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