

		Target completion date	Status
9 months	Write specific aims		
9 months	Send specific aims for internal review		
9 months	Revise specific aims		
9 months	Send revised specific aims for internal approval		
9 months	Write overview/executive summary		
9 months	Send overview/executive summary for internal review		
9 months	Revise overview/executive summary		
9 months	Send revised overview/executive summary for internal approval		
9 months	Write significance paragraph		
9 months	Send revised significance paragraph for internal approval		
9 months	Revise significance paragraph		
6 months	Decide on project personnel		
6 months	Decide on whom to ask for letters of support		
6 months	Identify internal submission procedures		
6 months	Develop project and analysis (evaluation) plans with statistician		
6 months	Choose instruments for study measures		
6 months	Send instrument choice out for internal review		
6 months	Revise instrument choice		
6 months	Collaborate with statistician on writing statistical considerations		
6 months	Write Projected Approach/Plan of Work section		
6 months	Send Projected Approach/Plan of Work section for internal review		
6 months	Revise Projected Approach/Plan of Work section		
4 months	Ask project personnel for updated NIH Biosketches		
4 months	Ask for letters of support		
4 months	Collaborate with relevant fiscal personnel to develop budget		
4 months	Write Background/Needs Assessment section		
4 months	Send Background/Needs Assessment section for internal review		
4 months	Revise Background/Needs Assessment section		
4 months	Write Preliminary Studies/Previous Experience section		
4 months	Send Preliminary Studies/Previous Experience section for internal review		
4 months	Revise Preliminary Studies/Previous Experience section		

2 months	Document qualifications of project personnel		
2 months	Obtain NIH Biosketches		
2 months	Obtain Letters of Support		
2 months	Obtain additional forms		
2 months	Put NIH Biosketches into same format		
2 months	Write Adequacy of Resources section		
2 months	Fill out personnel loading chart (if required)		
2 months	Write Budget and Budget Justification section		
6 weeks	Design face page of application		
6 weeks	Write Abstract		
6 weeks	Send Abstract for internal review		
6 weeks	Revise Abstract		
6 weeks	Prepare Appendices		
6 weeks	Write Table of Contents		
6 weeks	Send complete application for review		
2 weeks	Obtain all required signatures		
2 weeks	Make necessary number of copies		
Submit	Send final versions to relevant parties		

*Status Codes = Not started, In progress, Completed, Waiting on someone else, Deferred