**Writing Task**  **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 Significance subsection |  |
| 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 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 prepare/request *Biographical Sketch* for each Key Person and Other Significant Contributor  |  |
| If applicable, prepare Research Strategy-Approach subsection for Specific Aim #3; finalize the Approach subsection, and be sure to 1) include plans to address [any] weaknesses in the rigor of prior research (next task) that serves as the key support for the proposed project and 2) describe how your experimental design will achieve robust and unbiased results  |  |
| Prepare Research Strategy-Innovation and the Importance of the Problem to Be Addressed and Rigor of the Prior Research Supporting the Aims sub-subsections of the Significance subsection; prepare Bibliography & References Cited section  |  |
| If needed, draft Letters of Support (which should include the proposal’s title); if applicable, develop Multiple PI Leadership Plan and Resource Sharing Plan; prepare International Collaborations and Environmental Impact sections, if necessary |  |
| Prepare Title, and, if needed, Cover Letter Attachment of SF 424 (R&R) [Cover] form; obtain/collect Letters of Support, if needed  |  |
| Prepare the Authentication of Key Biological and/or Chemical Resources section, if necessary |  |
| If applicable, develop the Human Subjects sections and/or Vertebrate Animals sections  |  |
| If your proposal is a renewal, develop the Progress Report subsection of Approach and the Progress Report Publication List  |  |
| Develop Budget component (Modular or R&R breakout, whichever is applicable) and applicable Budget Justification(s) |  |
| Prepare Facilities & Other Resources and Equipment sections; prepare Consortium/Contractual Arrangements section and, if applicable, the Subaward Budget Attachment(s) form |  |
| Prepare Project Summary/Abstract and Project Narrative sections; if applicable, prepare Appendix material (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 Pre-Submission Review Committee for review of scientific & technical merit |  |
| Respond to constructive criticisms of the 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: |  |