

# TOP TEN MOST FREQUENT ERRORS

EDITION:

## *DNA BACKLOG APPLICATIONS!*

10. Eligibility statements not filled out completely.
9. POC information in GMS is incorrect and not the same as what is in your program narrative form.
8. The total on your budget detail worksheet is not the same as what is requested on your SF-424.
7. You did not attach a digital copy of your laboratory's accreditation document or letter of extension to the application in GMS.
6. Your SAM (CCR), DUNS, and GMS information does not match.
5. Your SF-424 is filled out incorrectly (see solicitation for tips).
4. Your Data Collection Plan is vague.
3. Your implementation plan does not cover all budget requests.
2. Your budget narrative does not include every request in that category.
1. Your "old" authorized representative is still in your information. Update your user profile in GMS before starting the application.

### GMS Tips:

Make sure POC name and e-mail are CORRECT (check spelling and names).

Sign and submit your "Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters and Drug-Free Workplace Requirements" and "Standard Assurances" in GMS

Made changes to your TOTAL budget request?



Revise the SF-424!!