

## 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 for proposal submission?
  - 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 maximum award amount? Is there an average amount? 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?
- ❖ Is there a specific award period listed?
  - 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?
- ❖ Are there specific funding/expense 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 cost-sharing/cost-matching required?
  - If so, does your department have the capacity to meet this requirement?
- ❖ Is your project sustainable after the grant period ends?
  - Ex: 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](mailto:osp@coloradomesa.edu) for more information!