

Am I Ready to Write a Grant Proposal?

- How well-developed is my concept? Have I thought it through and are many of the details worked out?
- Have I identified a specific grant opportunity that is a good fit for my project, my qualifications, the team, timing, and budget?
- Have I carefully read the instructions for the application in their entirety? Do I have answers to all of the questions posed in the instructions? Do I know where I can find the answers to all of the questions posed in the instructions?
- Can I explain why this project is important? Is my way of thinking about the project appropriate for the audience or do I need to “get the jargon out” and present the concept in more plain language?
- How well-developed is my budget? Are my assumptions documented and the budget amounts based on calculations?
- Do I know the additional information/documents that are required (cv, current and pending support, letters of commitment, price quotes for equipment, statement of work from subawardee, legal certifications, etc.)? Do I know who/how to get them?
- If the project involves other people, have I identified all the team members, their roles and responsibilities, and the amount of time they will work on the project?
- If the project involves working with another institution, do I know who the contact people are? Not just PIs but also the grants administration staff? Do I know who is doing what when?
- Do I have a basic work plan for completing the application?
- Have I talked with others about the grant proposal? Team members? Department Chair and Dean? Mentors? Potential readers? Office of Sponsored and Student Research?
- Do I have enough time to prepare a competitive application? Can I start early enough? Can I meet the internal deadlines of others involved in the preparation and submission process?
- Do I have readers ready to provide feedback? Am I ready to listen to and accept the feedback that I receive?
- For those parts that I skipped over thinking I’d come back to them later, have I come back to them and given them the attention they require?
- If awarded the grant, am I ready to start working on the first day of the grant period? Do I know what I need to do to get ready?