

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	
<input type="checkbox"/> I have read the Theory-to-Practice Grant Guidelines and Instructions for Submission online.	http://tpg.owu.edu/guidelinesAndInstructionsForSubmission.html
<input type="checkbox"/> 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.	<input type="checkbox"/> All are in good academic standing. <input type="checkbox"/> All are in good community standing. <input type="checkbox"/> None have accounts outstanding with the University. <input type="checkbox"/> All are returning to the university in the semester following the proposed dates of the project.
<input type="checkbox"/> 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
<input type="checkbox"/> The deadline for submitting the completed on-line application is by 5 P.M. on this cycle's due date.	http://tpg.owu.edu/
BACKGROUND PREPARATION	
<input type="checkbox"/> The ideas behind the proposal are based on the background and preparation indicated to the right. <input type="checkbox"/> 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.	<p style="text-align: center;"><i>Check all that apply:</i></p> <input type="checkbox"/> Completed/or will complete related course work <input type="checkbox"/> Completed/or will complete directed readings or independent studies on the topic <input type="checkbox"/> Completed/or will complete an internship, apprenticeship, co-curricular or other out-of-classroom experience related to the topic <input type="checkbox"/> Met with faculty members or others knowledgeable about the topic to explore in-depth the ideas included in the proposal when appropriate <input type="checkbox"/> Other
GOALS AND OBJECTIVES	
<input type="checkbox"/> In the proposal I discuss objectives and the plan for achieving, assessing and presenting them to a wider audience.	<input type="checkbox"/> list of goals and a detailed plan for reaching them <input type="checkbox"/> description of how I/we will assess whether or not I/we have met these goals <input type="checkbox"/> plan for how and when I/we can share this information with others once back on campus

ITINERARY AND BUDGET	
<input type="checkbox"/> Included in this proposal is a detailed itinerary.	<input type="checkbox"/> 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. <input type="checkbox"/> 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.
<input type="checkbox"/> Included in the budget are anticipated expenses and the sources used to make cost estimates.	<input type="checkbox"/> Transportation (air, rail, long-distance bus, etc.) <input type="checkbox"/> Ground transportation to and from airports, rail stations, hotels, etc. <input type="checkbox"/> Housing (hotels, hostels, camping, apartments, guest houses, etc.) <input type="checkbox"/> Meals <input type="checkbox"/> Passes, entrance fees, performance/concert tickets, etc. <input type="checkbox"/> If I am/we are travelling internationally, \$10 per person per week abroad is included in the budget for accident/evacuation insurance. <input type="checkbox"/> Other costs related directly to the project.
<input type="checkbox"/> If applicable, I have listed in the proposal the sources and requests for possible matching funds and the status of those requests.	<input type="checkbox"/> Matching funds (sources and amount requested) Status: <input type="checkbox"/> Approved for \$ <input type="checkbox"/> Pending, decision expected (date)
COMPLETED APPLICATION	
<input type="checkbox"/> 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. <input type="checkbox"/> 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 <input type="checkbox"/> Carefully edited and proofread the proposal <input type="checkbox"/> Double-checked the budget figures <input type="checkbox"/> Submitted the proposal on time <input type="checkbox"/> All co-applicants completed a co-applicant form linked from the online application.
<p><i>Please Note:</i></p> <ul style="list-style-type: none"> • 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 <p style="text-align: center;">Questions should be sent to tpgrants@owu.edu.</p>	