

PROPOSAL COMPLETION CHECKLIST

The final copy of the proposal should look neat and should be bound only when requested. Preparing a good proposal may take anywhere from several weeks to several months; a rigid timetable may not be suitable for every application. However, setting deadlines for completing certain critical timelines will reduce the chances of submitting a hastily prepared proposal to the funding agency. Often, hastily prepared proposals are weakened because they tend to contain obvious mistakes or omissions. Some reviewers may interpret an unprofessional looking proposal as a reflection of how the Principal Investigator/University conducts research.

Table 4

QUESTION	YES	NO	N/A
1. Do you have a title that reflects the nature of the proposed research or project?			
2. Has the problem be clearly stated and has a good case been made for its solution?			
3. Are the project objectives clear, succinct, measurable and achievable?			
4. Is there an appropriate and logical plan for achieving the project objectives?			
5. Is there a tentative timetable for your project?			
6. Has the budget computations been checked?			
7. Is the budget justification/narrative included?			
8. Are the facilities and equipment consistent with the equipment requested in the budget? If so, have quotes been obtained?			
9. Is your abstract/survey appropriate and parallel with the final version of your technical proposal?			
10. Has a biographical sketch for each professional person listed under Key Personnel and Consultants?			
11. Is a Letter of Collaboration for each external collaborator and consultant on their letterhead?			
12. Are the necessary documentation for any consortium arrangements included?			
13. Are all assurances and certifications duly completed and properly signed?			
14. Has there been an internal review, via Internal Processing form, of the proposal/contract?			
15. Are all the pages numbered correctly and consecutively?			
16. Has the spelling and the grammar been checked?			
17. Are the CFDA # and DUNS # included?			
18. Has the Principal Investigator signed the application, if applicable?			
19. Has the authorized organizational representative(s) signed the application?			

Print Name

Signature

Date