Funding Opportunity Review Guide

Have you found a potential funding opportunity? OSP strongly recommends that you _read the entire Request for Proposal/Request for Application/Notice of Funding Opportunity_. As you read, consider the following:

What are the funding priorities?

- Does your project align with the priorities and funding agency's objectives?

What is the proposal submission deadline?

- Is this a realistic timeframe for you?
- OSP requests submission of your final proposal documents one week prior to the agency submission deadline.

What documentation is required?

- Review the required elements and forms for an overview of what documentation you will need to prepare. OSP can prepare a personalized proposal support plan for you to keep track of everything.

What is the award amount?

- What is the maximum amount? Is there an average amount? A minimum?
- Is your project within the stated funding boundaries?
- Is the amount of the award reasonable based on the time you expect to put into the proposal?

What is the award period?

- Is this enough time to satisfactorily carry out your research/project?

Is collaboration required?

- Some awards require collaboration or partnership with a private entity, another institution of higher education, local agencies, etc.
- If this is required, do you have a collaboration plan?

What are the funding restrictions?

- Some awards list specific expenses that are unallowable such as computers, software, or capital improvement projects

- If there are restricted expenses, does that impact your project plan?

Is there a cost share/match requirement?

- If so, does your department have the capacity to meet this requirement?

Is your project sustainable?

- Would your project be able to continue after the award period ends?
- Example: Would the project involve creating/hiring a new FTE funded by the grant? If so, what is the plan for their employment at the end of the grant period? Would this be worked into a departmental budget?

If you determine that you would like to move forward with submitting a proposal, please schedule a consultation with OSP so that we can start the process. Contact osp@coloradomesa.edu for more information!