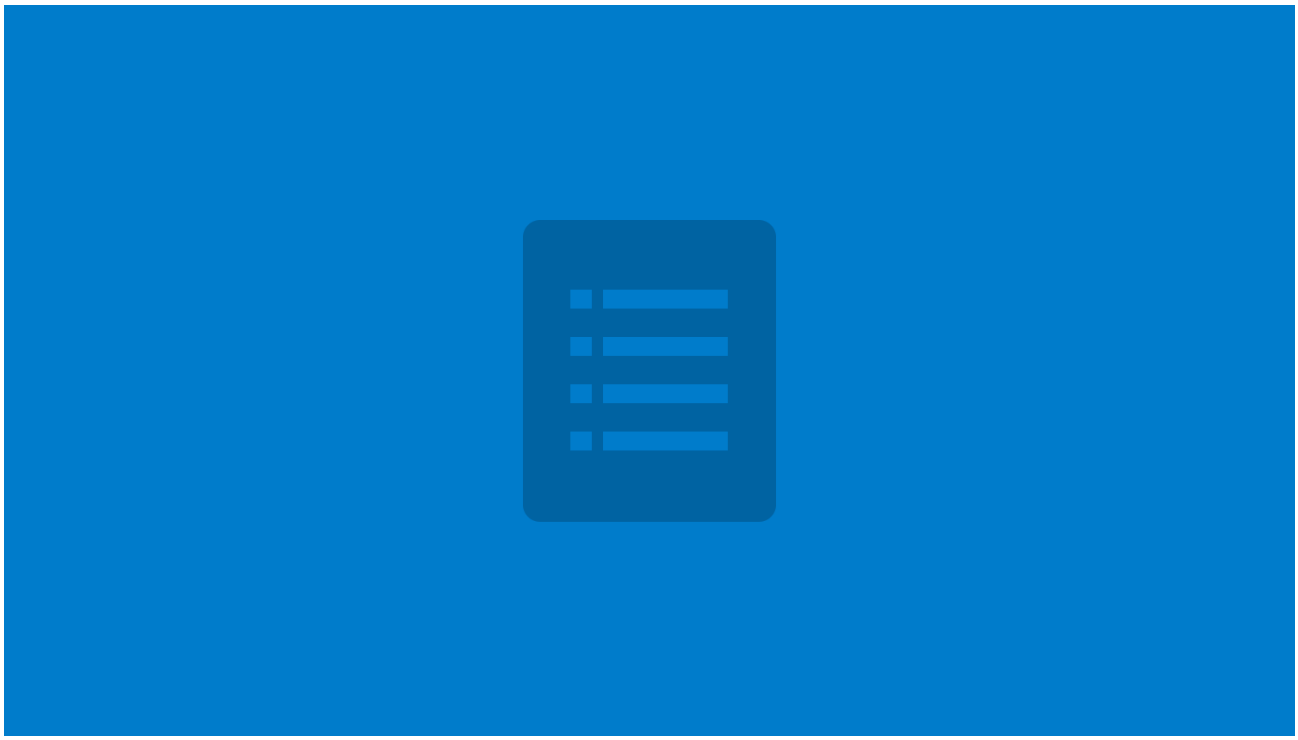
Grant submission and writing checklist



In the overall proposal:

- [ ] The project purpose is clearly described
- [ ] The need for the project is convincing
- [ ] The work done to date is summarized
- [ ] The project goals & objectives are clear - the objectives are listed in a logical order, the objectives are specific & measurable, each objective supports a specific goal, the outcomes can be realistically achieved
- [ ] The impact of grant funds is fully explained
- [ ] Plans are presented for sustaining the project after the grant period
- [ ] Plans are presented for publicizing the grant & its accomplishments (if required)

The work plan contains:

- [ ] A timetable, with adequate time for the accomplishment of goals
- [ ] A description of the work to be performed by key personnel
- [ ] A schedule for consultant visits/advisory meetings & explanation for their necessity
- [ ] A demonstration of PI's experience with techniques to be used, or examples of their successful use by others. Confirmation that generally accepted standards will be followed.
- [ ] An assessment of potential problem areas & ways to address them during the grant
- [ ] A confirmation that the necessary parties will cooperate & support the goals
- [ ] An awareness of similar projects & reasons for their success or failure

- [ ] A description of any follow-up to occur after project completion
- [ ] Samples of forms, finding aid formats, etc., to be used or created

The personnel section:

- [ ] Includes the names, qualifications & duties of all known key personnel
- [ ] Explains that staff qualifications are appropriate for the duties assigned
- [ ] Includes job descriptions & qualifications for all positions to be filled
- [ ] Describes how a wide search for the most qualified candidates will take place
- [ ] Notes the names & qualifications of paid or non-paid advisors to the project

The proposal budget:

- [ ] Indicates the uses for grant funds
- [ ] Includes costs to be met by applicant or other institutions
- [ ] Explains budget figures (e.g., breakdown of travel costs or consultants' daily rates)
- [ ] Accounts for all expenditures in the proposal narrative
- [ ] Includes a separate budget form for each year of a project lasting 18 months or longer & a grand total at the end of the budget form used for the final year (when applicable)
- [ ] Includes appropriate cost-sharing or matching funds (when applicable)
- [ ] Demonstrates efforts to achieve maximum economy in achieving project goals
- [ ] Adds up!

The section on project outcomes/evaluation includes:

- [ ] An evaluation plan that matches the list of measurable objectives & goals
- [ ] A description of how data will be gathered, by whom & release date for final report
- [ ] Evidence of careful consideration as to the purpose, audience, scope, & content of any intended product
- [ ] Descriptions & justification of the format, content & distribution plans for publications
- [ ] Descriptions of methods to be used in preparing & microfilming/digitizing records

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