

**Checklist For Exchange Network FY 2009 Applications  
Required Items To Be Submitted  
Deadline November 21, 2008**

- A cover letter (see Appendix D for content)**
  
- A list of no more than five (5) Federally or non-Federally funded assistance agreements performed in the last three (3) years) of similar size and scope to the current proposal**
  
- Project Narrative Attachment Form – Work Plan**
  
- Budget Narrative Attachment Form and Detailed Itemized Budget**
  
- Copy of Negotiated Indirect Cost Rate Agreement (or application for current rate)**
  
- Resume(s) of the Project Manager(s) or Project Lead(s)**