

## 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
<b>Grantee Organization</b>	Listed the name of your organization as it appears on your Notice of Award	<input type="checkbox"/>
<b>FAIN/Award Number</b>	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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Item Number</b>	Used or inserted a new bulleted number to associate with item name	<input type="checkbox"/>
<b>Item name</b>	Included the name of the item	<input type="checkbox"/>
<b>Estimated or Actual Cost</b>	Included the estimated or actual cost of the piece of equipment	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Estimated cost is greater than \$5,000 for General Purpose Equipment</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Estimated cost is greater than \$150,000 for Special Purpose Equipment</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Estimated cost came from market research</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Estimated cost came from informal quote</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Estimated cost came from formal quote, response to RFQ, or RFP (bid)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Other</li> </ul>	<input type="checkbox"/>
<b>Estimated Useful life</b>	Included the estimated useful life of the piece of equipment. This may be based on manufacturer specifications, University schedules, etc.	<input type="checkbox"/>
<b>Description/Purpose</b>	Described the piece of equipment, what it is used for, how it supports grant goals/benefits the grant, and where it aligns in the Plan of Work. Addressed the following questions:	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• What does the equipment do?</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• What function will it perform under the grant?</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• What grant activity or statutorily authorized grant purpose does the equipment support?</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Will it be used 100% on the grant? If no, did you:                             <ul style="list-style-type: none"> <li>○ describe what % or proportion of time it will be supporting the grant</li> <li>○ What dollar amount you propose charging to the grant?</li> <li>○ 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)?</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Did you describe where/how it aligns with the approved plan of work?</li> </ul>	<input type="checkbox"/>
<b>Comments</b>	Included pertinent information related to purchase of equipment.	<input type="checkbox"/>
	Included a timeframe needed by if the request is time sensitive or urgent	<input type="checkbox"/>
<b>Supplies</b>	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.	<input type="checkbox"/>
<b>Linked to item number</b>	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	<input type="checkbox"/>