

Proposal “Check List”

- Identify project of interest
- Identify resources needed for the proposed project
 - Reassign time, space, matching funds, personnel, renovations, equipment, supplies, etc.
- Discuss project and resources with appropriate individual(s)
 - Department chair, immediate supervisor, dean, vice president, etc.
- Identify potential funding sources
 - Foundations, NGOs, government agencies
- Meet with SURC Co-Director(s) to determine appropriateness of funding source(s) and proposal requirements
 - Submission deadline, required institutional support, etc.
- Discuss proposal with appropriate individual(s)
- Complete and submit pre-proposal form
- Prepare proposal narrative and budget as per proposal guidelines
 - Secure commitments and or approval for Shepherd resources required to complete the proposed project - reassign time, space, matching funds, MOU/LOA, etc.
- Submit draft of proposal to SURC Co-Directors for review and comment
- Submit final version of proposal to SURC Co-Directors for preparation of executive summary and distribution to Executive Staff for review and approval by president
- Following approval by president proposal will be submitted by SURC Co-Director
- Await decision by funding agency