**Getting started: A checklist for faculty**

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| **Action** | **Assistance** | **Start date** | **End date** |
| Articulate project idea and discuss with colleagues, here and elsewhere* What is going on in the field?
* Who is working on related projects?
* Why this project and why now?
 |  |  |  |
| Converse with GFCR staff so they can identify relevant funding opportunities. Visit the [GFCR site](http://wp.stolaf.edu/gfcr/) for [tips](http://wp.stolaf.edu/gfcr/successfulproposal/) on developing successful proposals  | GFCR |  |  |
| Develop a one-page concept draft that explains:* What is the opportunity or problem?
* Why is it important? To whom?
* How am I prepared to address it?
* What will we learn that we don’t know now?
* Outline resources needed to complete this project (time; access to sites, labs or collections; technology; collaborators)
 |  |  |  |
| Discuss with your department chair how project advances your professional development plan |  |  |  |
| Create a time line for this project. |  |  |  |
| Identify potential funders | GFCR |  |  |
| Read the guidelines. Read them again. |  |  |  |
| Prepare first draft, including budget, and circulate for critical comments.  | \_\_\_ & GFCR |  |  |
| Review guidelines, your draft proposal and your professional development plan |  |  |  |
| Revise draft, using suggestions from “friendly” reviewers, and your own judgment after review of guidelines, concept draft and your professional development plan |  |  |  |
| Invite a stickler for clarity and coherence to review the revised draft. | \_\_\_ & GFCR |  |  |
| Complete the [Proposal Clearance Form](http://wp.stolaf.edu/gfcr/pcf/) and circulate with draft at least 5 business days prior to submission date | GFCR |  |  |
| Prepare and polish final version of proposal. GFCR will proofread every speck of it. | \_\_\_ & GFCR |  |  |
| Wave the Magic Wand and Submit | \_\_\_ & GFCR |  |  |
| Celebrate and share gratitude |  |  |  |

**Office of Government, Foundation, and Corporate Relations**

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