Proposal Writing Checklist

|  |
| --- |
| Plan the Proposal |
|  | Notify Michelle of your intent to submit a proposal |
|  | Read the competition guidelines, RFP and any other information provided by the sponsor |
|  | Formulate key budget requests being mindful of any restrictions from the sponsor |
|  | Identify award type (e.g. grant, gift, contract, prime vs. sub-award)  |
|  | Know who you will be working with to submit proposal: |
|  | 1. Michelle Hoversten
 |
|  | 1. Office of Sponsored Programs (OSP)
 |
|  | 1. Corporate and Foundation Relations (CFR)
 |
| Prepare the Proposal |
|  | Draft preliminary budget ideas  |
|  | Send preliminary budget to individual assigned to proposal- Michelle, OSP, or CFR |
|  | PI and Co-PI complete required sections in Coeus |
|  | Write the research plan and complete all documents required by the sponsor |
|  | Send research plan and all required documents to individual assigned to proposal  |
| Submit the Proposal |
|  | Finalize budget with individual assigned to proposal |
|  | Send final research plan and completed documents to individual assigned to proposal |