General Guidance to Plan Your Grant Proposal Submission

2 MONTHS BEFORE SPONSOR DUE DATE
- Identify Funding Opportunity
- Identify Collaborators & Start Participation Discussions

3 WEEKS BEFORE SPONSOR DUE DATE
- Draft Ancillary Documents (especially letters of support)
- Obtain electronic proposal submission access (eRA Commons, Research.gov)

5 WEEKS BEFORE SPONSOR DUE DATE
- Contact Contact CoE Research Services Team (online notification)
- Meet with Grants Coordinator and Prepare Draft Budget

1.5 MONTHS BEFORE SPONSOR DUE DATE
- Initiate Proposal Development
- Identify Tasks and Milestones

3-6 MONTHS BEFORE SPONSOR DUE DATE
- Identify Funding Opportunity
- Identify Collaborators & Start Participation Discussions

5 DAYS BEFORE SPONSOR DUE DATE
- Provide final version of your proposal documents to CoE grants coordinator for compliance review and package assembly (CoE deadline)

2 WEEKS BEFORE SPONSOR DUE DATE
- Finalize budget and ancillary documents.

2 DAYS BEFORE SPONSOR DUE DATE
- “Ready-to-submit” version of application must be available for institutional reviews and approvals (university policy).