**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 Specific Aims section and the Significance of Expected Research Contribution paragraph of the Research Strategy-Significance subsection *(PHS 398 Research Plan* form). |  |
| Final refinements of Specific Aims section and Significance of Expected Research Contribution paragraph; 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 Significance of Expected Research Contribution paragraph to Pre-Submission Review Committee and to I/C Program Officer |  |
| 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; prepare International Collaborations and Environmental Impact sections of Other Project Information form, if necessary |  |
| Prepare Research Strategy-Innovation and rest of Significance subsection; prepare Bibliography & References Cited section of the Other Project Informationform  |  |
| Prepare Title and Cover Letter Attachment of SF 424 (R&R) [Cover] form; obtain Letters of Support (which should contain the proposal’s title), if needed  |  |
| Prepare the Authentication of Key Biological and/or Chemical Resources section of the PHS 398 Research Plan form, if necessary |  |
| If applicable, develop the Human Subjects sections and/or Vertebrate Animals section of the PHS 398 Research Plan form |  |
| 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 Budget component (Modular or R&R breakout, 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, if applicable, the Subaward Budget Attachment(s) form |  |
| Prepare Project Summary/Abstract and Project Narrative sections of the Other Project Information form; if applicable, prepare Appendix material (PHS 398 Research Plan form; see Chapter 16 for limits on Appendix material) |  |
| Prepare the PHS Assignment Requestform |  |
| Assemble the final draft. Proof and make final adjustments |  |
| Send draft to members of your Pre-Submission Review Committee for review of scientific and technical merit |  |
| Respond to constructive criticisms of members of Pre-Submission Review Committee |  |
| Send completed proposal to Sponsored Programs Office 3-5 working days prior to agency deadline (Obtain exact number of days needed from Sponsored Programs Office) |  |
| Submit application to meet deadline – not later than |  |