



Grant Proposal Development Timeline

Project/Grant Title:

Project Initiator:

Project Director:

Grant Application Due Date:

Grant Submission Method:

Item	Person Responsible	Deadline	Completed	Comments
First Draft Budget				
First Draft Narrative				
Begin Technical Review - 5 days to complete	Grants Office Staff			
Format/Edit/Table of Contents				
Support Letters				
Technical Review Due	Grants Office			
Final Draft/Abstract				
Business Services Review – 5 days	Categorical Accountant/Dean of Business Services			
Appendices (if applicable)				
Edits/Revisions to Proposal and/or Budget Documents				
Final Complete Proposal Package Due for Submission				
Other				