Instructions for the Continuation Application Package

Continuation applications should be prepared carefully and in accordance with the following:

Note: If proposing new personnel in your Continuation application, you must first submit a post award amendment for Change in Key Personnel prior to submitting your Continuation application. List the current key staff and designated level of effort for key program positions. Refer to the Notice of Funding Opportunity (NOFO) and Notice of Award (NoA) for program-specific key staff positions and if applicable, minimum level of effort requirements. Also refer to SAMHSA's website for guidance on the submission requirements for Post Award Amendments for Discretionary Grants.

Pre-application Requirements

Grant recipients must ensure the following reports and information are up to date:

1. Submission of program progress and financial reports as identified in the NoA.
2. System for Award Management (SAM) annual registration and Unique Entity ID (UEI) information.

Required Submissions in eRA Commons

1. Project/Performance Site Location(s) Form
The Project/Performance Site Location(s) (OMB Form 4040-0010) form must be completed and submitted in eRA Commons as part of the continuation application. All fields marked with an asterisk (*) must be updated.

2. Project/Program Narrative
Resubmission of the material contained in the initially approved application is not necessary. Recipients must prepare the following information and upload under the Mandatory Project Narrative File:

A. Description and **explanation of changes**, if any, made during this budget period affecting the following:
   i.   Goals and objectives;
   ii. Projected timeline for project implementation; and
   iii. Approach and strategies proposed in the initially approved and funded application.

B. **Report on progress** relative to approved objectives, including progress on evaluation activities.

C. Summary of key program accomplishments to date and list of progress.

D. Description of difficulties/problems encountered in achieving planned goals and objectives including:
   i.   Barriers to accomplishment; and

    ii.   Actions to overcome difficulties.

E. Report on milestones anticipated with the new funding request.

3. Application for Federal Assistance Cover Page (SF-424)

Recipients must update all fields in the [SF-424](#) marked with an asterisk (*).

4. Budget Information-Non-Construction Programs (SF-424A)

Recipients must complete Section A – Budget Summary and Section B – Budget Categories of the [SF-424A](#) per the following instructions:

A. Item 6, Column (1): Enter the federal dollars requested for each Object Class Category. Column (1) total should equal the amount shown in Section A, Federal, Column (e) – this amount should not be more than what was approved for future funding years.

B. Item 6, Column (2): If applicable, enter the total non-federal funds (match) for each Object Class Category. Column (2) total should equal the amount shown in Section A, Non-Federal, Column (f).

5. Detailed Budget and Narrative Justification

Recipients must upload a Detailed Budget and Narrative Justification to eRA Commons under the Budget Narrative tab in the same manner as required in their initial application.

The Detailed Budget and Narrative Justification must identify any other federal and non-federal sources of funds being utilized to support the project.

SAMHSA Budget Template

To expedite review of your application, it is highly recommended you use the SAMHSA Budget Template (available on the [SAMHSA Continuation Webpage](#)) to complete the Detailed Budget and Narrative Justification for submission with your application. For SAMHSA to view all of your budget data, you must convert the PDF to a non-editable format by PRINTING TO PDF before submission.

To download the SAMHSA Budget Template (PDF):

- Right-click the link "SAMHSA Budget Template (PDF)"
- Select "save link as" and save to a location on your computer
- Go to the saved location and open the "SAMHSA Budget Template (PDF)"

IMPORTANT: For the PDF template to function as designed, it must be opened directly in Adobe Acrobat or Reader instead of the browser.

Submission Issues?

If you are having trouble submitting the application, we highly recommend you take screen shots of the error message(s) or issue(s) you are experiencing and upload the screenshots when you [Submit a Web Ticket](#) to eRA Service Desk Support. *Note: To upload files to your web ticket you must log in to eRA Commons.*