GENERAL GRANT PLANNING AND WRITING TIMELINE

9-12 months before start date

1. Explore what aspect of your research could benefit from external funding.
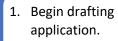2. Conduct a funding search using Pivot and track potential opportunities.
3. Consider collaborators needed for success. Contact them and share your broad ideas to begin collaborative planning.
4. Discuss project plan with department head as needed (e.g., planned sabbatical or course releases).

3-6 months before deadline

1. Write a 1-page research plan to share with funder to ensure fit with their program.
2. If you are applying to a private foundation (non-federal funder), contact FR.
3. Read (and re-read) the funding solicitation.
4. Reach out to RDS for one-on-one support for application.
5. Download relevant templates and checklists from RDS website.
6. Contact your DGA to start budget development.
7. Contact RCS and/or IACUC regarding human subjects/ animal research.

1-2 months before deadline

1. Begin drafting application.
2. Work with SPS to complete any necessary registrations (e.g., NSF or NIH ID, EPCS login).
3. Begin iterative reviews/ critique of narrative with RDS
4. Work with RDS to get letters of institutional support (as applicable).
5. Develop budget with your DGA, and begin an EPCS record.
6. Consider using External Reviewer funds to have a content expert review your narrative for discipline specific issues.

2 weeks from deadline

1. Submit budget to SPS for approval (at least 6-8 business days before deadline).
2. Continue RDS review/critique of materials as applicable.
3. Upload material into any online funder-portals, with DGA help.
4. Submit proposal (SPS directly submits *all* federal, and some private, grant applications)

Key

- **DGA:** Departmental Grant Administrator
- **FR**: Foundation Relations Office
- **IACUC:** Institutional Animal Care and Use Committee
- **RCS:** Research Compliance Services
- **RDS**: Research Development Services
- **SPS**: Sponsored Project Services