## **Proposal Preparation Timelines**

	WEEK											
ACTION	1	2	3	4	5	6	7	8	9	10	11	12
Get idea and develop research plan	Х	Х	Х	Х	Х	Χ	Х	Х	Х	Χ	Χ	Χ
Look for funding	Х	Х	Х	Х								
Download RFP and Sponsor Guidelines/Instructions		Х	Х	Х	Х							
Read RFP and Guidelines/Instructions; create checklists		X	X	X	X							
Contact sponsor for clarification of guidelines. This can occur at any time during the process in order to ensure that the application and the research plan are developed according to sponsor needs.					Х	Х	Х	Х	Х	X	Х	X
Create PRF in RMS					Х	Х						
Create proposal in CAYUSE424™, FastLane, or sponsor required format. Update proposal as you obtain information and materials						Х	Х	Х	X	Х	Х	X
Send requests for letters of support and/or assurance			Х	Х	Х							
Identify key personnel. Request CVs and biosketches and format			Х	X	Х	Х	Х	X	Х	X		
Follow-up on requests for letters of support; certifications; biosketches; CVs, etc.								Х	Х	Х	Х	
Receive Word doc from PI for formatting										Х		
Format according to sponsor guidelines										Х	Х	
PI final review											Χ	
Complete PRF and Upload documents to RMS											Χ	Х
Submit to OSP for Review by OSP deadline											Χ	Χ
Respond to requests from OSP											Х	Χ
Proposal is submitted to sponsor												Χ