

Have I.....

PROPOSAL REQUIREMENTS		√
Established Need	<ul style="list-style-type: none"> • Does the proposal identify why this project is required? • Will the need/gap be realistically addressed by this proposal? • Is there a strong argument for why the opportunity needs to be developed? (current data/statistics.) 	
Provided Relevant Candidate(s) Information	<ul style="list-style-type: none"> • Has a resume/CV been provided for all participants as requested in the application guideline? • Were the candidate(s)'s submission requirements met? 	
Identified Organizational Support	<ul style="list-style-type: none"> • Did the application indicate that the organization will provide support/ participation with <u>project/dissemination of knowledge/ evaluation</u>? Was this addressed? • Does the support appear sufficient to ensure the application requirements are met? • Has the proposal outlined a long-term vision to enhancing nursing practice and improving patient care within their organization? • Does the proposal indicate how the long-term vision fits within their organization's long-term strategic goals? • Will there be any data collection? Is there supporting documentation related to ethics review (if required)? 	
Provided a Proposal Plan	<ul style="list-style-type: none"> • Is the plan specific? • Are the objectives measurable? • Does the time frame support the objectives? • Are the objectives achievable with the time frame? • Is there evidence for how each proposed objective will be evaluated? 	
Provided a Budget	<ul style="list-style-type: none"> • Is the budget realistic to achieve all proposed objectives? • Does the budget meet the requirements as outlined in the application guideline? • Is there any matching funding? (In-kind contributions from the organization or a partner organization, other granting agencies, or private corporations?) • Does the proposal sufficiently describe the in-kind contributions? • Do they appear reasonable? 	
Obtained Letters of Support	<ul style="list-style-type: none"> • Did the application require signed letters of support? • Are the candidates specifically mentioned in the letters of support? • Is there support from senior administration; is the intent clearly demonstrated to support the proposal? 	
Included all Documentation	<ul style="list-style-type: none"> • Have all the required documents for each section been included in the proposal package? • Has the final proposal been reviewed prior to submission? 	