

## **SAMPLE CHECKLIST FOR PROPOSALS**

### **Getting started**

\_\_\_ Download and print the sponsor's Request for Proposals (RPF) or Proposal Guidelines and the application forms from Grants.gov.

\_\_\_ Read them thoroughly!

\_\_\_ If you are an administrator, discuss the project and the budget with the Principal Investigator.

Questions to ask:

\_\_\_ Is this an NSF proposal? Do they ask to be sent via Fastlane?

\_\_\_ If it is for HRSA, does it have to be submitted both electronically to Grants.gov and HRSA Grants Application Center?

\_\_\_ Is this an NIH proposal? Is the budget \_\_\_ modular or \_\_\_ regular?

\_\_\_ Is it new or a renewal?

\_\_\_ Make sure the PI can be a PI, and prepare a request letter to your Dean if she or he does not have PI status automatically.

\_\_\_ Collect statistics related to the project (archived data, campus surveys, focus groups, interviews, local newspapers, data from statistics office).

\_\_\_ Check the Office of External Resources for current indirect costs and fringe benefit rates.

\_\_\_ Prepare the budget using the guidelines and the budget forms provided by the agency. (Call for an appointment with the accountant (Ext 1193) to prepare the budget).

\_\_\_ Prepare the budget justification for each item.

\_\_\_ Prepare other required forms/documents such as the resumes, "other support", a description of available facilities for the project, etc.

\_\_\_ Convert all documents to PDF.

### **Editing**

As you write, reread and revise your proposal.

### **Your proposal will be evaluated by:**

- The extent to which the goals, objectives and outcomes of the proposed project are clearly and measurable.
- The extent to which the design of the proposed project will successfully address the identified needs.
- The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice.
- The extent to which the budget is appropriate and costs are allowable.

### **Top 10 mistakes**

- Writing is not clear or "does not flow".
- Estimated costs for proposal are inaccurate or inflated.
- Typographical and grammatical errors.
- Proposed budget does not match narrative.
- Objectives are vague and open to individual interpretation.
- Proposal was hastily assembled.
- Proposal is filled with jargon and acronyms.
- Proposal is full of buzzwords without meaning. (Say what you are going to do and do what you say.)
- The writers ignore instructions.
- Proposal does not match funder's objectives and priorities.