One Year Proposal Development & Submission Timeline

Column 1 (top):
1) Generate ideas for research project and begin writing proposal.
2) Identify funding opportunities.
3) Start writing proposal.
4) Take note of due date.

Column 2 (top):
5) Identify project partners and solicit letters of support.
6) Identify Co-PIs and other key personnel.
7) Meet with Co-PIs and other key personnel to discuss roles in project and responsibilities in preparing grant proposal.

Column 3 (top):
8) Obtain copy of RFP
9) Finalize draft of proposal.
10) Submit draft to the Office of Proposal Development
11) Obtain letters of support
12) Prepare/collect biosketches & appendices
13) Complete and submit the PIF
14) Plan to meet with ORDM
15) Incorporate suggested changes to proposal
16) Review & edit draft budget and budget narrative.

Column 4 (top):
17) Send letters of support, appendices, and biosketches to ORDM.
18) Review and finalize proposal
19) Send final proposal to ORDM

Timeline bar

SIX MONTHS TO A YEAR	FOUR MONTHS TO SIX MONTHS	TWO MONTHS TO THREE MONTHS	TWO WEEKS TO FOUR WEEKS

Column 1 (bottom):
Write proposal based on the generic format in the ORDM Research Development & Management Handbook; or the guidelines from the previous year RFP.

Column 2 (bottom):
Project partners are other agencies (i.e. school districts) and universities that will participate in the project.

Column 3 (bottom):
RFP – Request for Proposal

Forward draft to Joy McAuley at jomcaule@uncc.edu

Check with ORDM for the latest version of the biosketch template.

PIF – Proposal Information Form (Internal form) is located at https://webforms.uncc.edu/edresearch/proposal-information-form-0

The meeting with ORDM will discuss budget preparation and proposal submission strategy.

ORDM will prepare a draft budget and budget narrative

Column 4 (bottom):
ORDM will upload documents to proposal submission system.

ORDM will inform the Office of Research Services & Outreach that the proposal is ready for final review and submission.

ORSO will contact PI when the proposal has been submitted.