

Application Review

1. Are words spelled correctly?
2. Are acronyms referenced appropriately?
3. Is capitalization used correctly?
4. Is the narrative written in an active voice?
5. Is the appropriate tense used?
6. Have jargon and excess verbiage been eliminated?
7. Be sure to answer
 - a. Who (subject and object)?
 - b. What?
 - c. Where?
 - d. When?
 - e. Why?
8. Are the specifics unique to this grant/project clear?
9. Proof the product for grammatical errors.
10. Use a “friendly reviewer” to ensure you have adequately and appropriately addressed the solicitation.