FUNDING OPPORTUNITY CHECKLIST – This checklist will enable you to quickly determine whether or not, based on initial information provided by a funding opportunity profile, a particular grant is appropriate for you.

TIER 1

[ ] Eligibility – BOTH must apply

> [ ] My **organization** is eligible (i.e., this opportunity is open to institutions of higher education, organizations within the United States, public universities, etc.)

> [ ] I as an **individual** am eligible (i.e., I work within the appropriate field or discipline, I have the appropriate experience required, I meet the criteria described)

[ ] Funding Restrictions

> [ ] There are no **funding restrictions** identified in this opportunity that would interfere with or prevent certain activities within my project (i.e., my project would include international travel as a key component, but the funder states that they will not support international travel.)

 [ ] External Deadlines – Choose ONE

> [ ] The deadline is **rolling** and is not restrictive

> [ ] The deadline is in the **future** and can be met

> [ ] The deadline has **passed** and should be made a target for the future

[ ] Internal Deadlines

> [ ] Given the deadline specified above, I **will** be able to meet my organization's internal deadlines (i.e., any approvals required from executive officers or administrators) before the external deadline

TIER 2

[ ] Registration – Choose ONE

> [ ] The application uses an **online portal** and requires an established account or profile

> [ ] The application will be submitted by **e-mail** or by **mail**

[ ] Collaborations – Choose ONE

> [ ] Yes, this project would require **one or more** established partnerships (i.e. with local community stakeholders, with researchers, etc.)

> [ ] No, this project would **not** require an established partnership

TIER 3

[ ] Funder's Mission

> [ ] According to the funding opportunity's abstract or description, my project is relevant to the funder's **mission** and the **interests of the funding opportunity**