

TOPS Proposal Review Checklist

(one copy required per TOPS proposal)



The Department Head and subsequently the Dean must check the proposals to ensure they meet the requirements of the grant. PI's should provide information on this checklist that certifies the required aspects are addressed in the proposals. Given the popularity of the TOP program, proposals that do not meet the requirements will be returned without review.

**Confirm prior to submission
to Dean of Faculties**

**PI Certification the required component is addressed
and meets the minimum expectations of the grant**

DH Dean

Number of Undergraduate students engaged per academic year:

Number of Graduate students engaged per academic year:

Name the faculty from at least 2 TAMU Colleges, Schools, or Campuses?

Name

College

Coversheet Provided

What is the experiential component beyond the classroom? Provide a 2-3 sentence description.
(Must be well elaborated within the description of the activity)

How is research/scholarship integrated as the basis of the high impact learning experience?
Provide a 2-3 sentence description. (Must be well elaborated within the description of the activity)

List the Course Learning Outcomes

Are there assessments of the effectiveness of each outcome elaborated in the proposal?

Is there a sustainability plan beyond the funding period?
(Must be well elaborated within the description of the activity)

Anticipated length of the award period? (Not to exceed 3 years)

Total funds requested (Amount, not to exceed \$300,000/3 years)

Matching Funds (Amount, if applicable)

Are predicted impacts detailed?

Budget Justified (Yes or No)

Certifying PI:

Date:

Department Head:

Date:

Dean:

Date: