

## **Applicants Questions and Answers**

**Thank you for your interest in partnering with the U.S. Embassy Santiago. In order to maintain a transparent process, we will post all responses to questions submitted to GrantsChile on this page. We encourage you to review the many resources here in the Grants Corner to help answer your questions as well.**

### **In the project narrative form/Google form, can answers exceed the maximum character limit?**

No, you cannot exceed the limit. If you try you will receive an error message which will not allow you to continue.

### **If my organization submits a proposal for funding, can we also be considered on a separate proposal from a different grantee as a sub-contractor?**

Yes, an organization can submit one proposal and be eligible as a contractor on a separate proposal from a different organization.

### **Are there approved rates for speakers and consultants?**

The Department does not have a salary cap for personnel rates or consultants. The Grant Review Committee will determine whether personnel/consultant rates are reasonable or not, based on local conditions and good judgment.

### **Does the following restriction apply to large institutions with many different departments? “Applicants are only allowed to submit one proposal per organization for this specific funding opportunity for the period ending September 1, 2021. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.**

Applications from individual departments in large organizations such as universities will be eligible for consideration.

### **I work in a big organization, with different departments, faculties and units, in different cities of the country. If a different department, faculty or unit applies for funds, will our proposal be eligible?**

If 2 or more applications are submitted from the same organization, but from different departments, faculties or units, all will be considered as eligible applications.

**May an individual apply for a grant?**

Yes. Individuals may apply. Individuals do not need a DUNS number and do not need to be registered in SAM.gov. These requirements only apply to organizations.

**Do organizations receive preference over an individual applicant?**

Absolutely not. All applicants have the same preference.

**Which is the project narrative form?**

The project narrative is the form containing the questions you need to answer. You can find it

at: <https://docs.google.com/forms/d/e/1FAIpQLSc1OgWdWveXgD0w5XV-oLJytkjOOVUhWsVekRAwv3O-fPEJw/viewform>)

**Do I need to upload the documents at the same time as I answer the questions?**

All questions must be answered and documents uploaded before submitting. If only answers are submitted, the application will not be considered.

**How do I register for SAM?**

Electronic applicants will find instructions on registering with SAM.gov as part of the Grants.gov process

at: <http://www.grants.gov/web/grants/applicants/organization-registration.html>

You can also find instructions in English and Spanish in our Grants Corner.

**I am having problems with my SAM registration, what can I do?**

Contact the SAM.gov's help center, the Federal Service Desk at this link: <https://www.fsd.gov/fsd-gov/home.do> Web Form and chat are available.

**How do I provide proof of my SAM active registration?**

A screen shot or PDF (example below) of your registration confirmation is sufficient. You can find the status of your registration at [www.sam.gov](http://www.sam.gov)

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| SAM Search Results                         |                           |                             |
|--|---------------------------|-----------------------------|
| List of records matching your search for : |                           |                             |
| Record Status: Active                      |                           |                             |
| DUNS Number: [REDACTED]                    |                           |                             |
| ENTITY                                     | [REDACTED]                | Status: Active              |
| DUNS: [REDACTED] +4:                       | NCAGE Code: [REDACTED]    | DoDAAC:                     |
| Expiration [REDACTED]                      | Has Active Exclusion?: No | Debt Subject to Offset?: No |
| Address: [REDACTED]                        |                           |                             |
| City: Santiago                             | State/Province:           |                             |
| ZIP Code: 7500028                          | Country: CHILE            |                             |

## Budget Questions

### What is the difference between indirect and direct costs?

Indirect costs are costs an organization incurs for common or joint objectives that cannot be readily and specifically identified with a particular grant project or other institutional activity (i.e., overhead costs). Indirect costs typically include administrative and clerical salaries, fringe benefits, costs of operating and maintaining facilities, equipment, grounds, and depreciation or use allowances.

### Are insurance, air tickets and hotel costs considered direct or indirect?

They are considered direct costs.

### How much detail should be included in the budget narrative?

There is no set format. However, the budget should be detailed and reasonable in relation to the proposed activities and anticipated results. The cost estimates are realistic.

## Forms Questions (SF424, SF424A)

**The forms ask for a project name and CFDA number. Where do I find this information?**

The “Funding Opportunity Number” and “Competition Identification Number” should all use the NOFO Announcement Number:

- Notice of Funding Opportunity: U.S. Embassy Santiago PAS Annual Program Statement
- Funding Opportunity Number: PAS-STG-FY21
- CFDA Number: 19.040
- CFDA: Public Diplomacy Programs

**What do I use for the project start date?**

The project start date should be the first day you or your organization would need to begin incurring costs to complete you program. We recommend applying a least 90 days before the projected start date.

**On the SF424, what do I use for the title of my application on #15?**

Applicants can create their own unique title.

**On the SF424, what is the correct response to #19?**

The Program is NOT covered by that Executive Order.

**What is a “unique entity identifier”?**

A Unique Entity Identifier (UEI) is also known as a DUNS number. Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. Organizations that do not have a DUNS number should obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/>