

Proposal Development Checklist

Program Title Goes Here

Project Title

Grant Period

_____ to _____
Start Date End Date Period of Performance

Submission Deadlines *(internal ORA deadline to be 10 business days prior to external submission)*

Internal ORA _____
Date Time

Sponsor _____
Date Time

Submission Process

Submitted By: _____

Submission URL: _____

Sponsor: _____

Funding Opportunity Number: _____

CFDA Number: _____

Award Type:

Anticipated Award Date:

Agency Contact/Program Officer:

Budget & Budget Restrictions

Maximum Ask Amount:

Allowable IDC Rate:

Cost Share/Matching:

Other Requirements/Restrictions:

Project Information

Project Activity:

R & D

Instruction

Public Service

Student Service

Other

Project Type:

Pre-Application

New

Resubmission

Revision/Continuation

Course Buyout:

Human Subjects:

Export Control:

Biological Matter:

Animal Research:

Equipment Purchase:

Personnel

Personnel Type	Name/Department	Effort Type	Pay Rate/Stipend
Lead PI:			
Co-PI(s):			
Student Workers:			
Subawards:			
Contractors/Consultants:			
Other Personnel:			

Proposal Checklist

Required Item	Notes About Requirement	Page/Word Limit	Responsible Party	Status
Project Specific COI Form	<ul style="list-style-type: none"> COI forms are completed prior to InfoEd routing and are a requirement for internal approval. Every PI & Co-PI must complete a Project-Specific COI Form for external submission. Look out for COI requirements in your team channel. If you have any questions or concerns, please reach out to Mallory Ball, Director of Research Compliance at mball@wcu.edu 		PI & Co-PI(s)	

Formatting Requirements

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Additional Notes & Comments

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Limits on Student Workers & Recommended Pay Scales

Limit on Working Hours	25 hours per week during the Academic year. 25 hours per week over the Summer if enrolled in Summer Session Classes. 40 hours per week over the Summer if not enrolled in Summer Session Classes. 40 hours per week during breaks when classes are not in session. International Students, regardless of visa type, are limited to no more than 20 hours per week.	
Weeks per Session	Academic Semester	15 Weeks
	Summer	9 Weeks
Hourly Pay Rate <i>*Must verify average pay/stipend rates for your department.</i>	Entry Level/Semi-Skilled	\$7.25 to \$10.00
	Intermediate	\$10.00 to \$14.50
	Specialist <i>(over \$15/hr must be approved by HR prior to recruitment)</i>	\$14.50 to \$18.00
	Advanced <i>(all postings at this level must be approved by HR prior to recruitment)</i>	\$18.25 to \$28.00
Additional Resources	Student Employment Policies and Procedures	
Tuition and Fees	Graduate Students	
	Undergraduate Students	