GPSA REQUEST FOR PROPOSAL Checklist

Name of Applicant: _________________________________ Date: __________________

College: __________________________ Department: ________________________________

Name of Proposal: ____________________________________________________________

Application:

☐ RFP Checklist

☐ RFP Application Form

  o Personal Information

  o Proposal Information

   ▪ Description of the workshop, program, or short course

   ▪ Statement of Need

   ▪ Student Impact

  o Department and Faculty Information

   ▪ Departmental verification of non-availability

  o Budget

   ▪ Travel expenses

   ▪ Lodging

   ▪ Per diem for instructor

   ▪ Salary for instructor

   ▪ Other expenses

   ▪ External funds

  o Verification