

MARIST COLLEGE OFFICE OF ACADEMIC GRANTS PROPOSAL DEVELOPMENT TIMETABLE

This timetable serves as a general guide in anticipating the time needed to create a proposal. Scheduling of proposal tasks will be different for each proposal developed. Estimate anywhere from 60 to 100 full-time hours for competitive proposal writing.

90-30 Days Before a Proposal is due in the hands of a sponsor

- Review program announcement, guidelines and instructions with Academic Grants (AG)
- Prepare concept paper describing the project/research
- Prepare plan of work with timeline
- Prepare outline and/or first draft of research/program plan
- Contact human subjects, animal welfare, and biosafety administrators, as needed
- Coordinate with participating organizations/institutions
- Discuss release time, facility and/or needs, cost sharing, and matching funds with chair, academic dean, or area administrators
- Meet with AG Coordinator for consultation and coordination of proposal, as needed
- Prepare preliminary budget
- Fill out and obtain signatures on preliminary routing form

30-25 Days Before a Proposal is due in the hands of a sponsor

- Subcontract arrangements finalized (documented in writing)
- Discuss cost estimating process with AG staff
- Submit complete draft to AG Office for consultation on editing if needed

25-20 Days Before a Proposal is due in the hands of a sponsor

- Share draft of proposal with colleagues/dean
- Collect resumes, letters of support, agreements, etc

20-15 Days Before a Proposal is due in the hands of a sponsor

- Submit final draft of budget and justification, narrative, and sponsor forms to AG Office
- Proofread and prepare final copy of proposal

10 Working Days Before a Proposal is due in the hands of a sponsor

- Forward complete proposal package (including final budget and all attachments) to AG for final review, routing, photocopying and mailing of proposal to sponsor.

I have reviewed the proposal development timetable and understand that I must deliver a complete proposal package to the Office of Academic Grants by _____ in order for my proposal to be processed. I also understand that subcontract arrangements need to be approved well in advance by authorized representatives at each participation institution (see above).

Grant: _____ **Date:** _____

Principal Investigator (PI): _____ **Signature:** _____