Grant Preparation Timeline

Use this timeline as a guide to plan how much time you will need to complete your grant application, or work backward from the due date to calculate your prep time.

<table>
<thead>
<tr>
<th>Planning Phase</th>
<th>Writing Phase</th>
<th>Submission Phase</th>
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<tbody>
<tr>
<td><strong>9 (months)</strong></td>
<td><strong>6</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>8</td>
<td>5</td>
<td>1</td>
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<tr>
<td>7</td>
<td>4</td>
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1. Outline your application’s structure
2. For research grants, schedule a Think Tank (with a draft of introduction/aims and outline of background/significance prepared)
3. Incorporate feedback while writing your research plan
4. For research grants, arrange ongoing Swat team meetings with Associate Dean for Research
5. Schedule initial consultation with Darlene Chatmon, Grants Specialist – this must be done before budget is prepared
6. Collect and format documents listed below

**Documents to be collected and formatted:**
- Biosketches for all key personnel (see K: Research, Office of Research and Scholarship for examples)
- Resources for home/participating institutions (see K: Research, Office of Research and Scholarship for examples)
- Consultant letters
- Appendices (articles, data collection tools, etc.)
- References (use refworks-see librarian for assistance.)
7. Develop budget and budget justification with Darlene Chatmon

**Due Date**
All documents submitted to Grants Specialist 10 days prior to agency due date. Final documents will be upload in research portal by Grants Specialist 5 days prior to agency due date.