Recommended Grant Proposal Development and Submission Timeline

**4 MONTHS PRIOR TO SPONSOR DEADLINE**
- Generate Ideas for Proposal
- Solicit for letters of support
- Set aside time to work (meet with dept. chair for admin time)
- Prep of all biosketches
- Check to confirm user accounts (AHA, NIH, etc)
- Discuss proposal idea with subject matter expert(s) (internal review panel)

**3 MONTHS PRIOR TO SPONSOR DEADLINE**
- Identify and contact at least 1 external reviewer.
- Select and contact co-investigators and consultants
- Meet with grants administrator/budget person
- Finalize Title

**1-2 MONTHS PRIOR TO SPONSOR DEADLINE**
- Write Preliminary introduction (with references) and specific aims
- Sketch out research plan based on specific aims
- Submit introduction, aims, and preliminary design to subject matter expert.

**3 WEEKS PRIOR TO DEADLINE**
- Submit a complete draft to review committee and external reviewers. (close to final as possible)
- Write your IRB and IACUC protocols

**2 WEEKS PRIOR TO DEADLINE**
- Finalize Budget with justification
- Insure completion of biosketches
- Finalize all letters of support
- Complete the resource page
- Complete any human subjects and vertebrate animal narratives

**5 BUSINESS DAY PRIOR TO DEADLINE**
- Complete any final editing and formatting of research plan based on reviewers’ comments.
- Add additional preliminary data if necessary.

**DEPT/DIV SUBMIT ALL COMPLETE AND FINAL DOCUMENTS TO SOM/ORA**
- Send all final documents two your Dept/Div Admin Office for COEUS upload.