**This schedule is intended for applicants to private foundations or professional organizations. Feel free to add/delete rows or modify the text to fit your proposal and funder instructions.**

**Start by completing the very LAST row of the table, i.e., the funder’s official due date.**

**Writing Task**  **Complete By:**

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| --- | --- |
| 1. Set up your Pre-Submission Review Committee (1-2 internal reviewers)
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| 1. Seek constructive criticism of your idea from the Pre-Submission Review Committee
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| 1. Refine the idea further, if necessary, using the constructive criticism from Pre-Submission Review Committee
 |  |
| 1. Complete Specific Aims / Overview section AND the Significance section or statement(s), per funder instructions
 |  |
| 1. Final refinements of Specific Aims / Overview section and Significance section / statements
 |  |
| 1. Send finalized Specific Aims / Overview section to Pre-Submission Review Committee and/or Program Official or Scientific Liaison at funder for feedback re: funder fit / relevance
 |  |
| 1. Prepare Methods / Approach subsection for Specific Aim #1
 |  |
| 1. Prepare Methods / Approach subsection for Specific Aim #2
 |  |
| 1. If applicable, prepare Methods / Approach subsection for Specific Aim #3
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| 1. Prepare own Biographical Sketch per funder instructions or template
 |  |
| 1. Send own completed Biographical Sketch to any study collaborators and request theirs in the same format
 |  |
| 1. Collect and proofread collaborator Biographical Sketches and return for editing, if needed
 |  |
| 1. Finalize the Methods / Approach subsection, and check content against the required components listed in the funder’s instructions
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| 1. Prepare Literature Review and Preliminary Data / Studies sections, as applicable, per funder instructions
 |  |
| 1. Prepare Bibliography / References Cited section per funder instructions; ensure citation format is consistent across all entries
 |  |
| 1. Prepare Title and/or Title Page for the proposal, as applicable, per funder instructions
 |  |
| 1. If needed, draft Letters of Support (which should include proposal’s title) or obtain required template from funder, and send out to signer for elaboration / completion
 |  |
| 1. Obtain / collect Letters of Support and review for proper content, format, signatures
 |  |
| 1. Develop Budget and applicable any Budget Justification(s), using any funder templates, where required
 |  |
| 1. Prepare Facilities and Equipment section(s), per funder instructions
 |  |
| 1. Prepare Abstract, per funder instructions
 |  |
| 1. Prepare any other *funder-specific sections or forms* per funder instructions, as applicable, e.g., Animal Involvement / Vertebrate Animals, IRB / IACUC approvals, Human Subjects, Biohazards, Current / Pending Support
 |  |
| 1. Assemble final draft of proposal, proof and make final adjustments
 |  |
| 1. Send draft to Pre-Submission Review Committee for review of scientific & technical merit
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| 1. Edit proposal according to Pre-Submission Review Committee’s constructive feedback, and ensure compliance with all funder instructions, templates, page limits, etc.
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| 1. 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)
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| 1. Submit application to meet official funder deadline of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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