



Idea Check

- ✓ Is this idea innovative?
- ✓ Have similar projects been proposed/funded (local, state, national global)?
- ✓ How does this idea differ from others?
- ✓ Why is this idea important?
- ✓ Will others support this idea?

Funding Check

- ✓ Who is this sponsor?
- ✓ What does this sponsor want?
- ✓ Does this idea match this sponsor's goals and objectives?
- ✓ Am I an eligible applicant?
- ✓ Am I allowed to contact the Program Officer for additional information?

Program Announcements

- ✓ Provide enough time for registration in various websites (institutional/sponsor)
- ✓ Understand how the proposal needs to be submitted, i.e., electronic, paper, email, or other and the proposal tools and templates available.
- ✓ Download the correct Program Announcement.

Deadlines & Guidelines

- ✓ Be aware of the correct date and time the proposal needs to be submitted.
- ✓ Follow all instructions in the proposal guidelines.
- ✓ Follow the page number limit and use the correct fonts and margins.
- ✓ Use the correct software version of the prescribed forms/template.

Writing Check

- ✓ Have I addressed ALL of the required sections/components, topics as detailed in the sponsor's guidelines?
- ✓ Have I organized my information as prescribed in the guidelines?
- ✓ Have I used the proper layout (font, margins, spacing) and kept within the page limits?
- ✓ Have I tailored my proposal to align with the sponsor's goals and objectives?
- ✓ Have I used brief, concise, easy to understand language, free of jargon?
- ✓ Have I used active rather than passive verbs, proper grammar and correct spelling?
- ✓ Have I kept within the budget limits and justified ALL costs?
- ✓ Have I adequately demonstrated why THIS proposal should be funded?
- ✓ Have others reviewed my proposal for errors and general readability?

Budget

- ✓ Ensure that the budget is within the required cap.
- ✓ Include all personnel even if they are to be hired.
- ✓ Understand USF's policies/rates regarding salaries/fringe/F&A.
- ✓ Use realistic calendar months or percent efforts.

Budget Justification

- ✓ Provide details for all costs that include calculation methodologies.
- ✓ Include a narrative rationale for each budget category/item.

Submission Check

- ✓ Have I reviewed the submission instructions as outlined in the application guidelines?
- ✓ Have I confirmed the Funding Opportunity Number and CFDA Number?
- ✓ Have I completed the included ALL of the required forms and attachments?
- ✓ Have I used the proper version of Adobe (8.1.1 or newer)?
- ✓ Have I allowed appropriate time for corrections to be made, if necessary?