

## **Handout 6-2: Sample Proposal Checklist FY 2007 Evaluation of Drug Courts Program**

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS).

- **GMS Registration** must be completed no later than August 31, 2006.
- **Application for Federal Assistance (SF-424)** is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- **Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- **Budget Detail Worksheet (Attachment #1)** must include a worksheet that identifies and a narrative that justifies all proposed costs.
- **Program Narrative (Attachment #2)** must present a detailed description of how your program will foster innovations and advancements in juvenile justice or support programs that enhance juvenile justice and delinquency prevention.
- **Time/Task Plan (Attachment #3)** must cover the entire grant period, include program goals, and identify the specific objectives and activities associated with each goal.

Files attached to your GMS application must be submitted as a Microsoft Word document (.doc), Excel worksheet (.xls), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.

### **Deadlines**

- Applicants must register on GMS by August 21, 2006.
- Applicants must submit completed applications by 8 P.M. ET August 31, 2006.

Applications will only be accepted through the GMS online application system. Mailed or faxed applications will not be considered.

**GMS: <https://grants.ojp.usdoj.gov>**

**GMS Help Desk: 800-518-4726**