

**ORGANIZATIONAL CAPACITY AND PROJECT READINESS DECISION MATRIX**

Check Yes, No, or Somewhat for each question listed below.			Yes	Somewhat	No
<i>Administrative</i>	1.	Are you familiar with the grant review and approval process at Mississippi State University? <b>If not, refer to <a href="#">MSU Policy 70.01</a></b>			
	2.	Does the grant offer indirect cost recovery to the institution?			
	3.	Does the institution have the financial management systems in place to manage this type of funding?			
	4.	Does the PI's department have the financial management systems in place to manage this type of funding?			
<i>Capacity</i>	5.	Is there adequate time to write, compile, get authorization for, and submit the proposal before institutional and agency deadlines?			
	6.	Do you have adequate training, experience, and time to administer the grant?			
	7.	Does the institution have the resources (space, personnel, equipment) to administer this grant?			
	8.	If the project requires an institutional match, have you identified potential source(s) of the match?			
	9.	Does the institution have the resources to sustain this project beyond the period of grant support?			
<i>Fit</i>	10.	Does this project fit within the institution's <a href="#">mission and vision</a> ?			
	11.	Does the project add value for the institution? Does it build capacity in an important area?			
	12.	Have you identified a source of funding for which the institution is eligible?			
	13.	Does the institution have a history/relationship/rapport with this funding agency?			
	14.	Are you familiar with the guidelines of the specific grant competition you seek to enter?			
	15.	Does your project fall within the scope of the funding agency and the specific RFP guidelines?			
	16.	Do you have a project concept that is based on best practices in the field?			
	17.	Have you identified collaborators internal or external to the institution?			
18.	Does this project advance scholarship or best practices and can it serve as a model to be replicated?				
<i>Communications</i>	19.	Have you talked to your department head or dean about this opportunity?			
	20.	Have you identified with whom you will collaborate to develop/write/package the proposal?			
	21.	Have you discussed this opportunity with those partners?			