

PROPOSAL DEVELOPMENT TIMELINE

The timeline below provides a recommended schedule for a well-planned submission to a federal sponsor. Use the submission due date as the starting point:

8 – 4 months prior to due date	Identify relevant program opportunities, read funded award abstracts and project outcome reports (if available).
4 months prior	Send one pager of proposed project/concept to a program officer (optional but recommended!) and schedule time to speak to them by phone. Begin discussions with any partners.
3 months prior	Read the RFP carefully. Alert your chair and sponsored programs. Inform them of special requests (e.g., release time, in-kind support).
1.5 months prior	Share draft proposal narrative for feedback with colleagues. Prepare first draft of budget and justification.
2 weeks prior	Route Trinity's IPA form to include at minimum an abstract, budget, & budget justification. This review ensures: 1) Compliance with granting agency guidelines and TU policies and 2) Coordination among TU offices and stakeholders. Complete subaward commitment documents, if any.
1 week prior	Final edits by PI, partners, and sponsored programs. Finalize any remaining supporting documents.
1-3 days prior to due date	Submit proposal!

***Cut & paste the IPA form weblink:** <https://docs.google.com/forms/d/e/1FAIpQLScVRymFWBcjQ0ZX2wQeXFVwDdCx7bp6TRR1nwyccpw6VsxiAQ/formResponse>
(You will be prompted to enter your Trinity account info if not currently logged in).