

Comprehensive Grant Proposal Submission Timeline

Preparing a successful grant proposal requires careful planning, thorough preparation, and strategic timing. This guide outlines the critical steps and deadlines to ensure your submission is complete, compelling, and competitive.

3-6 Months Before Due Date



- Identify funding opportunity aligned with your research goals
- Begin discussions with potential collaborators
- Review previous successful proposals if available

2 Months Before Due Date



- Initiate formal proposal development process
- Create detailed task list with internal deadlines
- Begin recruiting external partners for support letters

5-6 Weeks Before Due Date



- Prepare draft abstract summarizing your project
- Develop preliminary budget with justifications
- Complete Office of Sponsored Programs routing form

4 Weeks Before Due Date



- Create shared document repository for team access
- Contact Talbott for initial narrative feedback (optional)
- Revise abstract and budget based on team input

2 Weeks Before Due Date



- Finalize budget and secure all support letters
- Complete narrative and abstract sections
- Request second round of feedback if needed

5 Days Before Due Date



Submit all final proposal documents to OSP for review

2 Days Before Due Date



Ensure proposal is in "ready-to-submit" condition