












PRE-SUBMISSION CHECKLIST

Proposed Project: _____	College/Department: _____	Decision:		
Funding Source: _____	Proposer: _____	__ Go		
	Dean Approval: _____	__ Not Now		
Decisions Factors	WEIGHTED CRITERIA			Rating
	Negative (Score: 0)	Neutral (Score: 1)	Positive (Score: 2)	
 FIT with UTA Strategic Goals*	Does not fit	Marginally fits	Clearly fits and advances agenda	
 Proposed Principal Investigator/ Project Manager PI/PM TIME available for the project	College/department cannot release PI/PM time for project	College/department approves some PI/PM time to project	College/department approves PI/PM time required for project	
 EXPERTISE of College or Department Grant PI/TEAM	Little or totally new area	Average experience in this area	Strong expertise in this area	
 CAPABILITY of College or Department Grant PI/Team to respond to RFP	Do not have staff time to respond adequately	Stresses staff time but are able to respond	Have staff time to develop highly competitive proposal	
 Financial OBLIGATION (space, personnel)	Requires significant investment of college/univ. resources	Requires marginal investment of college/univ. resources	Requires minimal investment of college/univ. resources	
 Addresses one or more university OBJECTIVES identified by data	Does not meet university objectives	Marginally meets university objective	Clearly meets university objective	
 Project SUSTAINABILITY	Difficult to sustain	Sustainable with significant additional resources	Sustainable with minimal additional resources	
 FUNDING provided is enough to cover cost of grant requirements	Requirements exceed funds available	Funds cover most costs of program operation; however investment meets a priority need	Funds adequately cover costs of program operation and reporting	
 Sources of MATCHING funds are identified, if applicable	Matching funds not available	Minimum matching funds are available	Matching funds are available, and budget authority agrees	
 Suitable External PARTNERS , if applicable	No partners exist	Potential partners exist and are identified	Partners exist and are involved	
 FUNDING AGENCY contact, history, and rapport	PI is unknown to this agency and staff	PI is known to this agency and staff	PI has well-developed working relationships with the agency and staff	
Total Score (sum of scores for each factor evaluated)				

*UTA Strategic Goals: Health and the Human Condition, Sustainable Urban Communities, Data-driven Discovery, and Global Environmental Impact

Scoring Key: Negative = 0-7 Neutral = 8-15 Positive = 16-22