2014-2015 INSTRUCTIONAL IMPROVEMENT PROGRAM
APPLICATION CHECKLIST

Please ensure that the following steps have been taken in preparing the application package:

APPLICATION

☐ Have all the necessary signatures been obtained?
   o Principal Investigator
   o Co-Principal Investigator, if applicable
   o Department Chair

BUDGET

☐ Has the budget detail been reviewed by the departmental financial support staff?
☐ If requested, has justification for course release time been included?
☐ Have job titles, salaries, and percentage of time been verified for all support staff, including GSR, TA, SRA, career staff, and undergraduate student positions?

NARRATIVE

☐ Is there a concise and clear explanation of the instructional problem to be solved or the developmental opportunity to be accomplished?
☐ Does the proposal compare well to the “Characteristics of Successful Proposals” on page 3 of the Grant Program announcement?
☐ Have other sources of support, from campus or otherwise, been investigated and/or included?
☐ Does the budget requested match the work to be accomplished? Are additional forms of support identified to fill the gaps?
☐ Is there a timeline for completion, including intermediate benchmarks as appropriate?
☐ Are instructional goals and/or learning outcomes defined in ways that can be measured?
☐ Are there evaluation or assessment components built in to the proposal?

SUBMISSION PACKET

☐ Application – Pages 1 – 4
   o Cover sheet/application, must be attached to each proposal submitted to the Committee