EDWARD WATERS UNIVERSITY
University Grants & Research Office – UGRO

GRANT PROPOSAL CHECKLIST

Guidelines

☐ Proposal meets institutional guidelines
☐ Proposal's length, format, and structure meets the funder's guidelines

Proposal Content

☐ Proposal's narrative clearly states objectives, methods, and expected outcomes
☐ Proposal's need/problem is well-documented
☐ Proposal's goals are measurable and achievable

Budget

☐ Balanced, justified, and allowable
☐ Budget aligns with project activities
☐ Indirect costs calculated correctly

Attachments

☐ Biosketches, CVs, and letters of support (if applicable)
☐ IRB/IACUC approvals attached (if applicable)

Internal Review (checked by UGRO and FABI)

☐ Proposal received the necessary internal approval signatures
☐ Reviewed for accuracy by the University Grants and Research Office
☐ Reviewed for compliance by the Division of Finance Administration and Business Innovation (FABI)

UGRO Director/Designee: Date:

FABI VP/ Designee: Date: