## **Research Sample Timeline**



- 1) Conduct continuous, thorough literature review to identify gaps in knowledge and experts in the field
- 2) Identify specific aims of project based on your research vision, plan, preliminary data results and literature review results



- 3) Target agencies based on their objectives and how they relate to your specific project
- 4) Research targeted agencies to insure a good fit with your project
- 5) Read agency guidelines and instructions
- 6) Create checklist of agency requirements



- 7) Begin drafting proposal budget to insure project goals can be met
- 8) Obtain advice/ guidance from colleagues and sponsor sources (e.g., program officers)
- 9) Know your potential reviewers (your audience)



- 10) Write proposal draft
- 11) Put proposal draft aside for a time, then edit
- 12) Employ outside readers to review proposal draft, provide comments



- 13) Re-write and re-write proposal based on outside reader comments (this process may continue until close to proposal submission)
- 14) Finalize proposal budget and well-defined justification



15) Write abstract/summary



- 16) Submit proposal to CLASS Budget Office
- 17) Submit the proposal to OSP for compliance review



18) Write next proposal and continuously explore other funding options to insure research program sustainability