**To help ensure you have included all required information, use this checklist as a guide.**

\_\_\_Cover page (PAGE 1) filled out and signed (electronic signatures are accepted).

\_\_\_Budget itemization page (PAGE 2) filled out

**The proposal:**

\_\_\_has **no more than** five double-spaced pages

\_\_\_describes the **purpose and need** of the proposed activity for faculty

\_\_\_describes the **proposed activity** or activities that address the need

\_\_\_indicates the **intended outcomes** of the proposed activity or activities

\_\_\_describes the **potential for lasting effect** at Gallaudet beyond the funding period

Documentation/justification included for activity expenses included in budget itemization form:

* ­­­\_\_\_Honorarium fees
* \_\_\_Travel
* \_\_\_Lodging
* \_\_\_Ground transportation
* \_\_\_Participants’ Stipends
* \_\_\_Project Planner’s Stipend
* \_\_\_Registration Fees (only member rates will be covered)
* \_\_\_Material Development
* \_\_\_Interpreting Services
* \_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Activity documentation - varies depending on the proposal but it typically should include:
	+ \_\_\_Start and end dates (important for conferences/meetings to justify perdiem and hotel)
	+ \_\_\_Identification of the sponsoring/organizing institution, company or professional/academic organization.
	+ \_\_\_Documentation/information concerning your role as an attendee, poster/paper presenter, chair of a session, member of a panel, leader of a workshop, organizer of event, participant in a workshop,…
	+ \_\_\_For research activity support, include supporting materials concerning the research and researcher.

\*\*\*Recheck your math and all cost documents. The committee receives a significant number of proposals with incorrect numbers and missing supporting documentation of budgeted items. \*\*\*

**\_\_\_** Before handing in your proposal to the Committee, review a copy of the full proposal to make sure no pages have been left out.

\_\_\_ **Electronic submissions are required.** Compose the full proposal in **one** MS Word or PDF file and email to: FacultyPDCommittee@Gallaudet.edu