**Recommended Grant Writing Timeline**

Government Sponsored Programs and Research is here to help you submit a high quality proposal. Below is a recommended timeline designed to give you, your Department Chair and Dean, and GSPAR staff ample time and opportunity to develop and review your proposal before submission.

**4 weeks** before submission deadline

1. Explore what aspect of your research could benefit from external funding
2. Conduct a funding search on federal agency websites and emailing lists. GSPAR is also happy to assist with this search.
3. Consider potential internal and external collaborators. Interdisciplinary collaborations are highly encouraged at JCSU.
4. Read and re-read the NOFO/ RFP very thoroughly. Look out for and attend any informational webinars offered by the sponsor regarding your grant.

**2-4 weeks** before submission deadline

1. Request a Notice of Intent from GSPAR. Upon receipt, GSPAR will send out a Notice of Intent and Dean’s and Chair’s Checklist to aid in your proposal prep and budget development.
2. Fill out the Notice of Intent and Checklist. We strongly recommend scheduling meetings with your Dean and Department Chair to discuss your forms before sending back to GSPAR as soon as possible. GSPAR will send out the Notice of intent and Checklist for signatures in DocuSign to confirm all parties are aware of the parameters of your project.
3. GSPAR will draft and send a list of requirements for your grant.
4. Begin drafting application.
5. Request letters of support (if required)

**1-2 weeks** before submission deadline

1. Schedule a budget meeting with GSPAR. This meeting time will be used to finalize your budget and ask any final questions about your proposal. **PIs are expected to have completed and discussed a draft budget with their Deans and Department Chairs before this meeting**.

**1 week** before submission deadline

1. Submit your full draft proposal to GSPAR for review by 5:00pm EST on the date listed on your Notice of Intent/ Dean’s and Chair’s Checklist. GSPAR will review your proposal for any final troubleshooting and commit to submitting your proposal 2-3 days before the final submission due date, as specified in the Notice of Intent.