

Internal Federal Grant Checklist Example:

Grant To-Do List Workspace #				
Workspace Document	Type	Slot	Resp. Person	Status
	Form	15		Needs project dates, project title / description, final budget total, Abstract Signed on submission
Attachments.	Doc	1 2 3 4 5 6 7 8 9 10 11-14 15		Workplan Logic model Staffing plan, key personnel PDs Biosketches key personnel Letters agreement Org chart Tables, charts Fifth-year budget if needed Advisory board roster Evaluation plan Support letters Indirect cost agreement
Performance site locations	Form	PSL		
Project narrative attachment	Doc	PNA		
Disclosure lobbying	Form	DL		
Budget narrative attachment	Doc	BNA		
Budget information non-construction	Form	BINC		
Key contacts	Form	KC		
<p>Formatting all narrative information (abstract, narrative, budget narrative):</p> <ul style="list-style-type: none"> • 1-in margins all sides • 12-point font – Times New Roman or Arial • Left aligned text; single spaced okay • Section headers in bold, flush left • Applicant name (Winona State University) in footer of each page • Narrative 65-page limit includes: <ul style="list-style-type: none"> ○ Abstract (1-page limit) ○ Project narrative (does not include TOC) ○ Budget narrative (5-page limit) ○ Support letter(s) ○ Other attachments (does not include Indirect Cost Agreement) 				