



Grant Solicitation Review Checklist

This document is a resource for project teams during solicitation review, not a required document.

Funder Information

Solicitation Link: _____

Funding Agency/Funding Program: _____

Fund Administrator Contact Information: _____

How is the application submitted? _____ Email _____ Online Form _____ Portal _____ Other _____

Important Dates

Funder Due Date/Time: _____

What is the anticipated project period (start and end dates of project)? _____

What are the minimum and maximum funding amounts? _____

When is award notification expected? _____

Award Eligibility

Are Institutions of Higher Education (IHEs) listed as eligible applicants? _____ Yes _____ No

Does the funder require the recipient to be a 501(c)3? _____ Yes _____ No

Is this a Limited Submission proposal? _____ Yes _____ No

Are there PI eligibility requirements (PI/PD must be an RN, Tenure Track, etc)? _____ Yes _____ No

Is a Letter of Interest (LOI) required? _____ Yes _____ No

Budget Development

What are the allowable costs? _____

What are the unallowable costs? _____

Is Cost Share required? _____ Yes _____ No

If Cost Share is required, please list the required amount: _____

If Cost Share is required, what kind of cost share is required (in kind, cash, etc.)? _____

Are Indirect Costs allowable? _____ Yes _____ No

If Indirect Costs are allowable, at what rate are they allowed (full 45%, limited per agency, etc)? _____

Proposal Development

Are there any required activities? _____ Yes _____ No

If yes, what activities are required? _____

Are there any specific layout requirements (font size, margin size or page limits)? _____ Yes _____ No

If yes, what is required? _____

Does the proposal have a list of required documents or information? _____ Yes _____ No

If yes, what is required?

_____ Budget _____ Budget Justification _____ % Effort

_____ Evaluation Plan _____ Facilities Information _____ GEPA Statement

_____ Key Personnel _____ Letters of Support

Other: _____

Will the proposal need IRB or IACUC approval? _____ Yes _____ No

With which offices will I need to collaborate (Facilities, Financial Aid, Procurement, etc.)?

How can my project develop and promote experiential learning opportunities and/or enhance career development for students?

How can my project advance the 5 goals of the University's Strategic Plan ([SU's Strategic Plan](#))?

Final Questions

What remaining questions do I have about the grant opportunity/solicitation?