

## CHECKLIST FOR SUBMITTING EXTERNAL FUNDING PROPOSALS

**DO I NEED TO SUBMIT MY FUNDING PROPOSAL THROUGH THE OFFICE FOR RESEARCH?** This checklist is intended to help support faculty in the College of Arts and Letters, to assist in determining if a specific proposal for external funding needs to go through the Office for Research for routing, approval, and submission. It is highly advised that you consider your proposal in light of this checklist at least 2-3 weeks before the proposal deadline. If your funding proposal needs to go through the Office for Research, time will be required to work with the office staff to complete all necessary processes and obtain approvals *before* proposal submission.

Note: Even if your request for funding from an external source is not to be used to support “research,” it still needs to be processed through the Office for Research if the proposal meets the criteria below.

Answer *Yes* or *No* to the following questions, in regard to your current funding proposal. If you are not sure how to answer the question, please consult the proposal guidelines from the funding source.

Checklist questions:

1. \_\_\_\_ Is external funding being sought from a government source?
2. \_\_\_\_ Is funding being sought for a project that involves human subjects, animals, recombinant DNA, radioactive materials, or other research compliance issues?
3. \_\_\_\_ If the proposed funding is awarded, will the funding source require a final report, a product, and/or periodic progress reports?
4. \_\_\_\_ If the proposed funding is awarded, will you need to use funds to purchase equipment?
5. \_\_\_\_ Is the funding connected to a project that requires a commitment of university facilities, personnel, or other resources? Although many university commitments are financial, this may include other commitments of resources such as space.
6. \_\_\_\_ Does the funding mechanism include or allow indirect (e.g., Facilities & Administrative) costs to be included in the budget request?
7. \_\_\_\_ Is cost-matching required, or will it be included in the proposal?
8. \_\_\_\_ Is the institution, not an individual, required to submit the proposal?

If you answered *Yes* to any of the checklist questions, you should contact Sponsored Programs and Support, within the ISU Office for Research (see **\*\*Note** below). You can contact the office via email at [research@isu.edu](mailto:research@isu.edu) and by phone at 208-282-2592. If you are uncertain about any of the questions or issues, please contact Sponsored Programs and Support. They are available and happy to help figure out what you need to submit your proposal.

If you answered *No* to all of the checklist questions, you likely do not need to submit your proposal through the Office for Research. If you are uncertain or want to make sure, please reach out to Sponsored Programs and Support, within the ISU Office for Research. For informal consulting on your proposal, you may also reach out to Michele Brummich, Associate Dean in the College of Arts and Letters, via email at [brummich@isu.edu](mailto:brummich@isu.edu) and by phone at 208-282-3205.

**\*\*Note:** *The Bistline Foundation Grants are an exception to this rule. Those applications go through the ISU Foundation.*