

**Grant Chat 2: Small Grants
January 11, 2008
Grant-Writing Checklist**

Information to extract from the program announcement

PI Eligibility	Notes
citizenship or residence requirement	
tenure-track faculty from any four-year institutions in West Virginia	
restrictions for previous awardees	
restrictions concerning the number of allowable applications per university	
can post-docs or graduate students act as PIs?	
Proposal requirements and review criteria	
page limit; font limits; line spacing	
is a cover page required?	
budget limit	
budget exemptions: equipment, travel, foreign travel, foreign students, etc.	
are overhead costs allowed?	
anticipated start date	
submission deadline: postmarked by..., received by..., on-line by..., etc.	
submission procedure: hard copies required; on-line system, etc.	
duration of project	
award/review criteria provided	
Additional items that may be required and may take additional time	
matching funds	
mentor or collaborator required	
endorsements/signatures required	
letters of support	
CV (how long and in what format)	

Proposal Preparation

Preliminary Legwork:

- _____ Review relevance to agency missions (e.g. NASA, DNR)
- _____ Update references; make sure you are presenting the most up-to-date information
- _____ Contact potential mentor and/or collaborator(s)
- _____ Decide on the appropriate and eligible types of matching funds for the project (graduate student tuition waiver, equipment, in-kind match, etc.). Discuss the source of matching funds with your department Chair and MURC.
- _____ Look at the review criteria and determine who will review the proposal. Draft the narrative with the reviewers' expertise in mind.

Proposal composition:

1) Outline

- _____ Use the proposal guidelines as headings within your proposal.
- _____ Outline items from your project that fit under each heading.
- _____ Draft the objective statement(s).
- _____ Identify where you have gaps and need to do further research.
- _____ Block out the projected page-length of each section so that it will fit into the overall page requirements.

2) Budget

- _____ Prepare a budget spreadsheet that includes all the items required for the project.
- _____ Draft a budget justification for each item.
- _____ Review and revise the proposal outline so that your program elements clearly match the requested budget items.

3) Narrative

- _____ Draft narrative text under each heading. Make sure the project objective(s) and all the items in the program announcement are clearly addressed.
- _____ Draft the narrative with the reviewers' expertise in mind.
- _____ Support your statements with references and data where appropriate.

4) Revise, review, revise, review, revise, and edit:

- _____ Once you have all the information together in a good working draft, revise the material so that it is near the page limits. Reviewers who can assist you prepare the proposal can be the key to success. You need reviewers to help you formulate ideas and content independent of people who can help you with the final editing. Ask for clarification of items from the granting agency's representative.

5) *Finishing touches*

- _____ Modify the subheadings so they are statement-specific to your proposal but clearly follow the proposal guidelines.
- _____ Check the introductory paragraph to make sure it strongly states the objectives and outcomes of your proposal. This is the first part a reviewer will read, so make it strong!
- _____ Check the balance of the proposal in terms of the amount of content dedicated to each subheading. Are there large blocks of text that the reviewers will need to wade through?
- _____ Did you clearly address the need for and relevance of all the items requested?
- _____ If reviewers' criteria are provided, check that you have addressed all of these within the proposal.
- _____ Have a good editor read the final draft to make sure it is free of typos, and spelling and grammatical errors.

6) *Prepare supporting items*

- _____ Modify CV to the required format and page limit.
- _____ Collect CVs from all collaborators.
- _____ Collate letters of support from department Chair, mentor, and/or collaborator(s).

At least one-week before deadline:

1) *Internal routing and signature*

- _____ Fill out MURC-routing form, and compile narrative and final budget (including matching costs). Collect the necessary signatures.

2) *Compile final proposal with all required parts and appendixes*

- _____ Cover page with signatures.
- _____ Narrative: double-check the guidelines to make sure the format is correct and within the page limit.
- _____ Budget: Check addition. Check that all items are included in the justification and that page limit and/or project costs are not exceeded. Check that the matching funds and agency funds are clearly delineated.
- _____ Add key words if required.
- _____ Add CV(s) in the proper format and within the page limit.
- _____ Add letters of support, if required.
- _____ Check that the entire proposal is within the total page limits.
- _____ Make sure the proposal is received by the indicated deadline.