



William Paterson University
Office of Sponsored Programs
 Raubinger Hall 309, 973-720-2852

Proposal Development Questionnaire

Date: _____ **Project Director or Principal Investigator:** _____ **Dean Aware of Project :**
Department and College/Unit: _____ Yes No

Funding Agency and Grant Program _____ **Submission Deadline:** _____ **Submission Method:** Electronic Other
Internal Review Date: _____ Paper

Estimated Average Size of Awards _____ Estimated Available Funds _____ Estimated Number of Awards _____ Maximum Award _____

Lead Agency if WPUNJ is Subrecipient: _____ **Project Dates:** No. of Yrs: _____
 Beginning Date: _____ Ending Date: _____

Grant Contract Subrecipient New Supplement Resubmission Renewal or Continuation, Contract # _____

Proposal Requirements:	Pages	Yes	No	Who	Budget Requirements:	Amount	Yes	No	Who
Project Summary / Abstract					WPU Match				
Project Narrative					Cost Share Required—Ratio or Percentage				
Biographical Sketches / CV's					Budget not to exceed required amount per single budget period of 12 months.				
Conflict of Interest					Allowable Indirect Cost				
Bibliography & References Cited					Maximum Indirect Cost Rate				
Facilities & Other Resources					Other documents:	Pages	Yes	No	Who
Equipment									
Specific Aims									
Research Strategy									
Letter of support									
Animal Subjects Involved / Vetebrate Animals									
Human Subjects Involved									
R&R Senior									
Key Personnel Roles / Profiles									
Project Type									
Logic Model									
Mentoring Plan									
Data Management Plan									
Documentation of Collaboration									
Mandatory Cover Letter (NIH)									

Partner Agency	Yes	No	Who	Comments
WPU Subrecipient Commitment Form				
Identify Possible Partners				
Special Expense Concerns Included in Project?				
Documentation of Collaboration				
R & R Subaward Budget Attachment(s)				

Follow-Up Activities:
Agency Program Officer: _____ **Have they Communicated:** Yes No

Next Meeting: _____