CHECK LIST FOR PROPOSAL WRITERS (AND CAMPUS SCREENING COMMITTEES)
This checklist is NOT to be submitted with the proposal.

Read and carefully follow the Council's General Information and Guidelines along with the individual Request for Proposals information.

❑ Does your proposal meet the eligibility requirements on page 2-3 of the guidelines? Yes___ No___

❑ Does your title page follow the required format and include: ___ tenure status, ___Abstract, ___IRB/IACUC and ___correct RFP category? Yes___ No___

❑ Does your proposal stay within the length prescribed by the FPDC Guidelines (Narrative including budget summary no more than 6 pages)? Are your pages numbered? Yes___ No___

❑ Is your Budget Summary and Format (page 15) in compliance with the Budget Instructions? Yes___ No___

❑ Does the figure listed on your title page for Total Grant Amount Requested from the FPDC correspond to the total of the first column in your Budget Summary? Yes___ No___

❑ Do the amounts entered on your budget table add up to the total you are requesting from the FPDC? Yes___ No___

❑ Do you fully explain and provide supporting details for each budget line in Budget Notes? Yes___ No___

❑ Does your budget comply with specific cost item limits for release time, fringe benefits, honoraria, equipment, travel, all outlined on pages 11-12? Yes___ No___

❑ Do you limit your appendices to those specifically allowed (listed as acceptable) and/or required in your category? Yes___ No___

❑ If you have previously received an FPDC grant(s), have you listed the year, project title, and outcomes in a one-page appendix? Yes___ No___ Have you submitted your final report? Yes___ No___ (This is an eligibility requirement.)

❑ Are the required curriculum vitae attached and within two page limit for each PI & co-PI? Yes___ No___

❑ Is the required one-page listing of references attached as an appendix? Yes___ No___

❑ If your proposal is submitted in Category 5, have you included the required institutional letter of endorsement? Yes___ No___

❑ Is your proposal written in non-technical language? Yes___ No___

❑ Are the goals or anticipated outcomes of your proposed project clearly stated? Yes___ No___

❑ Have you spelled out the project's anticipated professional development benefits? Yes___ No___

❑ Have you indicated briefly what you and/or others have accomplished previously in relation to the purpose of your project (if applicable)? Yes___ No___

❑ Does the proposal indicate what will be done, when it will be done (i.e. a timeline), and by whom? Yes___ No___

❑ Do you discuss the status or need for IRB or IACUC approval and the timeline for such approval? Yes___ No___

❑ *NEW:* Have you clearly articulated how the proposal **contributes to student success in "Background and Significance"** section? Have you identified the ultimate **impact on student success in the "Expected Outcomes"** section of the narrative? Yes___ No___