

Grant Proposal Writing 101: Federal RFP Review Checklist

1. What is the submission deadline?
 - a. Can all departments involved in drafting the proposal meet this deadline?
2. What are the eligibility criteria—who can apply for the funds?
3. Are there matching requirements?
 - a. Is the requirement for new money?
 - b. Is in-kind matching allowable?
4. What is the estimated average cost of the project that will be funded in this competition?
5. What is the maximum amount of money that can be requested?
6. Does the maximum cost reflect direct as well as F&A costs?
7. Are there certain unallowable expenses?
8. What is the yearly salary increase that is allowable?
9. Can unspent funds be carried forward?
10. Is level funding required?
11. Are no-cost extensions allowable?
12. Can the budget be amended?
13. How will grant funds be paid?
14. How will proposals be selected for funding?
15. How will the proposal be submitted?
16. What are the reporting requirements? (Note that some reporting requirements may not be provided until after the award is made)