style="list-style-type: none"> If yes, include a list of each project accession number as well as how it aligns with the approved plan of work 	
Comments	Included pertinent information related to purchasing each piece of equipment	
	Included a timeframe needed by if the request is time sensitive or urgent (otherwise the standard timeframe for processing is 30 days)	