## Theory-to-Practice Grant Checklist

This checklist does not need to be submitted with your grant proposal. Rather, it is intended to help the principal applicant and any co-applicants develop and submit a proposal for consideration.

### THE BASICS

- **☐** I have read the Theory-to-Practice Grant Guidelines and Instructions for Submission online.
  - [http://tpg.owu.edu/guidelinesAndInstructionsForSubmission.html](http://tpg.owu.edu/guidelinesAndInstructionsForSubmission.html)

- **☐** I meet all the eligibility requirements necessary to apply for a Theory-to-Practice grant. If I have co-applicants, they meet necessary requirements, too.
  - **☐** All are in good academic standing.
  - **☐** All are in good community standing.
  - **☐** None have accounts outstanding with the University.
  - **☐** All are returning to the university in the semester following the proposed dates of the project.

- **☐** I am familiar with the on-line application form and know what I need to complete specific sections of the application.
  - [https://admin.owu.edu/tpg-secure/application.html](https://admin.owu.edu/tpg-secure/application.html)

- **☐** The deadline for submitting the completed on-line application is by 5 P.M. on this cycle’s due date.
  - [http://tpg.owu.edu/](http://tpg.owu.edu/)

### BACKGROUND PREPARATION

- **☐** The ideas behind the proposal are based on the background and preparation indicated to the right.
- **☐** The proposal includes a section explaining how each of the items checked has helped or will contribute to the successful achievement of the objectives outlined in the proposal.
  
  Check all that apply:
  - **☐** Completed/or will complete related course work
  - **☐** Completed/or will complete directed readings or independent studies on the topic
  - **☐** Completed/or will complete an internship, apprenticeship, co-curricular or other out-of-classroom experience related to the topic
  - **☐** Met with faculty members or others knowledgeable about the topic to explore in-depth the ideas included in the proposal when appropriate
  - **☐** Other

### GOALS AND OBJECTIVES

- **☐** In the proposal I discuss objectives and the plan for achieving, assessing and presenting them to a wider audience.
  - **☐** list of goals and a detailed plan for reaching them
  - **☐** description of how I/we will assess whether or not I/we have met these goals
  - **☐** plan for how and when I/we can share this information with others once back on campus
### ITINERARY AND BUDGET

- **Included in this proposal is a detailed itinerary.**
  - If the proposal calls for on-site interviews, I/we have listed contacts with these sources and whether the interview has been confirmed or is still pending.
  - If the proposal calls for on-site use of special library collections, archival materials, laboratories, or other facilities, I/we have listed the contacts and the status of the request.

- **Included in the budget are anticipated expenses and the sources used to make cost estimates.**
  - Transportation (air, rail, long-distance bus, etc.)
  - Ground transportation to and from airports, rail stations, hotels, etc.
  - Housing (hotels, hostels, camping, apartments, guest houses, etc.)
  - Meals
  - Passes, entrance fees, performance/concert tickets, etc.
  - If I am/we are travelling internationally, $10 per person per week abroad is included in the budget for accident/evacuation insurance.
  - Other costs related directly to the project.

- **If applicable, I have listed in the proposal the sources and requests for possible matching funds and the status of those requests.**
  - Matching funds (sources and amount requested)
    - Status:  
      - Approved for $ 
      - Pending, decision expected (date)

### COMPLETED APPLICATION

- **If my proposal has co-applicants, I have discussed with each of them the content of this proposal and all have read the proposal that is being submitted.**
- **If my proposal has co-applicants, they know they must also complete the co-applicant Form, the link to which is located on the Application.**
- I/we have
  - Carefully edited and proofread the proposal
  - Double-checked the budget figures
  - Submitted the proposal on time
  - All co-applicants completed a co-applicant form linked from the online application.

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**Please Note:**
- **No stipends or wages will be awarded through this Program.**
- **Equipment purchased with grant funds will become the property of the University.**
- **Tuition for academic credit will not be paid to other institutions.**
- **Proposals that include travel to countries with U.S. Dept. of State travel warnings will be reviewed by the administration; those considering travel to such countries should contact IOCP prior to travel**

*Questions should be sent to tpgants@owu.edu.*