General Timeline for Grants Preparation and Submission

1. **Today!** This is a general list of things to accomplish in preparation for the grant.

2. **Complete draft of narrative & budget** *one month* prior to OSR deadline & complete the following
   - Write a one-pager of project to provide to your letter-writers and potential collaborators
   - Work on securing letter-writers and getting letters written and sent to you
   - *Suggested (if applicable):* Negotiations with chair, dean and vice-chancellor to secure cost-share/overhead/budget issues. You may want to have a working draft of the budget at this point. The sooner you begin the process of contacting the administration about match/cost share/overhead issues the better in the event road blocks come up.
   - Begin working on IRB
   - Identify the key points of the grant and contact the program/project officer at the agency to clarify any outstanding questions and to let him/her know you are applying.
   - Clarify whether federal funds can be used as a match (unless noted in the RFA).

3. **Within the month between completion of narrative including budget and submission to OSR:**
   - Send ORD (Office of Research Development) preliminary/partial drafts for review (ORD provides reviews of completed draft)
   - Partner letters secured (especially from key partners)
   - Cost share/overhead (budget issues) secured from Administration
   - Contact OSR with questions prior to deadline if necessary
   - Acquire appropriate signatures on the grant
   - Submit IRB

4. **Complete application submitted to OSR at least** *five business days* prior to agency deadline. Work with your Grants Administrator for your Department/School. *Required by OSR*

5. **Submission day! Department of Education deadline**
   - *Recommendation:* if the submission is electronic, to do the submission 2-3 days early