INVESTIGATOR READINESS ASSESSMENT

1. **What is your <u>MOTIVATION</u> for writing a proposal?**
    a) I am obligated by tenure or other organizational duties
    b) I need funding for an adjacent project
    c) I want to further my education or the field of study

2. **Will you have the <u>TIME</u> to write a quality proposal?**
    a) I have a full class load and after-work obligations, so very little time
    b) I have both a teaching and research appointment with time to write every week
    c) I have ADR's who encourage research and will give me release time and support to write daily

3. **Have you <u>IDENTIFIED</u> a request for application/proposal?**
    a) I know how to find one on grants.gov or another search engine
    b) I plan on fitting my idea to an RFA that I've found
    c) I have been waiting on a perfect fit RFA to reopen.

4. **Have you <u>SOURCED</u> information on what has already been funded through this competition?**
    a) I have not searched for other projects funded through this.
    b) I know a couple of PIs who were funded last year.
    c) I know how to use NSF Award Search, NIH RePORTER, and other sources of funded projects

5. **Have you had time to <u>READ</u> the request for application and/or grant guidelines?**
    a) I have read the title and it seems like it might fit
    b) I have skimmed the requirements and think I can get it to work out
    c) I have studied the agency's detailed program plan and have sketched an outline

6. **Can you identify your department's <u>BUSINESS MANAGER</u> or <u>GRANTS & CONTRACTS SPECIALIST</u>?**
    a) I do not know if our department has those staff available
    b) I know we have those personnel but not who they are
    c) I have reached out to one or the other for assistance

7. **Do you have the <u>PRELIMINARY DATA</u> necessary for research or have you created a basic program plan?**
    a) I have a general idea I've been wanting to try but no real data or plan
    b) This is my opportunity to collect data or pilot a program
    c) I want to further research that I've already begun or want to build or expand a well thought program

8. **Do you have an idea of the <u>COSTS</u> associated with your activities for a basic budget?**
    a) I do not have activities planned yet, nor have I identified personnel needs
    b) I have a basic idea of what I want to accomplish but have not quotes or estimates
    c) I have outlined the associated costs and received quotes and information related to those costs

1. **Will you have the <u>TIME</u> to dedicate to implementation?**
   a) I planned to hire others to do most of the work
   b) I can devote the minimum amount of time since I have a heavy teaching schedule
   c) I have ADR's who encourage research and will give me release time and support

2. **Have you thoroughly READ your award contract and are you AWARE of agency requirements placed inside award documents?**
   a) I received the contract in an email, but I haven't read it
   b) I glanced at the award number, award dates, and final award amount
   c) I carefully read through the award document and am aware of all requirements

3. **Have you discussed your <u>EXPECTATIONS</u> with associated project personnel?**
   a) I have not spoken to these people since they agreed to be written into the proposal
   b) I have set a meeting with included personnel but have no agenda
   c) I have sent an agenda to personnel and set up times to discuss their participation

4. **Have you thought about how your team will <u>COMMUNICATE</u> issues/tasks with the group?**
   a) I figured we would play it by ear as things come up
   b) I have thought about best practices to keep the group informed but have not finalized anything
   c) I have a written plan to give to each team member detailing expectations and best practices for communicating progress and issues

5. **Are you aware of the annual or quarterly <u>REPORTING</u> requirements of the funding agency?**
   a) I did not know I would have to report to anyone on the project's progress
   b) I know that reports are required but have no idea of what is included
   c) I made myself aware of reporting requirements before I submitted the proposal

6. **Have you considered your state of <u>READINESS</u> at the time of award?**
   a) I thought the first year of the program was for preparing
   b) I have some site or structural issues that might cause a delay in beginning activities
   c) I am ready to begin according to my proposed timeline, aside from unexpected delays

7. **Have you initiated contact with your <u>DEPARTMENTAL</u> business manager or coordinator to assist with spending oversight and post-award tickets or other award maintenance?**
   a) I know that I have a department personnel who can help with spending practices
   b) I have reached out to my department personnel to discuss MSU policies on spending and verifying allowable and nonallowable spending and other award maintenance issues
   c) This ain't my first rodeo, and I know exactly where to go if I have issues arise