

Grant Development Process Workflow: A 2-Year process

Review	University Research and Innovation Grant Resources
Identify and define your project	Identify project partners <ul style="list-style-type: none">• Investigate funding agencies• Narrow search to 2-3 specific grants
Secure Support	Meet with Office of Sponsored Programs (OSP) <ul style="list-style-type: none">• Secure department, college, university and/or other stakeholder support
Begin Grant Proposal Writing Process	Develop Grant Proposal Timeline <ul style="list-style-type: none">• Complete Grant Proposal Concept Worksheet

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Year One: (24-22 Months Before Due Date)

- Complete [Grant Proposal Concept Worksheet](#)
- Identify and confirm [Team Responsibilities](#)
- Work through [Checklist for Grant Writing](#)
- Secure necessary letters of support
- Identify elements of grant proposal (e.g. budget, timeline, evaluation, etc.)
- Begin proposal draft (focusing on each element)

Year One: (17-16 Months Before Due Date)

- Develop project budget (work with [Sponsored Programs](#) on this directly)
- Work with [Sponsored Programs](#) on internal and sponsored proposal requirements
- Establish regular meeting times and expectations with your team
- Circulate draft 1 of proposal for feedback

Year Two: (12-9 Months Before Due Date)

- Complete Draft 2 of proposal
- Circulate draft for feedback
- Reach out to [University Research and Innovation](#) for grant proposal feedback
- Begin necessary [regulatory procedures](#) (e.g. IRB, IACUC, etc.) approvals
- Begin any preliminary work necessary for grant, if not already started

Year Two: (8-4 Months Before Due Date)

- Complete Penultimate draft of proposal
- Compile all secured letters of support
- Check in with [Sponsored Programs](#), if not meeting regularly.
- Submit Proposal