

### I.3 CHECKLIST OF SUBMISSION REQUIREMENTS

(Attach to each budget submission)

**Submitted Electronically**

‡ Because of the level of budget detail captured by the BARS budget system, State agencies are no longer required to submit hard copies of the budget submission. However, please use this checklist for reference of what budget submission requirements are still required to be submitted electronically outside of the BARS system.

**Submission Requirement**

<input type="checkbox"/>	DA-25A and DA-25B: Pay Plan Adjustment or New Classification Request: <u>Justification</u> , and <u>Details &amp; Summary</u> (email to Kurt Stolzenbach: <a href="mailto:kurt.stolzenbach@maryland.gov">kurt.stolzenbach@maryland.gov</a> & to analyst)
<input type="checkbox"/>	Organizational Chart (email to Kim Grandy: <a href="mailto:kim.grandy@maryland.gov">kim.grandy@maryland.gov</a> & to analyst)
<input type="checkbox"/>	DA-27: Indirect Cost Recovery and Reversion Reporting (email to analyst)
<input type="checkbox"/>	MFR submission documents (email to <a href="mailto:oba.mfr@maryland.gov">oba.mfr@maryland.gov</a> & to analyst)

‡ **REMINDER: the DA-1, DA-2, DA-3A, DA-8, DA-20, DA-21A, DA-21B, DA-22, DA-23, DA-24 and DA-28 supporting detail forms are no longer necessary as this information is now captured in the BARS budget system.**