**USRF Proposal Submission Checklist**

**To be considered for funding, all applicants MUST
follow the criteria below.

Please refer to this checklist when compiling
and submitting your application.**

* All forms are included with your submission: (1) Application - containing applicant’s information, project narrative and budget narrative, and (2) proposed budget document.
* The budget narrative MUST contain the required building blocks for calculations shown on the budget (see budget narrative template on the website).
* If the proposal includes partnering institution(s), the applicant MUST submit letters of attestation from each of those institutions with the application.
* If the proposal includes training, the applicant MUST submit bios/CVs of all trainers with the application.
* If the proposal includes training, the applicant MUST submit a curriculum outline/agenda of the trainings with the application.

\*\*Note: Upon receiving your application with the materials indicated above, USRF’s Senior Grant Administrator will contact all applicants with a set of due diligence documents that MUST be completed by the indicated deadline in order for the proposal to be considered for funding.