General Grant Proposal Checklist

This is a general list of questions to ask as you build a project proposal and checklist.

To request a checklist and/or templates for a specific funding opportunity announcement (FOA)/notice of funding opportunity (NOFO): Send the FOA/NOFO URL to robin.parks@msun.edu

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Proposal questions

1) Have you reviewed the project concept with appropriate collaborators, mentors, participants?
   - Are any additional faculty or researchers participating in the proposed project? If so, in what capacity (i.e., co-investigator, research associate, consultant, evaluator, etc.)?
   - Have these persons agreed to be involved in the project?

2) Will you need IRB/IACUC approval?

Human Subjects
   - Does the project involve the use of human subjects? If so, has the proposal been submitted to the Institutional Review Board (IRB) for review and approval of the protocol?
   - If approval by the IRB has not been granted, why not and when will the protocol be reviewed?
   - Does the project include the use of Protected Health Information from a HIPAA Covered Entity (i.e., health care providers who transmit any health information electronically, health plans, health care clearing houses, etc.)? If so, was the information included in the scope of work and/or IRB?
   - Does the IRB review require additional recommendations (i.e., physician contract, phlebotomist, etc.)?

Does the project involve the use of vertebrate animals?
   - If so, has the proposal been submitted to the Institutional Animal Care and Use Committee (IACUC) for review and approval of the protocol?
   - If IACUC approval has not been granted, why not and when will the protocol be reviewed?

3) Are there other research risks that should be addressed prior to submitting the proposal?
Research Risks
   - Does the project involve the use of any hazardous, toxic, or carcinogenic materials, chemicals, or recombinant DNA?

4) Does the project involve participation of American Indian or other minority communities?
   - If yes, have you obtained letter(s) of support or approval from these communities?

Scope of Work questions

1) Scoping
   - Is the narrative or scope of work consistent with the preliminary budget information?
   - Has your department dean and/or chair or supervisor reviewed the proposal and approved the levels of effort and commitment of space and resources required for the proposed project?

2) Period of Performance
   - Have the proposed start and end dates been clearly stated, and are they consistently used throughout the proposal?

- o Given the proposal submission deadline date, is the proposed start date realistic?
- o If funded, is it likely that an advance account and/or pre-award costs will be necessary?

3) Place of Performance
- o Will the project effort be conducted on-campus, off-campus, or both?
- o If both, what proportion of the project will be performed off-campus?
- o Are there any subcontracting considerations for off-campus activities?

4) Level of Effort/Personnel
- o What level of effort has each participant committed to the project? Is the effort reflected in the budget?
- o Is faculty release time required? If yes, obtain a letter of approval.
- o Is the stated level of effort reasonable in relation to the proposed project and each participant's current and pending support?
- o Does the proposal promise any institutional commitments beyond the proposed period of performance?
- o Does the project require the hiring of new personnel? If so, have you discussed the issue with the department head and MSUN Human Resources?

Budget questions

1) Budget
- o Is the proposed budget accurate and complete?
- o Have the correct budget categories been used (i.e., salary, fringe benefits, travel, participant costs, supplies, subcontractors, etc.)?
- o Are estimated costs proposed in the manner that they will be expended?
- o Has the budget been justified appropriately?
- o Has the appropriate indirect cost rate been used?
- o If less than the full indirect cost rate has been applied, have you documented that the full indirect % is not allowed by the funding opportunity sponsor?
    - o Or has approval been given from MSUN to recover costs using a lower rate?
- o Does the project require the purchase of any equipment? Is so, are the equipment costs based upon vendor quotes?
- o Have travel costs been included? If so, are they based on the state/federal per-diem rates or some other known and/or accepted source of information?

2) Cost Sharing or Matching Funds or In-Kind Contribution
- o Does the proposed project require the financial support of MSUN?
    - o If so, do you have written documentation that costs are approved and you have written documentation with the source(s) of this funding been identified?
- o Is there any "hidden" cost sharing identified in the body of the proposal that could become mandatory cost sharing in the event an award is made?
- o Are there any in-kind contributions? If so, have they been approved?

Space and Facilities and Information Technology

1) Space and Facilities Is adequately equipped space available with which to conduct the project?
- o Will extra space or installation be needed?
    - o If so, have the appropriate institutional officials approved these commitments?
- o Will any alterations be required to the facilities being utilized?
- o Will MSUN be required to purchase or lease equipment?

- Will MSUN be expected at a future date to replace or update equipment and/or software?

2) Information Technology
- Is software, network storage or other information technology required?
  - Does the budget include funds for purchases or services?
- Will MSUN Information Technology Services be expected to build, purchase, or provide services?
  - Be sure to discuss with IT Services. They will need to approve the proposal.