Whether a large-scale center proposal or a single investigator research proposal, a successful grant writing process follows a clear roadmap of strategies and sequential tasks. (Thanks to Research Development Services and Pre-Award for their input.)

**ANALYSIS & PLANNING**
- Review landmark documents referenced in solicitation
- Read solicitation thoroughly
- Identify PI
- Develop a compelling storyline
- Identify win differentiators… why Purdue?
- Contact Pre-Award for inclusion of a Pre-Award specialist in planning meetings

**PROGRAM OFFICER INPUT**
- Develop one-page concept paper
- Discuss one-pager with agency contact
- Refine storyline
- Clarify and ask questions related to budget requirements and restrictions

**PARTNERSHIPS**
- Recruit collaborative partners
- Recruit advisory board members
- Collect letters of commitment
- Discuss cost share needs with potential contributors
- Work with Pre-Award to gather sub-documentation
- Review sub-SOW and budget for appropriateness to work

**PROPOSAL OUTLINE**
- Develop outline
- Identify graphics needed
- Identify subawardee institutions
- Identify any cost share requirements
- Develop draft budget based on initial outline of work to be done
- Answer questions related to proposal compliance items

**MANAGEMENT & PERSONNEL**
- Identify basic management structure
- Collect biosketches and other required documents
- Develop C&P
- Refine budget based on final personnel, etc.

**PROPOSAL WRITING & EDITING**
- Assign writing based on outline
- Assign supplemental documents such as data management plan
- Write section components
- PI or grant writer compiles and manages document
- Edit drafts with project team
- Ask colleagues to review near-final draft
- Revise after review feedback
- Write summary last
- Refine budget based on changes to work plan, etc.

**PROPOSAL FINALIZATION & SUBMISSION**
- Review final package
- Obtain academic approvals
- Complete FCOI disclosures
- Obtain institutional approval
- Send final submission to sponsor

**CONCEPT PAPER**
- Storyline
- Goals
- Team expertise
- Overview of approach
- Impact of your success

**RECRUITMENT**
- Use one-pager as talking points for recruiting

**OUTLINE**
- Use sections required in solicitation
- Include storyline at beginning

**START HERE**
- Compelling storyline
  - What is the problem?
  - What has already been done to address the problem?
  - What gap remains?
  - How will we address this gap?

**MANAGEMENT STRUCTURE**
- Discuss management before writing
- Provide templates for required personnel documents

**YOU’RE DONE!**
- Black text: Research Development
- Brown text: Pre-Award