

Evaluating Proposals: some key questions to ask yourself

Is there a clear statement, early on in the proposal, of the problem or need?

Are the goals of the project stated clearly?

- Are the specific objectives also stated clearly?
- Do both goals and objectives relate to the problem or need?
- Are the goals and objectives of the project correlated with the goals and objectives of the sponsor (or funding opportunity)?

If the project is community-based, is there a description of the community and of the target population to be served?

- Does the project complement other activities in the community?

Is the approach or method described?

- Is the rationale for that particular approach or method clear?
- Is there an original and creative solution to the problem or need?

Who are the project staff?

- Are staff roles structured in a way that will help the project achieve its goals?
- Do staff members have the appropriate qualifications for carrying out their roles?
- If a multi-PI proposal, are the roles of each principal investigator clearly spelled out?

Is there a timeline? Does the timeline align with the guidelines and narrative?

If the project has been in operation for a while, is there discussion of its progress and results?

Does the proposal make a case for why Fordham University is the most appropriate to undertake the project and not some other organization?

What are the comparative advantage of Fordham University in submitting this proposal?

- If applicable, is there evidence of University support for the project?
- If this is a sub-award, what are the elements that Fordham University will bring to the full proposal and the project's overall impact?

Is the budget realistic and clear?

- If there is a cost matching requirement, are those items included, quantified and clearly categorized as such?

Does the proposal describe a method for data management?

Does the proposal describe a method for dissemination of results?

Is there a discussion of the project's possible impact?

If this proposal would lead to only partial funding, is there some discussion of plans to complete funding of the project and to secure funding in the long run (sustainability)?

If applicable (most education grants, for example), is there a plan for an objective evaluation?