Capacity Grant Equipment Prior Approval Request Submission Checklist 4-2017

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 only ONE FAIN/Award number per request.	☐ ☐ ☐
Item Number	Used or inserted a new bulleted number to associate with item name	☐
Item name	Included the specific name of the item	☐
Estimated or Actual Cost	Included the estimated or actual cost of the piece of equipment	☐
	• Estimated cost is greater than $5,000 for General Purpose Equipment	☐
	• Estimated cost is greater than $250,000 for Special Purpose Equipment	☐
	• Estimated cost came from market research	☐
	• Estimated cost came from informal quote	☐
	• Estimated cost came from formal quote, response to RFQ, or RFP (bid)	☐
	• Other	☐
Estimated Useful life	Included the estimated useful life of the 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)	☐
	• What does the equipment do?	☐
	• What function will it perform under the grant?	☐
	• What grant activity or statutorily authorized grant purpose does the equipment support?	☐
	• Will it be 100% allocable to (used) on the grant?	☐
	• If no, did you describe what % or proportion of time it will be supporting the grant	☐
	• If no, what dollar amount you propose charging to the grant?	☐
	• If no, what other programs/activities it will be supporting, with the amount of the estimated cost those programs will support (i.e the cost allocation between funding streams)?	☐
	• If no, did you describe where/how it aligns with the approved plan of work, including the specific section and page number of the plan of	☐
Comments	Included pertinent information related to purchase of equipment.	☐
	Included a timeframe needed by if the request is time sensitive or urgent	☐
Supplies	Entered Y if the item meets the definition of supply in the Uniform Guidance but is part of the acquisition cost of an item of equipment also included in the request.	☐
Linked to item number	If you indicated YES in the supplies column, listed the item number from first column for the piece of equipment that the supply is necessary to acquire	☐