OFFICE FOR GRANTS

PROPOSAL DEVELOPMENT TIMELINE

After assessing the College and program eligibility, the grant proposer should note the submittal deadline. Based on the deadline date, a proposal development timeline should be created to help identify, organize and prioritize tasks, forms and approvals that need to be completed, the timeframe for specific activities, and the responsible person. The complete timeline helps ensure that the proposal will be submitted on time.

Be sure to determine whether this grant cycle is an ongoing scheduled event or if it is a one-time opportunity. This will help your proposal and timeline development, and will help you decide whether to pursue the opportunity this round or at the next round of the Solicitation.

Time assessment needs to be carefully measured. If there is not sufficient time to develop a well-written, complete and competitive package for the funding agency, then the grant proposer should consider pursuing another source of funds or preparing for the next funding cycle for the chosen funding agency.

The grant proposer needs to be able to answer at least three questions before deciding whether or not to proceed with proposal development:

1. Is there sufficient time to develop the proposal?
2. Is there sufficient support to get required signatures?
3. Is there sufficient time to develop necessary partnerships?

If the answer to these questions is affirmative, the grant proposer should contact the Office for Grants immediately to let them know of your intent to apply for the grant.

The grant proposer needs to develop an earnest timeline that includes:

- Every task and element necessary to complete the proposal with sufficient time before the deadline to undergo internal review,
- Document development in support of statements made addressing the criteria,
- Narrative development with time for outside editing,
- Relationship development with third parties/project partners where necessary, and
- Time to address input and required changes by internal reviewers.

It is imperative that the grant proposer take time up-front to actually plan each task and event, and place it on a real timeline that takes the proposal development from initiation to submittal date.

The following is a sample timeline that encompasses all required tasks for a successful proposal development and internal review and approval:

Task	Responsible Party	Time Frame
Develop idea	Grant proposer	
Form grant development team	Grant proposer	
Determine feasibility of idea	Grant proposer w/ grant development team	
Research funding opportunities	Grant proposer w/ Office for Grants	
Determine funding source	Grant proposer w/ grant development team	3 months in advance of submission deadline date
Formulate proposal development timeline	Grant proposer w/ grant development team	2-3 months in advance of submission deadline date
Begin pre-proposal development	Grant proposer w/ grant development team	2-3 months in advance of submission deadline date
Create preliminary budget	Grant proposer w/ grant development team, Office for Grants	2-3 months in advance of submission deadline date
Complete Pre-Proposal Grant Request Form	Grant proposer	10 weeks in advance of submission deadline date
Submit online Pre-Proposal Grant Request Form to Office for Grants	Grant proposer	10 weeks in advance of submission deadline date
Obtain signatures on Pre-Proposal Grant Request Form	Grant proposer	2 months in advance of submission deadline date
Send original signed form along w/ RFP or other funding opportunity documents and info to Office for Grants	Grant proposer	2 months in advance of submission deadline date
Present and obtain Cabinet approval	Director of Grants	2 months in advance of submission deadline date

Develop detailed budget	Grant proposer w/ Office for Grants, Business Services	2 months in advance of submission deadline date
First draft of proposal for internal review w/ grant development team	Grant proposer	6 weeks in advance of submission deadline date
Revisions and second draft for internal review w/ grant development team	Grant proposer	1 month in advance of submission deadline date
Revisions and final draft for Office for Grants review	Grant proposer w/ grant development team	3 weeks in advance of submission deadline date
Request letters of support/commitment	Grant proposer w/ Office for Grants	3 weeks in advance of submission deadline date
Final Draft of Proposal	Grant proposer, grant development team	2 weeks in advance of submission deadline date
Compile proposal application	Grant proposer	10 days in advance of submission deadline date
Complete the Grant Proposal Final Review and Approval Form	Grant proposer	7 days in advance of submission deadline date
Obtain signature of grant proposer's immediate supervisor on completed Grant Proposal Final Review and Approval Form	Grant proposer	5-7 days in advance of submission deadline date
Submit completed and signed Grant Proposal Final Review and Approval Form w/ proposal, budget, and other required forms	Grant proposer	5 days in advance of submission deadline date
Obtain final signatures	Office for Grants	2-3 days in advance of submission deadline date

Proposal Application Submittal	Office for Grants	Deadline Date

**days should mean business days absent of holidays*