STEPS TO MAJOR GRANT DEVELOPMENT SUBMISSION		
Activity	**Timeline** (all dates are set in relation to agency due date)	**_____ Personal Timeline**
1. Discuss research idea with ADR and agree on funding agency, mechanism, deadline etc.	9 months before	
2. Specific aims discussion with scholarship teams plus specific aims party if needed.	8 months	
3. Meet with biostatistician for consultation on design and sample issues and gather team of Co-I's.	8 months	
4. Meet with ADR frequently and regularly for review of each section of the grant as it is developed.	8- 4 months	
5. Check for completion of CITI Course in The Protection of Human Research Subjects & the CITI Financial Conflict of Interest Course www.citiprogram.org	6 months	
6. Contact IT to set up SharePoint site and access authorities.	5 months	
7. Meet with grant manager to develop budget.	5 months	
8. Meet with the CNR Team to begin to develop non-science sections of grant .	5 months	
9. Meet with Senior Program Analyst to discuss IT and data storage needs .	5 months	
10. First complete draft – send to mock review panel.	4 months	
11. Budget meeting and work on non-science sections. Ask Dean for letter of support and discuss department credit.	While waiting for mock review	
12. Mock review.	3 months	
13. Revise based on mock review comments.	3 months	
14. Send to external content experts for paid review.	2 months	
15. Budget meeting and work on non-science sections.	While waiting for expert review	
16. Revise based on external review.	6-7 weeks	
17. Send to professional editor.	4 weeks	
18. Final budget meeting.	While waiting for editor or 2-3 weeks	
19. Revise based on editor.	2-3 weeks	
20. Submit to SPS.	10 working days	
21. High 5 and answer SPS's questions.	10 working days	
22. SPS to submit to funding agency.	Due date	
23. Electronic Sponsored Projects Approval form, PI to approve first.	Within 1 month	
24. Debrief with CNR and PI.	Within 1 month	
25. Celebrate!	Within 1 month	

9.4.12