

Fellowship Workshop Series

Proposal Checklist

The list below has been adapted from Karsh and Fox, *The Only Grant-Writing Book You'll Ever Need*, 4th ed.

- I have read (and reread) the entire application guidelines, including all resources, FAQs, and templates listed or referred to.
- My application reflects the priority areas and requirements described by the funder.
- I have identified a compelling need for the funding, based on what I know about the funder, the target population for the fellowship program, and program goals.
- The objective(s) of my project are well-defined, clearly related to the compelling need I have demonstrated for the funding, and are realistic and capable of being measured.
- There are well-conceived, specific activities and anticipated outcomes for each objective – describing how and why I expect the objectives to be achieved.
- My qualifications and experiences relevant to carrying out the activities are explained, and my CV is up to date and includes requirements and keywords from the announcement as headers (as appropriate).
- I have addressed how the fellowship, project, and funding relate to my short- and long-term professional and/or intellectual goals.
- When appropriate, I have included a timeline that shows I know how to structure the specific activities and budget an appropriate amount of time to accomplish the proposed objectives.
- I have demonstrated that I have access to all the resources necessary (beyond the funding I'm applying for) to successfully complete the proposed project, including academic mentors, analytical skills, equipment, and supplies.
- (If applicable) My budget is reasonable in relation to the objectives the project expects to achieve, and includes required rates (i.e., federal *per diem*, mileage, etc.).
- (If applicable) My budget is neither excessive nor underestimated, and provides sufficient detail to be reviewed and deemed appropriate.
- I have included everything in my application that was required and asked for.
- I have organized the application exactly how the funder outlined and saved it in the correct file type (with no remaining Track Changes).
- I did not go over the page/word limit, and I did not cheat on margins, font, or format.
- I'm submitting the application on time to arrive by the funder's deadline.