Office of Instructional Development
Instructional Improvement Grant 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?
  ○ Principal Investigator
  ○ Co-Principal Investigator, if applicable
  ○ 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” in the Grant Program Overview?
☐ 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
  ○ Budget worksheet must be attached to each proposal submitted to the Committee
☐ Proposal Narrative
  ○ Should not exceed 6 pages