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.