



NEBRASKA CENTER FOR RESEARCH
CHILDREN, YOUTH, FAMILIES & SCHOOLS

Proposal Checklist and Target Dates

Target Date

- Develop Concept – ASAP** _____
 - ✓ 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

- Identify Appropriate/Possible Funding Mechanism** _____
 - ✓ Explore and/or discuss possible RFAs/RFPs with Center staff
 - ✓ Select grant mechanism -- *at least 3 months before deadline (if possible)*

- Develop Grant Proposal**
 - ✓ Meet with Center staff to discuss roles -- *at least 3 months before deadline* _____
 - ✓ Develop timeline for grant components, including narrative, budget, and forms -- *at least 2 months before deadline* _____
 - ✓ Identify key personnel and consultants (submit names or vita to Marj McKinty) -- *at least 3 weeks before deadline* _____
 - ✓ Develop specific aims, significance statement, and research plan. Submit to Center for feedback -- *at least 6 weeks before deadline (if possible)* _____
 - ✓ Develop preliminary management plan and budget. Submit to Center for feedback – *at least 4 weeks before deadline* _____
 - ✓ Finalize budget with Center staff – *at least 2 weeks before deadline* _____
 - ✓ Identify and submit required forms (e.g., biosketches) -- *at least 2 weeks before deadline* _____

- Submit Grant**
 - ✓ Submit entire narrative to Center staff – *at least 1 week prior to deadline* _____
 - ✓ Submit human subjects information to Center staff – *at least 1 week prior to deadline* _____
 - ✓ Submit all attachments and appendices to Center staff – *at least 3 days prior to deadline* _____
 - ✓ Sign appropriate forms – *4 days before deadline* _____

-----Contact Information-----

Sue Sheridan	ssheridan2@unl.edu	Marj McKinty	mmckinty2@unl.edu
Gina Kunz	gkunz2@unl.edu	Center for CYFS	(402) 472-2448
Lisa Knoche	lknoche2@unl.edu	Center Fax	(402) 472-2298