

SUNY IITG/OER Pre-RFP Applicant Checklist

Use this checklist to gather all required information and materials before the grant application opens.

1. Principal Investigator / Project Lead Information

- ☐ First Name, Last Name, Professional Role / Title
- ☐ Campus Email Address, SUNY Campus
- ☐ Applicant Contact Information (if different from PI/Project Lead)
- ☐ Brief Biographical Sketch (350 words)
 - Primary role and responsibilities
 - Relevant experiences, achievements, or skills demonstrating ability to lead the project

2. Project Collaborators

- ☐ List of participating SUNY campuses
- ☐ Names, titles, affiliations, and roles of Co-PIs, collaborators, stakeholders

3. Project Summary Materials

- ☐ Proposed Project Title
- ☐ Project Abstract (up to 150 words)
- ☐ One-Sentence Description (up to 50 words)
- ☐ Anticipated Amount Requested (up to \$60,000)
- ☐ Funding Cap Exception justification (if applicable)

4. Project Information

- ☐ 1-2 paragraph narrative describing how project aligns with this year's objectives:
 - AI to enhance teaching/learning
 - Advancing accessibility & equity
 - Collaboration & sustainability across SUNY
- ☐ And one or more SUNY Chancellor's priorities
 - Supports student success
 - Advances research and scholarship
 - Promotes diversity, equity, and inclusion
 - Contributes to economic development and upward mobility

5. Project Outcomes & Timeline

- ☐ Up to 3 learning or project outcomes
- ☐ Draft project timeline (Summer, Fall, Spring objectives)
- ☐ Anticipated return on investment of time, energy, and resources:
 - Impact on student learning, campus/SUNY-wide benefits, scalability, sustainability, equity, accessibility, innovation

6. Impact Data Form

- ☐ Completed Impact Data Form* (for each course involved)
- ☐ Estimated financial impact
- ☐ Optional qualitative impacts (1–2 paragraphs)

7. Budget

- ☐ IITG Budget Worksheet (required form)
- ☐ Draft Budget Narrative (1 page or less)
- ☐ Cost-share calculations:
 - 25% for \$15,000–\$30,000 proposals
 - 50% for \$30,000–\$60,000 proposals
- ☐ Funding Cap Exception (if applicable)

8. Assessment & Communications Planning

- ☐ Assessment narrative for project outcomes (up to 500 words)
- ☐ Draft communications plan for sharing results (up to 250 words):
 - Conferences, workshops, journals, campus sites, or other venues

9. Campus Support & Administrative Info

- Feel free to use [this sample template](#) (and edit as needed) for your letters of support.

- ☐ Senior campus leadership endorsements (provost, VP, CIO, grants officer, etc.)
- ☐ Required letter of support from CIO if project involves technology
- ☐ Administrative staff contact for state purchase requests
- ☐ Chief Academic Officer contact
- ☐ *Check for local campus oversight processes, such as review/approval through the Grants Department or other entity.*
- ☐ Research / Grants Administration Officer contact (if required by campus)
- ☐ Contact information for Business Office representative who will handle grant funds

10. Optional / Additional Materials

- ☐ Letters of support from collaborators or campus partners (if applicable)