

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

Target completion date Status (Not started, In progress, Completed, Waiting on some

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one else, Deferred)