

Recommended Timeline for Grant Proposal Development and Submission

	Actions	Timeframe
	<ul style="list-style-type: none"> • Generate ideas for proposal • Discuss intent to submit with Assoc. Dean for Research • Establish contact with funding agency and with Henry Jackson Foundation • Send letter of intent (if required by funding source) • Register as PI in eRA Commons if not registered • Discuss proposal idea with subject matter experts 	<p>At least 3 months prior to submission deadline if possible</p>
	<ul style="list-style-type: none"> • Identify and contact at least 1 external reviewer and schedule review • Select and contact co-investigators and consultants • Discuss implications of funding with Department Chair (eg. Release time needed to do work) • Solicit letters of support (you can use template on share drive and customize for your consultants) • Solicit biosketches/CV • Write preliminary introduction (with appropriate references) and specific aims • Sketch out research design based on specific aims • Submit introduction, specific aims and preliminary design to subject matter expert • Meet with grants administer/budget person • Finalize title 	<p>2 months prior to submission deadline</p>
	<ul style="list-style-type: none"> • Finalize budget with justification narrative • Insure completion of biosketches • Finalize letters of support • Complete resources pages (while grant is out for review) • Complete USU Assurance forms • Complete Significance and Innovation sections • Submit draft (as complete as possible: research plan should be best draft) to Research Center • Send draft out to outside reviewer for 	<p>1 month prior to submission deadline</p>

	<p>review and comments</p> <ul style="list-style-type: none"> • Write and Institutional Review Board Protocols (IRB or IACUC) if required by project 	
	<ul style="list-style-type: none"> • Complete final editing and formatting of research plan base on reviewer comments • Add additional preliminary data if necessary • Work with Research Center to verify that all documents are included 	2 weeks prior to submission deadline
	<ul style="list-style-type: none"> • Final document ready for up-load into electronic system 	3 days prior to deadline