College of EDUCATION

General Guidance to Plan Your Grant Proposal Submission

3-6 MONTHS BEFORE SPONSOR DUE DATE

- √ Identify Funding Opportunity
- √ Identify Collaborators & Start Participation Discussions

2 MONTHS BEFORE SPONSOR DUE DATE

- √ Initiate Proposal Development
- √ Identify Tasks and Milestones

1.5 MONTHS BEFORE SPONSOR DUE DATE

- √ Obtain electronic proposal submission access (e.g., eRA Commons, Research.gov)

3 WEEKS BEFORE SPONSOR DUE DATE

- √ Draft Ancillary Documents (especially letters of support)

5 WEEKS BEFORE SPONSOR DUE DATE

- √ Contact CoE Research Services Team (online notification)
- √ Meet with CoE Grants Administrator and Prepare Draft Budget

2 WEEKS BEFORE SPONSOR DUE DATE

- √ Finalize Budget and Ancillary Documents

5 DAYS BEFORE SPONSOR DUE DATE

- √ Provide Final Version of Your Proposal Documents to CoE Grants Administrator for Compliance Review and Package Assembly (CoE deadline)

2 DAYS BEFORE SPONSOR DUE DATE

- √ "Ready-to-submit" Version of Application Must Be Available for Insitutional Reviews and Approvals (University Policy)

SPONSOR DUE DATE