



**NEBRASKA CENTER FOR RESEARCH ON CHILDREN, YOUTH, FAMILIES & SCHOOLS**

**Proposal Checklist and Target Dates/Timelines**

Target Date

**☐ 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*

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**☐ 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*

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**☐ 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*

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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.***

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

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