To aid you in successful Category I proposal submission, the Budgets and Fiscal Planning committee has created this preparation checklist. The items included are taken directly from the OUS posted instructions, and are the criteria the committee will be looking for during review.

- **Proposal and Budget Outline Form Reconcile**
  - □ Personnel
  - □ Other resources
  - □ Physical facilities

- **Demonstrates Sustainability**
  - □ Includes adequate Business Plan
    - □ Long term financial viability
    - □ Anticipated sources of funding
    - □ Ability to recruit and retain faculty
    - □ Long term library support
  - □ Include plans for development and maintenance of unique resources
    - □ Buildings
    - □ Labs
    - □ Technology

  - □ Include plans for development and maintenance of unique resources (cont.)
    - □ Address targeted student/faculty ratio
- Illustrates resources to be devoted to student recruitment

- Funding or revenue sources are clear

- Opportunity costs are adequately addressed:

  (Describes how the program/unit’s current objectives, functions, and/or activities will be changed. In other words, what will not be done in lieu of the proposed change? This includes course offerings, program requirements, admission requirements, student learning outcomes/experiences, advising, other programmatic functions, services, etc.)

Good luck! If you have any questions along the way, either Gary Beach at (541) 737-2815, or the chair(s) of the Budget Committee can assist you.