Grant Proposal Development Timeline

8/25/2012

5 DAYS BEFORE SPONSOR DUE DATE
- Validate Proposal Package
  - Draft Technical Proposal
  - Set-Up Electronic Proposal Application Package

2 WEEKS BEFORE SPONSOR DUE DATE
- Finalize Budget & Non-Technical Documentation

1.5 MONTHS BEFORE SPONSOR DUE DATE
- Prepare & Submit IRB Protocol Documentation

3 WEEKS BEFORE SPONSOR DUE DATE
- Submit Reps & Certs, Other Compliance Docs to DSP
- Obtain Collaborator Final Budgets
- Prepare Draft Non-Technical Documentation
  - Budget Justification
  - Facilities Description
  - Key Personnel Bios
  - Key Personnel Current & Pending Support

5-10 DAYS BEFORE DSP DUE DATE
- Draft Technical Proposal for CoE Internal Review

2 MONTHS BEFORE SPONSOR DUE DATE
- Initiate Technical Proposal Development
- ID Proposed Effort Start Date
- ID Tasks, Milestones, & Deliverables

3 MONTHS BEFORE SPONSOR DUE DATE:
- ID Opportunity & Obtain/Disseminate RFP/FOA
- ID Collaborators & Initiate Participation Discussions
- Obtain/Submit Electronic Proposal Systems Access
- Set-Up Electronic Proposal Application Package

30-60 DAYS BEFORE SPONSOR DUE DATE
- ID Opportunity
- ID Collaborators & Initiate Participation Discussions
- Obtain/Submit Electronic Proposal Systems Access
- Set-Up Electronic Proposal Application Package

5 WEEKS BEFORE SPONSOR DUE DATE
- Prepare Draft Budget
  - ID Personnel & Effort
  - ID Major Equipment Items
  - ID Materials & Services
  - ID Travel Requirements
  - ID HS Test Cost Requirements
  - Rough Estimate of Collaborator Costs – (Subawards, Consultants, PSA Vendors)