

Initial RFP Checklist

*For student organizational use only

Funding Opportunity	Name of Funding Entity		
	Name of Opportunity		
	Opportunity Webpage		
	Contact Name		
	Contact Email/Telephone		
	Amount Of Opportunity		
	Is the funding renewable?		
	Application Due Date		
Who must be the PI?			
Why seek this opportunity?	As a CV Builder?	Yes/No	
	To pay your Salary?	Yes/No	
	To pay your Tuition?	Yes/No	
	To pay for a Specific Project?	Yes/No	
	To Supplement a Lab?	Yes/No	
	To pay for Travel/Field Work?	Yes/No	
Does this opportunity align with your research?	Yes/No		
Is this opportunity worth your time?	Yes/No		
Budget Details	Must you submit a budget?	Yes/No	
	Does it allow \$ for F and A?	Yes/No	
	Does it allow \$ for MP Salary?	Yes/No	
	Does it allow \$ for supplies?	Yes/No	
	Does it allow \$ for additional personnel?	Yes/No	
	When will they announce awards?		
	How will you deal with taxes?		
Application Materials	# letters of recommendation?		
	Who must your recommenders be?		
	CV or Resume?		
	What essays are needed?		
	What format for citations?		
	Is there a format template?		
Submission Details	How do you submit your materials?		
	How do your references submit their materials?		
Deliverables	What deliverables must you submit?		
	What is acceptable progress?		
University Requirements	Does OSP need to be involved?	Yes/No	
	Does OSP need to be the submitting party?	Yes/No	
	Is there any legalese in the RFP?	Yes/No	*If so, STOP, and contact OSP
Long Term Considerations	Does this award open other eligibility doors for you?	Yes/No	
	Can you accept other awards if you hold this one?	Yes/No	
Other Notes			