

Easy Proposal Planning PLUS

One Year and Earlier

- Make a long range career plan
- Schedule devoted time for proposal development
- Identify initial idea for proposal
- Get and learn how to use EndNote
- Focus research area for proposal and identify relevant literature
- Assemble advisory group
- Assemble research team
- Contact OER and identify other internal resources
- Read “The Grant Application Writer’s Workbook”
- Refine the main idea for proposal
- Name the proposal
- Develop conceptual framework and representative illustration or figure
- Identify two to four possible funding agencies
- Find the mission, application process, review criteria, and relevant program officer or organizational contact for each funding agency
- Identify and research the competition
- Identify and meet with statistician (if research has quantitative or program evaluation component)
- Conduct preliminary work with research team then present and submit findings for publication

Nine Months and Earlier

- Obtain application forms and instructions to applicants for each of the projected funding agencies for which you plan to submit a proposal
- Read the instructions to applicants and highlight relevant information
- Determine format requirements for font size and type, page limits, margins, etc.
- Prepare a glossary of abbreviations, acronyms, and technical terminology that you may use
- Identify critical dates and prepare a Gantt chart for application writing and submission process
- Develop specific aims for proposal and present to research team, advisory group, and statistician for expansion of ideas and internal review
- Write the Overview/Executive Summary of grant application and present to research team, advisory group, and statistician for expansion of ideas and internal review
- Write the Significance paragraph of grant application and present to research team, and advisory group for expansion of ideas and internal review

Six to Nine Months Before Proposal is Due

- Decide on project personnel
- Decide on whom to ask for letters of support
- Identify internal (i.e., department, college, and institution) proposal submission procedures and obtain necessary forms and critical dates
- Develop project and analysis (evaluation) plans with statistician
- Choose instruments for study measures, send out for internal review, and revise as needed
- Collaborate with statistician on writing statistical considerations portion of proposal (specific aims formulated statistically, study design, sample size justification (i.e., power analysis), statistical methods, and data management plan)
- Write Projected Approach/Plan of Work section of grant application and present to research team, advisory group, and statistician for expansion of ideas and internal review

Four to Six Months Before Proposal is Due

- Ask project personnel for updated NIH Biosketches
- Ask for letters of support
- Collaborate with relevant fiscal personnel to develop budget and write budget justification
- Write Background/Needs Assessment section of grant application and present to research team and advisory group for expansion of ideas and internal review
- Write Preliminary Studies/Previous Experience section of grant application and present to research team and advisory group for expansion of ideas and internal review

Two to Four Months Before Proposal is Due

- Document qualifications of project personnel
- Obtain NIH Biosketches
- Obtain Letters of Support
- Obtain additional forms needed from project personnel (such as Conflict of Interest statements)
- Put NIH Biosketches into same format
- Write Adequacy of Resources section
- Fill out personnel loading chart (if required)
- Write Budget and Budget Justification section

Six to Eight Weeks Before Proposal is Due

- Design face page of application
- Write Abstract and send for internal review
- Prepare Appendices
- Write Table of Contents
- Send complete application for review

Two to Six Weeks Before Proposal is Due

- Obtain all required signatures
- Make necessary number of copies

The Submission Day

- Send final versions to relevant parties