

CHECKLIST FOR SUBMITTING EXTERNAL PROJECT PROPOSALS

DO I NEED TO SUBMIT MY PROJECT PROPOSAL THROUGH THE OFFICE FOR RESEARCH? This checklist is intended to help support faculty in the College of Arts and Letters, to assist in determining if a specific external project proposal needs to go through the Office for Research for routing, approval, and submission. It is highly advised that this checklist be completed at least 2-3 weeks before the proposal deadline. If your project needs to go through the Office for Research, time will be needed to work with the staff to complete all necessary processes and obtain approvals *before* proposal submission.

Answer *Yes* or *No* to the following questions, in regard to your current proposal. If you are not sure how to answer the question, please consult the proposal guidelines from the funding source.

Checklist questions:

1. ____ Is external funding being sought from a government source?
2. ____ Is funding being sought for a project that involves human subjects, animals, recombinant DNA, radioactive materials, or other research compliance issues?
3. ____ If the project is funded, will the funding source require a final report, a product, and/or periodic progress reports?
4. ____ If the project is funded, will you need to use project funds to purchase equipment?
5. ____ Is there a commitment of university facilities, personnel, or other resources? Although many commitments are financial, this may include other commitment of resources such as space.
6. ____ Does the funding mechanism include or allow indirect (e.g., Facilities & Administrative) costs to be included in the budget request?
7. ____ Is cost-matching required, or will it be included in the proposal?
8. ____ Is the institution, not an individual, required to submit the proposal?

If you answered *Yes* to any of the checklist questions, you should contact Sponsored Programs and Support, within the ISU Office for Research. You can contact the office via email at research@isu.edu and by phone at 208-282-2592. If you are uncertain about any of the questions or issues, please contact Sponsored Programs and Support. They are available and happy to help figure out what you need to submit your proposal.

If you answered *No* to all of the checklist questions, you likely do not need to submit your proposal through the Office for Research. If you are uncertain or want to make sure, please reach out to Sponsored Programs and Support, within the ISU Office for Research. For informal consulting on your proposal, you may also reach out to Michele Brummich, Associate Dean in the College of Arts and Letters, via email at brummich@isu.edu and by phone at 208-282-3205.

Note: The Bistline Foundation Grants are an exception to this rule. Those applications go through the ISU Foundation.