



WEST LIBERTY UNIVERSITY

Grants Office
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Grant Proposal Checklist

- You have established a timeline for completion of the proposal, including submitting the proposal along with the Proposal Transmittal Form at least five working days prior to the deadline
- The purpose of the grant is in-line with the mission of the university
- If there is a position paid from the grant, HR has been contacted to ensure the salary is appropriate and a job description created
- If there are stipends, the related fringes have been included
- If there are stipends for faculty, they follow Policy 237
- If there is a match requirement, it has been included in the budget
- If allowable, Facilities & Administrative costs (also known as indirects) have been included in the budget at the appropriate rate
- Any other individuals or departments whose participation in the grant is included in the proposal (either directly or as a match) have been consulted and have agreed to their participation as written in the proposal as indicated by their initials: _____
- All required aspects of the Request for Proposals have been addressed in your proposal
- All related documents required by the granting agency have been completed
- The Proposal Transmittal Form has been completed
- Your College Dean and Provost, or Cabinet Member if non-academic, have been informed of your proposal and have signed the Proposal Transmittal Form

Note: If the items on the checklist have not been completed, the proposal will be returned for updating