Grant Proposal Development Timeline

**2 Months Before Sponsor Due Date**
- Initiate Technical Proposal Development
- ID Proposed Effort Start Date
- ID Tasks, Milestones, & Deliverables

**3 Months Before Sponsor Due Date:**
- ID Opportunity & Obtain/Disseminate RFP/FOA
- ID Collaborators & Initiate Participation Discussions
- Obtain/Submit Electronic Proposal Systems Access
- Set-Up Electronic Proposal Application Package

**1.5 Months Before Sponsor Due Date**
- Prepare & Submit IRB Protocol Documentation

**5 Weeks Before Sponsor Due Date**
- Prepare Draft Budget
  - ID Personnel & Effort
  - ID Major Equipment Items
  - ID Materials & Services
  - ID Travel Requirements
  - ID HS Test Cost Requirements
  - Rough Estimate of Collaborator Costs – (Subawards, Consultants, PSA Vendors)

**3 Weeks Before Sponsor Due Date**
- Submit Reps & Certs, Other Compliance Docs to DSP
- Obtain Collaborator Final Budgets
- Prepare Draft Non-Technical Documentation
  - Budget Justification
  - Facilities Description
  - Key Personnel Bios
  - Key Personnel Current & Pending Support

**7 Days Before Sponsor Due Date**
- Complete Proposal Application Package
  - Letters of Intent/Support Due
  - Obtain Signed Certifications
  - Final Technical Description Due
  - Upload Application Package Documentation
  - Complete Budget Entry
  - Prepare and Submit Internal Routing

**5-10 Days Before DSP Due Date**
- Draft Technical Proposal for CoE Internal Review

**2 Weeks Before Sponsor Due Date**
- Finalize Budget & Non-Technical Documentation

**5 Days Before Sponsor Due Date**
- DSP Due Date
- Validate Proposal Package & Release to DSP

**3 Weeks Before Sponsor Due Date**
- Complete Proposal Application Package
  - Letters of Intent/Support Due
  - Obtain Signed Certifications
  - Final Technical Description Due
  - Upload Application Package Documentation
  - Complete Budget Entry
  - Prepare and Submit Internal Routing

**7 Days Before Sponsor Due Date**
- Draft Technical Proposal for CoE Internal Review

**3 Months Before Sponsor Due Date**
- ID Opportunity & Obtain/Disseminate RFP/FOA
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**2 Months Before Sponsor Due Date**
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