

WINTHROP UNIVERISTY OFFICE OF BUSINESS INNOVATION AND DEVELOPMENT

INNOVATOR CHECKLIST

Instructions: Please completely fill out the form.	
Submission Date:	
Applicant Name: Business Unit/Department: Contact Information:	
State the Business Concept/Idea and how it falls within the strategic plan. (100 words or less)	
Provide the estimated cost of the project with justification. Specify initial start-up costs and funding source, if any. (50 words or less)	
Identify the potential cost savings from which the institution will benefit and metrics used to measure the savings. (50 words or less)	
List the required resources needed to fully implement the project including staffing.	
List the compliance needs: a) need for inspections, b) applicable laws, and c) complies with State procurement guidelines, d) other.	
Provide a high-level timeline from conceptualization to full implementation for the project.	

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Provide other additional project information.					
<i>Supervisor Approval:</i>	<i>VP Approval:</i>				
<i>Do not write below - for office use only</i>					
Reviewer Name:					
Place an “X” in the appropriate box.	Yes	No	In Progress		
Business concept is a new submission					
Business concept is viable and can meet the needs of the department, unit, or institution					
Meets Winthrop’s Strategic Plan				Identify the Winthrop Plan Goal:	
Meets SC laws and regulations				Identify regulatory agency that requires licensing, inspection, etc.	
Initial project costs are adequate and reasonable for project implementation					
Resources required are realistic and cost effective					
Timeline is adequate					
As submitted, the business concept/idea is approved				Date of Approval: Conditions of Approval: Explanation of Disapproval:	

NOTES:

