



Target Dates

Develop Concept and Get Started

- Meet with Julie Gillmor, proposal development coordinator; discuss research ideas, possible funding opportunities, CYFS supports _____
- Select grant mechanism –2 or more months before deadline _____
- Develop concept paper and identify possible collaborators – 2 or more months before deadline _____

Develop Grant Proposal

- With assistance from Julie Gillmor, identify CYFS supports desired for proposal; review elements of RFA, document requirements of application/proposal, develop a timeline for grant components, including narrative, budget, and required forms; discuss Box folder set up. share with Julie Gillmor for editing and feedback – 2 or more months before deadline

- Meet with Lorey Wheeler, MAP Academy co-director to discuss need supports related to methodological approach and data analytic plan –6 or more weeks before deadline _____
- Meet with Seth Teager, communications and media manager, to discuss needed web, technology, database and communications support –5 or more weeks before deadline _____
- Identify key personnel and consultants and submit names and vita plus current and pending support to Marj McKinty, office supervisor - 4 or more weeks before deadline _____
- Meet with Ronda Alexander, grant specialist, for budget development; include line items as needed for MAP Academy and web/technology/communications support–4 or more weeks before deadline _____
- Finalize narrative and abstract for review by proposal development coordinator and CYFS research faculty–2-3 or more weeks before deadline _____
- Develop budget narrative –2 weeks or more before deadline _____

Submit Grant

- Submit documents needed for routing (draft abstract, draft budget, draft budget justification) _____
to Ronda Alexander, grant specialist – *1 week or more prior to deadline*
- Submit final entire proposal to CYFS staff, including attachments and appendices–*1 week or more prior to deadline* _____
- Coordinate with Ronda Alexander, grant specialist, to submit proposal to the Office of Sponsored Programs– *3 or more days prior to deadline* _____

We encourage establishing due dates for separate grant sections, allowing more than the minimal timelines noted above. CYFS faculty and staff do their best to support applications that deviate from stated timelines. *Proposals adhering to target dates will have priority, and have the best chance for success.*

Other

Get Started/Research and Development Coordination support: Julie Gillmor, julie.gillmor@unl.edu
Statistics and Research Methodology support: Lorey Wheeler, lorey@unl.edu
Pre-award Administrative support: Ronda Alexander, ralexander3@unl.edu