

Applicant Instructions for Submission
Projects Subject to State Review

1. Complete the Federal Application for Assistance referred to as the SF-424 required by your federal sponsor.
2. Locate your grant program on the South Carolina Project Listing to determine it is subject to review. Projects not listed require no further action.
3. For projects listed and subject to review, complete the SC State Clearinghouse Summary Submission Form and upload a copy of the Federal Application for Assistance (SF-424).
4. After completion of the S C Clearinghouse Summary Submission Form, the system will automatically generate:
 - an Acknowledgement Email confirming receipt of the submitted project by the State for review
 - a State Application Identifier (SAI Number) to be used in any correspondence with Executive Budget Office regarding this project during the State review process.Applicants should monitor the email address provided for Acknowledgment correspondence.
5. Project submissions can be viewed on the Bulletin Table at: [Bulletins](#). At the end of the State's 30-day review period, the system will generate a Clearance email confirming the State's review process has concluded Applicants should monitor the email address provided for Clearance correspondence.
6. Retain the Clearance correspondence to document completion of the State's review process.