

Appendix E

CHECKLIST FOR DEVELOPING A PROPOSAL	
Statement of the Problem	
	What title or project name will reflect the nature of the proposed project?
	What is the problem of need for this activity?
	Have you reviewed current literature to determine the need for such a project or conducted a needs assessment?
	What are the specific goals of this project?
	How will you accomplish these goals?
	Why is your approach particularly suited to the problem?
	What are your qualifications for serving as the PI on this particular project? Identify other skills and qualifications necessary for the activity and where/how you will provide that expertise.
	How will you prove the results? Describe an evaluation plan complete with measures of efficiency, effectiveness, or outcomes as appropriate to the project design and methodology.
Project Logistics	
	When will work on the project begin? When will it conclude?
	Where will the project be conducted?
	Have space needs been evaluated?
	Is space available? If alteration of space is necessary, have funds been included in the budget?
Compliance and Clearances	
	Is the proposal to a private organization? Has clearance been obtained from the Office of Membership and Development?
	If the PI is not an employee of the Smithsonian, has a Research Associate or Research Collaborator appointment been granted?
	If the project involves human subjects, has OSP been notified?
	Does the project involve animals? If so, has the proposal been reviewed and approved by IACUC?
	If the project involved endangered species, have the appropriate permits been obtained?
	If the project involves hazardous/radioactive materials or recombinant DNA, has OSP been notified?
	Has the metric system been used throughout the proposal?

	Are adequate personnel available?
	Will you need to subcontract work? DO you need to identify a specific sub-contractor?
Costs	
	What will it cost to perform the work?
	Are proposed salaries and benefits with the Smithsonian ranges and appropriate to the effort?
	Are reasonable increases and COLAs budgeted from year to year?
	Are accurate fringe benefits included?
	What equipment will be needed? Are proposed costs adequate?
	Will travel and/or fieldwork be necessary? Have these costs been included?
	Have costs for office supplies and computers been included?
	Paper costs include the use of archival paper, including transfer of FAX documents to this paper. Have these costs been considered?
	What books, periodicals or journals will be required? Have these costs been included?
	Have indirect costs at the current approval rate been included where appropriate?
	Has an OSP Grant and Contract Administrator been contacted to review the budget and to check for any additional clearances that may be needed?

Because OSP offers assistance and advice to Principal Investigators at the earliest stages of proposal development, and continues its work throughout the lifetime of a grant or contract award, a Principal Investigator should contact OSP at the start of the proposal development process.