**Grant Proposal Planning Checklist**

**Proposal Pre-Planning**

*Prior to the submission, have you…*

| **Task:** | **Due Date** | **Notes** | **Complete** |
| --- | --- | --- | --- |
| Read entire agency guidelines to determine eligibility for the grant? | Click or tap to enter a date. | Click or tap here to enter text. |[ ]
| Notified appropriate leadership of intention to submit grant (i.e., department chair, dean, OSP)? | Click or tap to enter a date. | Click or tap here to enter text. |[ ]
| Met with OSP to develop the budget?  | Click or tap to enter a date. | Click or tap here to enter text. |[ ]

**Application Elements:**

*Include these as applicable to agency guidelines:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Component:** | **Due Date** | **Notes** | **Complete** |
| Cover Sheet/Title Page | Click to enter date. | Click or tap here to enter text. |[ ]
| Project Abstract | Click to enter date. | Click or tap here to enter text. |[ ]
| Project Narrative | Click to enter date. | Click or tap here to enter text. |[ ]
| Budget | Click to enter date. | Click or tap here to enter text. |[ ]
| Budget Justification | Click to enter date. | Click or tap here to enter text. |[ ]
| Works Cited/Bibliography/References | Click to enter date. | Click or tap here to enter text. |[ ]
| Table of Contents | Click to enter date. | Click or tap here to enter text. |[ ]
| Appendices | Click to enter date. | Click or tap here to enter text. |[ ]
| Biographical Sketches | Click to enter date. | Click or tap here to enter text. |[ ]
| NSF: Current and Pending Support  | Click to enter date. | Click or tap here to enter text. |[ ]
| NSF: Collaborators and Other Affiliations form  | Click to enter date. | Click or tap here to enter text. |[ ]
| Letters of Commitment  | Click to enter date. | Click or tap here to enter text. |[ ]
| Facilities, Equipment, Resources | Click to enter date. | Click or tap here to enter text. |[ ]
| Suggested Reviewers | Click to enter date. | Click or tap here to enter text. |[ ]
| Certifications | Click to enter date. | Click or tap here to enter text. |[ ]