

Your Proposal Checklist
College of Arts & Letters

Paying for Your Time:

- Academic Year Salary?
- Course Buy-Out (cannot drop below 1:1 teaching load)?
- Summer salary?
- Have you included fringe benefits?
- If you are requesting funding to support a leave, have you completed your leave request?

All People Involved:

- Co-PI
- Other ND faculty
- Graduate student(s)
- Undergraduate student(s)
- Post-doc(s)
- Project-dedicated administrative staff
- Subcontractors (off-site key members of team)
- Consultants (specific role in project, not subcontractors)

Space:

- Where will you house your people for this project?
- Note: If you do not submit space request with proposal, you will not be able to get additional space upon receipt of award, and will have to house staff in your current lab/office space.

Notre Dame Resources:

- Will you utilize ND resources such as the Center for Research Computing, the Center for Social Research, and/or equipment from another College?
- Will this project lead to new curriculum or a new degree?

Budget:

- Computer(s)
- Software
- Postage, copying, printing
- Travel, where and why
- Subject payment
- CRC or other ND resource fees
- Cost-sharing paid by the University to support the project

Affiliations:

- Are you/this project affiliated with a Center or Institute?

Compliance:

- Human Subjects?
- Animals?

Sponsor Rules:

- Does the sponsor allow full F&A (indirect cost) recovery?
- Does the sponsor require cost-share?
- If cost share is not required, would you like to request voluntary cost-sharing from the University (either in cash or in-kind)?