



Proposal Checklist and Target Dates

	Target Date
<p><input type="checkbox"/> Develop Concept – ASAP</p> <ul style="list-style-type: none"> ✓ Meet with Sue Sheridan and/or other Center staff; discuss research ideas ✓ Identify possible faculty affiliate collaborators ✓ Complete concept paper and submit to Center staff 	_____
<p><input type="checkbox"/> Identify Appropriate/Possible Funding Mechanism</p> <ul style="list-style-type: none"> ✓ Explore and/or discuss possible RFAs/RFPs with Center staff ✓ Select grant mechanism -- <i>at least 3 months before deadline (if possible)</i> 	_____
<p><input type="checkbox"/> Develop Grant Proposal</p> <ul style="list-style-type: none"> ✓ Meet with Center staff to discuss roles -- <i>at least 6 weeks before deadline</i> ✓ Develop timeline for grant components, including narrative, budget, and forms -- <i>at least 6 weeks before deadline</i> ✓ Develop specific aims, significance statement, and research plan. Submit to Center for feedback -- <i>at least 4 weeks before deadline (if possible)</i> ✓ Develop preliminary management plan and budget. Submit to Center for feedback – <i>at least 3 weeks before deadline</i> ✓ Finalize budget with Center staff – <i>at least 2 weeks before deadline</i> ✓ Identify and submit required forms (e.g., biosketches) -- <i>at least 1 week before deadline</i> 	_____
<p><input type="checkbox"/> Submit Grant</p> <ul style="list-style-type: none"> ✓ Submit entire narrative to Center staff – <i>at least 1 week prior to deadline</i> ✓ Submit human subjects information to Center staff – <i>at least 1 week prior to deadline</i> ✓ Submit all attachments and appendices to Center staff – <i>at least 3 days prior to deadline</i> ✓ Sign appropriate forms -- <i>1 day before deadline</i> 	_____

-----**Contact Information**-----

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