Miami Dade College

Resource Development

**PROPOSAL PRE-SUBMISSION CHECKLIST / VERIFICATION CPN:**

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| **Area Reviewed / Verified** | **Criteria** | **Primary Grant Writer** | | | | | **Secondary Review** | | | | | |
| **Yes** | **No** | | | **N/A** | | **Yes** | **No** | | **N/A** | |
| Appropriate registration / log-in used (Campus or PI specific) |  |  |  | | |  | |  |  | |  | |
| Appropriate font size, type, paragraph and line-spacing, margins followed |  |  |  | | |  | |  |  | |  | |
| Special rules for tables, charts, diagrams, etc. |  |  |  | | |  | |  |  | |  | |
| Check of word and/or character limits |  |  |  | | |  | |  |  | |  | |
| Page limits (by section and/or total) |  |  |  | | |  | |  |  | |  | |
| Budget calculations correct |  |  |  | | |  | |  |  | |  | |
| Budget numbers consistent in all appropriate areas of application |  |  |  | | |  | |  |  | |  | |
| Budget limitations followed (by project period and/or year) per program specifications (524) |  |  |  | | |  | |  |  | |  | |
| Budget stated on forms per program specifications |  |  |  | | |  | |  |  | |  | |
| Indirect costs included, if allowable |  |  |  | | |  | |  |  | |  | |
| Indirect costs calculated within program specifications (ex. full, modified, capped) |  |  |  | | |  | |  |  | |  | |
| Budget narrative follows program format and page limitations |  |  |  | | |  | |  |  | |  | |
| All attachments included in right area | List attachments: |  |  | | |  | |  |  | |  | |
| Correct version of SF424 used |  |  |  | | |  | |  |  | |  | |
| SF424   * Dollar amount for year one only * Project period for all years |  |  |  | | |  | |  |  | |  | |
| Signatures provided |  |  |  | | |  | |  |  | |  | |
| Project start and end dates included and consistent |  |  |  | | |  | |  |  | |  | |
| **Area Reviewed / Verified** | **Criteria** | **Primary Grant Writer** | | | | | | **Secondary Review** | | | | |
| **Yes** | **No** | | | **N/A** | | **Yes** | **No** | | **N/A** | |
| Proposal documents in correct format (ex. PDF) |  |  |  | | |  | |  |  | |  | |
| Ensure all attachments are able to be opened (electronic applications) |  |  |  | | |  | |  |  | |  | |
| Headers, footers, page numbers included per program instructions |  |  |  | | |  | |  |  | |  | |
| Typographical errors and/or strange characters (online applications) corrected |  |  |  | | |  | |  |  | |  | |
| Correct cutoff words, characters, other text |  |  |  | | |  | |  |  | |  | |
| File naming protocol followed per agency specifications (e.g. character limits, no special characters)  Check against these lists: 1. <http://www.grants.gov/web/grants/applicants/applicant-faqs/grant-application-faqs.html> and 2. <http://grants.nih.gov/grants/electronicreceipt/faq_full.htm> |  |  |  | | |  | |  |  | |  | |
| Attachment named per program instructions (ex. “Budget \_Narrative”) |  |  |  | | |  | |  |  | |  | |
| Verify correct program selected, if multiple programs available to apply to |  |  |  | | |  | |  |  | |  | |
| If hard copy, make sure copies of proposal documents include required documents |  |  |  | | |  | |  |  | |  | |
| Correct number of copies of proposal |  |  |  | | |  | |  |  | |  | |
| Check that address of proposal recipient is correct, as per RFP |  |  |  | | |  | |  |  | |  | |
| Resumes or Biosketches adhere to funder requirements |  |  |  | | |  | |  |  | |  | |
| All MDC and/or MDCF approvals received |  |  |  | | |  | |  |  | |  | |
| If FLDOE, AOR letter included |  |  |  | | |  | |  |  | |  | |
| Project-Specific Requirements (in addition to applicable areas above) | | | | | | | | | | | | |
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| **NSF Specific (in addition to applicable areas above)** | | | | | | | |
| **Area Reviewed / Verified** | **Criteria** | **Primary Grant Writer** | | | **Secondary Review** | | |
| **Yes** | **No** | **N/A** | **Yes** | **No** | **N/A** |
| IRB approval received, if applicable |  |  |  |  |  |  |  |
| Project Summary (1 page; 3 text boxes for three separate parts: 1) Overview; 2) Intellectual Merit; 3) Broader Impacts |  |  |  |  |  |  |  |
| Project description (generally limited to 15 single-spaced pages) |  |  |  |  |  |  |  |
| References Cited (bibliographic citations only) – if no references attach document to this effect |  |  |  |  |  |  |  |
| Budget narrative follows program format and page limitations (3 pages) |  |  |  |  |  |  |  |
| 48% MDC indirect allocation budget completed |  |  |  |  |  |  |  |
| Biosketches (2 pages) adhere to NSF format (i.e., “Products” no longer “Publications”) | - Maximum of 5 Products related to proposal and 5 additional product (not related to proposal)  - Maximum of 5 synergistic activities  - Collaborators and Other Affiliations (See Detailed Guidance) |  |  |  |  |  |  |
| Biosketch for external evaluator included in “Other Supporting Documents” |  |  |  |  |  |  |  |
| Facilities, equipment, and resources (aggregated description of internal / external resources – no monetary amounts; if none, attach statement to that effect. |  |  |  |  |  |  |  |
| Data Management plan (2 page maximum) |  |  |  |  |  |  |  |
| Current and pending support (all federal, state, local, private, etc.) – expressed in person months – typically limited to 2 mos. |  |  |  |  |  |  |  |
| Does level of effort in current and pending support match budget and/or narrative |  |  |  |  |  |  |  |
| Letters of Collaboration, include one from external evaluator (if applicable) |  |  |  |  |  |  |  |
| Letters of Support (if required or accepted) |  |  |  |  |  |  |  |
| Allow SRO access (FastLane) |  |  |  |  |  |  |  |
| Access SRO site for submission (FastLane) |  |  |  |  |  |  |  |

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| Grant Writer Signature: | Date: |
| Secondary Reviewer Signature: | Date: |