

General 10-week project timeline:

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--|---------|---|---|---|---|---|---|---|---|----|
| Analysis and Planning | | | | | | | | | | |
| Distribute documents noted in RFP | | | | | | | | | | |
| Identify previously successful proposals | | | | | | | | | | |
| Identify PI | | | | | | | | | | |
| Notify Pre-Award Center for assigned budget specialist | | | | | | | | | | |
| Problem Overview | | | | | | | | | | |
| • <i>What is the problem</i> | | | | | | | | | | |
| • <i>What has already been done to address problem</i> | | | | | | | | | | |
| • <i>What gaps remain</i> | | | | | | | | | | |
| • <i>How we propose to address gaps</i> | | | | | | | | | | |
| Vision | | | | | | | | | | |
| Goals | | | | | | | | | | |
| Identify proposal win themes/discriminators | | | | | | | | | | |
| Program Officer Input | | | | | | | | | | |
| Contact PO | initial | | | | | | | | | |
| Team debrief on meeting | | | | | | | | | | |
| Refine initial analysis/planning | | | | | | | | | | |
| Proposed Outline | | | | | | | | | | |
| Discuss/refine outline structure | | | | | | | | | | |
| More detailed outline, if needed | | | | | | | | | | |
| Identify graphics needed | | | | | | | | | | |
| Partnerships | | | | | | | | | | |
| Recruit collaborative partners | | | | | | | | | | |
| Produce "talking points" brochure or website | | | | | | | | | | |
| Recruit industry affiliates | | | | | | | | | | |
| Recruit advisory board members | | | | | | | | | | |
| Collect letters of commitment | | | | | | | | | | |
| Management and Personnel | | | | | | | | | | |
| Identify basic management structure | | | | | | | | | | |
| Collect biosketches | | | | | | | | | | |
| Proposal Writing and Editing | | | | | | | | | | |
| Assign writing | | | | | | | | | | |
| Write section components | | | | | | | | | | |
| Compile 1 st draft | | | | | | | | | | |
| Project team 1 st edit | | | | | | | | | | |
| Any outside review input/edit | | | | | | | | | | |
| Editing iterations | | | | | | | | | | |
| Write summary or abstract | | | | | | | | | | |

Red Text: Important to have agreement (and explicit text for problem overview) prior to proposal writing