

Some questions to ask when planning a proposal

- Does the purpose of the project actually fit with my agency's needs and overall mission and role?
- What additional details do I need to work out first? I try to consider at least the following list:
 - Partners and Stakeholders
 - MOU/MOA, contracts, subaward agreements, etc.
 - Special Conditions language
 - Implementation planning
 - Budget items, costs, and procurement processes
 - Accounting and financial management of awards
 - Financial resources
 - Administrative costs
 - Data collection efforts and tools
 - Evaluation Plan
 - Ongoing meetings or training needs, credentials, etc.
 - Grants management system needs
- Are we sufficiently prepared to design and successfully implement this project? Do we have sufficient flexibility to adapt to the inevitable changes that will be part of this effort?
- Does my agency have sufficient capacity to manage this award?
- Is my planned project something I can realistically achieve in the time available, or am I "too big too fast"? *Please note that if we are implementing a project, data collection tool, program, or nearly anything else brand new, we need to consider how to pilot and adapt.*
- Do I know enough about this issue to successfully prepare a grant application? Do I have other subject matter experts who can assist, and at what level of participation?
- How much time can I realistically dedicate to the development of proposal? What about to the project if funded?
- Who should realistically direct the efforts on this project?
- What does my participation entail- application prep/planning, implementation planning, data reporting or analysis, grant management, etc.?
- Do I have others who also need to participate in the project design and/or implementation? If so, at what level? Will they have the flexibility and capacity to do so?
- What role(s) will each person play? Are these temporary or ongoing assignments?
- Are there other champions in my agency or stakeholder group?
- Can I fully support the project costs with grant funds, or will I need cash or in-kind match for this project? If yes, can my agency actually dedicate the necessary resources?

- Does my project make sense logically, and does my project plan convey all of the needed information?
- Can my agency realistically sustain their participation in this effort when the project period ends?
- What gaps still exist?
- What are my contingency plans?
- Are there external factors that could potentially impact my project, and if so, how do I account for them in my planning?