**Grant Writing Schedule**

This schedule is designed for individuals writing an R level award with each aim as a standalone section that includes background, preliminary data, research design, statistical analysis and power calculation, expected outcomes, potential problems and alternative approaches.

|  |  |  |
| --- | --- | --- |
| **Goal** | **Suggested completion time before submission** | **Deadline** |
| Submit abstract for feedback prior to submission | 4 weeks |  |
| Complete Specific Aims page | 8 weeks |  |
| Complete Significance and Innovation sections  | 7 weeks |  |
| Complete Approach section for specific aim 1 minus the background | 5 weeks |  |
| Complete Approach section for specific aim 2 minus the background | 4 weeks |  |
| If needed, complete Approach section for specific aim 3 minus the background |  |  |
| Ask for letters of support, and prepare skeleton letters for each letter writer. Give letter writers plenty of advanced warning. | 8 weeks |  |
| Prepare the background section of the approach for specific aim 1 | 3 weeks |  |
| Prepare the background section of the approach for specific aim 2 | 2 weeks |  |
| If needed, prepare the background section of the approach for specific aim 3 |  |  |
| If needed, prepare the new “Clinical Trials” section of the grant | 6 weeks |  |
| If needed, complete the human subjects enrollment section and/or vertebrate animals sections | 2 weeks |  |
| If needed, complete planned enrollment report | 2 weeks |  |
| Finalize budget and prepare the budget justification | 6 weeks |  |
| Prepare “Authentication of key biological and/or chemical resources” | 3 weeks |  |
| Complete Facilities & Other Resources, as well as Equipment sections | 1 week |  |
| Revise Project Summary/Abstract based on feedback as well as project narrative sections |  |  |
| Assemble all biosketches and put them into a similar format | 2 weeks |  |
| Complete Resources Sharing plan | 1 week |  |
| Ensure that the approach includes specific sections for “Scientific Premise” in the Significance section, “Plan for Robust and Unbiased Results”, and “Consideration of Relevant Variables” | 2 weeks |  |
| Complete Future Directions and create timeline | 1 week |  |
| Write cover letter for assignment to study section | 1 week |  |