**Complete By:**

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| Set up your Pre-Submission Review Committee (see Chapter 21) |  |
| Seek constructive criticism of your idea from the expert members of your Pre-Submission Review Committee |  |
| Refine the idea further, if necessary, using the constructive criticism(s) received from members of the Pre-Submission Review Committee |  |
| Complete the *Specific Aims* section and the Innovation subsection of the *Research Strategy* section (*PHS 398 Research Plan* form). |  |
| Final refinements of *Specific Aims* section and Innovation subsection of *Research Strategy* section; prepare *SF 424 (R&R* [*Cover*] form (except title and Cover Letter attachment) & *PHS 398* *Cover Page Supplement* form; complete upper 6 sections of the *Other Project Information* form. |  |
| Send the finalized *Specific Aims* section and Innovation subsection of *Research Strategy* to Pre-Submission Review Committee and to I/C Program Officer |  |
| Prepare Significance subsection of *Research Strategy* section; prepare Bibliography & References Cited section of *Other Project Information* form |  |
| Prepare Title and Cover Letter attachment of *SF 424 (R&R)* [*Cover*] form; if needed, obtain Letters of Support (which should contain the proposal’s title) |  |
| Prepare *Research Strategy*-Approach subsection for Specific Aim 1; complete *Project/Performance Site Location(s)* form. |  |
| Prepare Research Strategy-Approach subsection for Specific Aim 2; develop *Senior/Key Person Profile (Expanded)* form and *Biographical Sketch* for each Key Person and Other Significant Contributor. |  |
| If applicable, prepare Research Strategy-Approach subsection for Specific Aim 3; if applicable, develop Multiple PI Leadership Plan and Resource Sharing Plan of *PHS 398 Research Plan* form, as well as International Collaborations and Environmental Impact sections of *Other Project Information* form. |  |
| If applicable, develop the *Human Subjects* sections and *Vertebrate Animals* section of the *PHS 398 Research Plan* form; *Planned Enrollment Report & Cumulative Inclusion Enrollment Report*. |  |
| If your proposal is a renewal, develop the Progress Report subsection of *Research Strategy*-Approach and the Progress Report Publication List of the *PHS 398 Research Plan* form. |  |
| Develop the *Budget* component (Modular or R&R [breakout] form, whichever is applicable) and applicable Budget Justification(s). |  |
| Prepare Facilities & Other Resources and Equipment sections of the *Other Project Information* form; prepare Consortium/Contractual Arrangements section of the *PHS 398 Research Plan* form and *Subaward Budget Attachment(s)* form, if applicable. |  |
| Prepare Project Summary/Abstract and Project Narrative sections of the *Other Project Information* form; prepare Appendix material, if any. |  |
| Assemble the final draft. Proof and make final adjustments. |  |
| Send draft to members of Pre-Submission Review Committee for review of scientific and technical merit. |  |
| Respond to constructive criticisms from members of Pre-Submission Review Committee. |  |
| Send completed proposal to Sponsored Programs/Contracts & Grants Office (or equivalent) 3-5 working days prior to submission deadline (Determine exact number of days by contacting that Office). |  |
| Submit application at least one day before the official agency deadline – not later than: |  |