Basic Proposal Development Checklist

☐ If you have questions about the relevance of your proposal idea as it relates to a funding opportunity, consider emailing the program officer for the opportunity. If you have questions about the proposal process or would like general advice, contact the Grants, Foundation, and Corporate Relations (GFCR) Office.

☐ Review the proposal guidelines. Most funders have a set of guidelines that give explicit instructions on what a proposal should contain.

☐ Develop a timeline for preparing your proposal. Take into consideration time to request support letters, if required. Be aware that the GFCR Office requires a draft of your proposal and budget seven working days prior to the deadline for internal clearance.

☐ If your research will involve human subjects, consult Macalester’s Institutional Review Board.

☐ If your research will involve animals, consult the Institutional Animal Care and Use Committee (IACUC).

☐ Outline your proposed activity or project and draft the proposal narrative.

☐ Prepare a budget, if necessary. Contact GFCR for a budget template, budgetary guidelines and policies.

☐ If matching funds are needed, explicitly discuss these expenses with GFCR and with the appropriate Line Office to commit the matching funds. These costs must be finalized prior to submission.

☐ Contact colleagues for letters of commitment or support as requested by the funder.

☐ If needed, contact organizations to obtain letters of support. This will be important if you are collaborating with another organization, or if another organization is committing time and/or resources to your project.

☐ Share your draft and budget with colleagues in your department or field and with GFCR staff for feedback.

☐ At least seven working days before the deadline, complete and sign Macalester’s internal Grant Proposal Clearance Form. GFCR will route the form along with your proposal draft and budget to Macalester’s internal reviewers. Find out more about the internal clearance process here. GFCR will contact you to let you know when the internal review is complete.

☐ Incorporate feedback and revisions into a final draft.

☐ Ask a colleague or GFCR staff to proofread the final draft for grammatical and typographic errors.

☐ Review proposal guidelines against your final draft.

☐ Depending on the funder, either you or the GFCR office will submit the proposal. Following submission, if you have not done so already, please share a complete copy of your proposal with the GFCR office.