Proposal Checklist and Target Dates/Timelines

☐ Conceptualize Project
  ✓ Meet with CYFS Director or liaison from Research Development and Coordination team; discuss research ideas, possible RFAs/RFPs, collaborators, CYFS supports available
  ✓ Select grant mechanism – at least 3 months before deadline
  ✓ Develop concept paper – at least 2 months before deadline

☐ Develop Grant Proposal
  With the assistance of the Research Development and Coordination liaison:
  ✓ Develop timeline for grant components, including narrative, budget, and forms – at least 2 months before deadline
  ✓ Meet with CYFS Statistics and Research Methodology Core (MAP Academy/EREP) to discuss methodological approach and data analytic plan – at least 6 weeks before deadline
  ✓ Meet with CYFS Web, Technology and Communications Core to discuss needed web, technology, and communications approaches – at least 5 weeks before deadline
  ✓ Develop research plan for review – at least 4 weeks before deadline
  ✓ Identify key personnel and consultants (submit vitas and current/pending) – at least 4 weeks before deadline
  ✓ Meet with CYFS Pre-Award for budget development – at least 4 weeks before deadline
  ✓ Develop narrative and abstract for review by Research Development Team – at least 3 weeks before deadline
  ✓ Develop budget narrative – at least 2 weeks before deadline

☐ Submit Grant
  ✓ Submit entire proposal, including attachments and appendices to Center staff – at least 1 week prior to deadline
  ✓ Submit to Research Office – at least 2 – 4 days prior to deadline

CYFS faculty and staff will do their best to support applications that deviate from the stated timelines, recognizing that proposals adhering to target dates will have priority.

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