**APPENDIX L.**  **PROPOSAL CHECKLIST**

Arkansas Department of Higher Education Grant Competition - FY2017

No Child Left Behind Act

Please complete this checklist to ensure that you have all parts to your proposal. This page is to help you organize your proposal for the review process.

**DO NOT SEND THIS PAGE WITH YOUR PROPOSAL**

Institution Project Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| 1. Cover Page: |  |
| * All blocks completed |  |
|  |  |
| 1. Project Abstract - All blocks completed |  |
|  |  |
| 1. Table of Contents |  |
|  |  |
| 1. Memorandum of Agreement |  |
| * 1. Signed by(1) Institutional Authority |  |
| (2) School District Superintendent(s) |  |
| (3) Deans of the Colleges of Education **and** Arts and Sciences |  |
| * 1. All designated signatures on the same set of pages; summaries of activities, resources and services included |  |
|  |  |
| 1. Project Narrative: |  |
| * Does not exceed length guidelines |  |
| * Provides results of a current needs assessment |  |
| * Provides evidence of multiple evaluation components |  |
|  |  |
| 1. Budget Summary |  |
| * 1. Check to make sure that no partner will use more than 50% of the grant funds |  |
| * 1. Detailed budget narrative provided |  |
|  |  |
| 1. Current References Cited-Bibliography includes scientifically-based research |  |
|  |  |
| 1. Vitae for 2 key personnel and the evaluator (not to exceed 2 pages each) |  |
|  |  |
| 1. (a) Action Plan/Timeline/Schedule of Activities/Syllabus |  |
| (b) copy of pre- and post test |  |
|  |  |
| 1. Certificate of Assurance – mail with the institutional audit |  |
| * Signed by Institutional Authority |  |
|  |  |
| 1. Institutional Audit Report-A-133 – Email with the certificate of assurance |  |
|  |  |
| 1. All pages numbered |  |
|  |  |
| 1. All material emailed to address provided by deadline |  |
|  |  |
| 1. Appendices C and F and the Audit Emailed by deadline |  |