PROPOSAL DEVELOPMENT TIMELINE

6 MO	5 MO	4 MO	3 MO	2 MO	1 MO
1 2	3 4 5 6	7 8 9	10 11 12	13 14	15 16

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 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 feedback *(be specific about what you are asking your readers to do)*

13) Re-write and re-write proposal based on outside reader feedback *(this process continues until proposal submission)*

14) Finalize proposal budget and well-defined justification

15) Write abstract/ summary

16) Write next proposal and continuously explore other funding options to insure research program sustainability
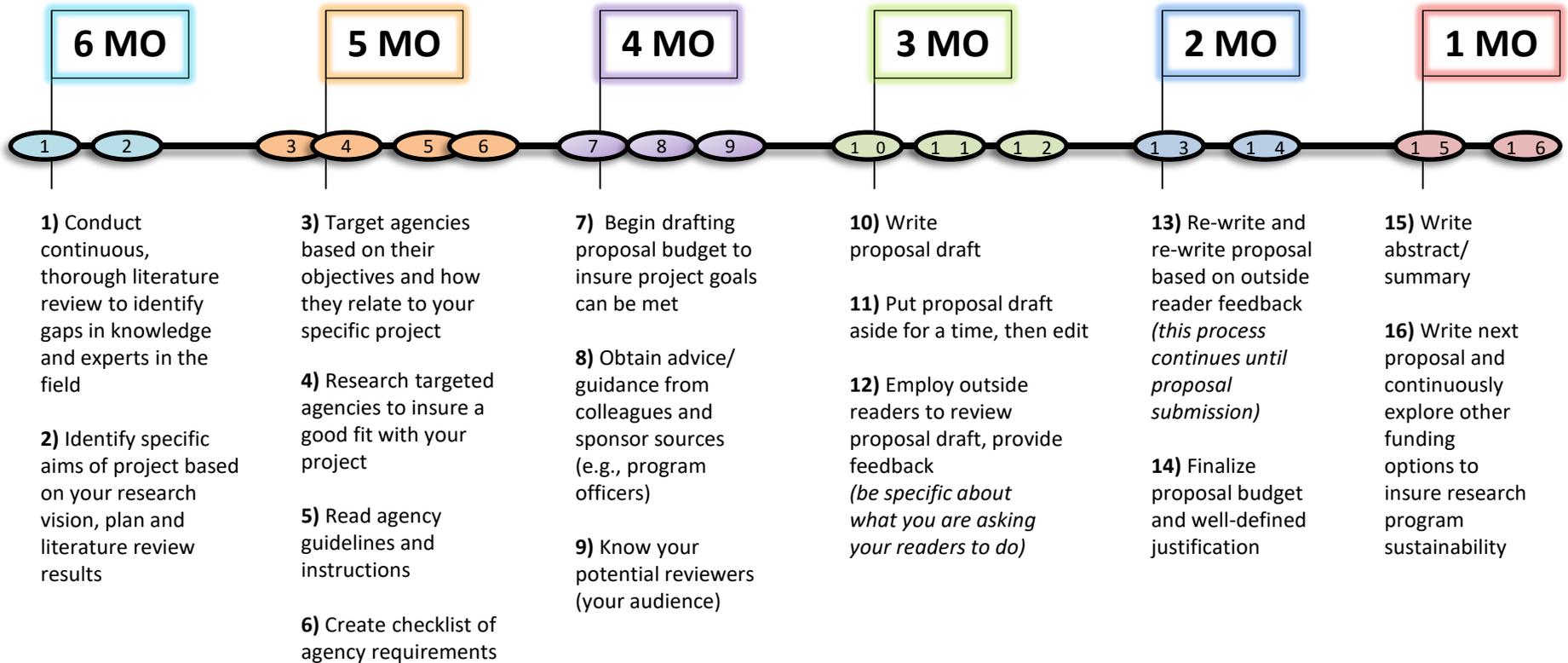
TIMELINE NOTES:
- The six-month timeframe should be viewed as a bare minimum to complete proposal development tasks.
- Visit the ORDE website at http://ucdenver.edu/orde and utilize our resources and services specific to proposal development and funding source location.
- This graphic representation is intended for basic guidance; each sponsor has specific proposal components that must be calculated into the overall timeline.
- Be certain to seek guidance from your departmental administrator on proposal budget and internal routing processes well in advance of your deadline.
- Seek guidance from your departmental administrator in the use of this timeline and how it may be affected by internal routing processes.