

FUNDING OPPORTUNITY SCREENING WORKSHEET

The Office of Sponsored Projects is available throughout the entire lifecycle of the proposal development process, including to assist with screening potential funding opportunities. Please do not hesitate to reach out to us (osp@seattleu.edu) as you review the RFP and complete the below checklist!

FUNDING OPPORTUNITY DETAILS

The Basics

Sponsor _____

Program Title _____

Announcement number (for government awards) _____

Link(s) _____

Program Objectives and Review Criteria

Is the opportunity **project-based** (i.e. intended to support a specific research or programmatic activity);

investigator-based (i.e. intended to support the career development of an investigator or team); or **both?**

Broad Program Objectives (2-3 sentences) and/or page number in RFP where objectives are discussed

Broad Review Criteria and/or page number in RFP where review criteria are discussed

Budget and Performance Period

Budget Maximum (total, for entire project period)* _____

Budget Minimum (total, for entire project period)* _____

Maximum Funding Period _____ Is cost share required? _____

Unallowable costs relevant to my project: _____

Deadlines

Pre-proposal or Letter of Intent required? By what date? _____

Sponsor Deadline _____

If sub-award: Deadline to prime institution _____

Deadline to OSP (5 business days in advance of sponsor/prime deadline) _____

Deadline to college (e.g. for S&E 10 business days in advance of sponsor/prime deadline) _____

Proposal requirements

Proposal length (narrative pieces) _____

Any required components that would involve institutional support (e.g. letter from Dean/Provost/etc.?)

Any data requirements that need to be collected and/or requested from the Office of Institutional Research?

RFP SCREENING CHECKLIST

I have confirmed that:

- Institutions of Higher Education, and SU more specifically, are eligible to apply
- I am eligible as PI to apply [watch for restrictions around 'early investigator' status/career stage, tenure/non-tenure track, targeted demographics, etc.]
- The budget minimum/maximums make sense for my project's scope
- If unallowable costs are identified, none would impact my ability to successfully complete the project
- If cost share is required (e.g. institutions are required to provide some portion of the project's funding), I have confirmed with my Dean/other campus leaders that the cost share requirement can be met
- If there is a limit to the number of proposals an institution can submit, I have contacted the Office of Sponsored Projects
- I can effectively argue that my proposed project would advance the sponsor's objectives
- My project will be able to be assessed against the stated review criteria
- If a list of previous awards is available, my project could make sense listed among previous awards.*
- If a list of previous awardees is available, previous awardees are relatively similar to me in terms of institutional context and career stage.*

I am able to meet the following deadlines:

- If required, pre-proposal (e.g. preliminary proposal, letter of intent) _____
- Sponsor deadline _____
- SU OSP deadline (5-business days prior to sponsor deadline) _____
- SU college-specific deadline, if present** _____
- If sub-awardee, the 'prime' institution's internal deadline (request from prime) _____
- If collaborating with others, I have adequate time to coordinate intellectually and administratively

Given the a) Current state of my work; b) Proposal requirements/level of effort; and c) Sponsor, internal (SU), and/or prime institution deadlines:

- I have adequate time to submit a proposal that reflects my and SU's standards of quality
- The next opportunity to submit is _____. I may be better positioned at that time to submit.

**Note that the Office of Sponsored Projects and Office of Corporate Foundation are able to assist in identifying past awards and awardees for public and private funding opportunities (respectively).*

***For example, the College of Science & Engineering requires that a draft be provided 10-business days prior to the sponsor deadline. Check with your Dean to understand your college's formal or informal policies.*

If you have decided to continue pursuing the opportunity:

Congratulations! If you have not done so already, **please contact the Office of Sponsored Projects** (osp@seattleu.edu) to further discuss the opportunity and next steps. OSP staff will coordinate with partners in the Office of Corporate and Foundation Relations as needed.

Kara Luckey, Sponsored Research Officer supporting Albers, Nursing, Science & Engineering (except Bio), Student Affairs, Academic Affairs (206) 398-4408 | kluckey@seattleu.edu

Sarah Bricknell, Sponsored Research Officer supporting Arts & Sciences, Education, Law, Theology & Ministry, CCE, Biology (206) 398-4407 | bricknellsar@seattleu.edu