

Grant Content and Procedures Checklist

1. Abstract

- a. Identify the applicant. The applicant is always “University of Northern Iowa.” Departments or individuals are never applicants on proposals submitted through the Office of Research and Sponsored Programs.
- b. Address each of the following:
 - Credibility-the University's ability to carry out the project
 - Problem
 - Objectives
 - Methods
 - Evaluation
- c. Indicate the total cost of the project and the amount requested

2. Introduction

- a. Be concise
- b. Identify the key individual(s) and department unit(s) that will conduct the project.
- c. Describe the University’s
 - Purposes and goals related to the project
 - Programs and activities related to the project
 - Clients or constituents
- d. Provide the University’s accomplishments related to the project
- e. Lead logically to the problem/need statement

3. Problem/Need Statement

- a. Prepare this section in a concise and **compelling manner—why should they fund your project instead of other projects?**
- b. Address the literature review thoroughly, focusing on need and originality
- c. Support every claim with data / statistics / quotes

4. Objectives

- a. State objectives in measurable terms
- b. Describe population that will benefit from this project

5. Work plan / Methodology

- a. Ascertain that the work plan appears logical after the objectives section
- b. Align the work plan with the time & resources of the proposal
- c. Provide rationale for selected activities
- d. Describe project’s activities
- e. Provide timing of activities
- f. Assign responsibilities to Principal Investigators, staff, and collaborators for each activity.

6. Evaluation

- a. Present a plan for evaluating the project's accomplishments
- b. Outline who will conduct evaluation and experience of the selected evaluator

- c. State criteria for success
- d. Explain how data will be collected and analyzed
- e. Explain any test instruments or questionnaires to be used
- f. Discuss evaluation reports to be prepared

7. Dissemination

- a. Discuss how project results will be disseminated to others via such mechanisms as websites, conference presentations, journal articles, and others

8. Qualifications of Key Personnel

- a. Describe the Principal Investigator's education and experience as it relates to the proposal.
- b. Describe others' education and experience as it relates to the grant project

9. RSP Review

- a. Provide narrative to RSP preaward staff for review at least 2 weeks prior to deadline if you would like to have your proposal reviewed.

10. Budget

- a. Provide a detailed breakdown of all project costs. Refer to the RSP website for budget templates.
- b. Include matching funds only if required by the funding agency. Obtain written commitments from the department(s) that will provide the matching funds.
- c. Detail fringe benefits, separate from salaries
- d. Include all consultants and/or subcontractors
- e. Include appropriate indirect costs and rate, if applicable
- f. Obtain budgetary feedback from RSP within 5-7 days of the deadline.

11. Submittal

- a. Complete Proposal Routing and Approval Form and obtain signatures
- b. Edit, complete, and print final required forms
- c. Enclose appendices
- d. Prepare Table of Contents and Cover Sheet; if one is not provided by the funding agency ensure that the application cover page includes a space for the University's authorized official to sign.
- e. Submit your proposal according to specified deadlines. Initiate electronic submittals at least 5 days prior to the deadline.
- f. Notify RSP if your proposal is selected for funding.
- g. If not selected for funding, be prepared to resubmit (most successful grants are resubmitted grants). Request reviewer comments and make changes accordingly for the next submittal date.