Emory & Henry College
Proposal Development Timeline

The lead time represented by this timeline is generous to a fault, but it outlines an accurate representation of the necessary tasks from identification of funding opportunity to submission. A rigorous internal review insures the proposal will be competitive and that grant submissions will not conflict with one another.

Eight Months to One Year Before Deadline:

- Identify funding source/grant program
- Review grant application guidelines
- Discuss project with department chairperson and/or dean
- Complete Grant Proposal Clearance Form and obtain approvals/signatures
- Submit Grant Proposal Clearance Form (with signatures) to the Grants Office
- Schedule meeting with all project participants and Grants Office staff
- Prepare proposal development checklist with deadline dates and assign tasks

Six to Eight Months Before Deadline:

- Make initial contact with all external partners
- Research similar projects underway elsewhere or that have been funded by the same agency and contact grant recipients at other institutions
- Conduct literature review, develop bibliography if required
- Write draft of concept paper
- Make contact with grant maker to determine fundability
- Schedule appointment with program officer of funding agency, provide concept paper for his/her review
- Identify all internal resources needed for project, i.e. space, personnel, equipment
- Develop draft budget of potential costs and potential sources of matching funds
- Determine long-term institutional commitment for project sustainability

Six Months Before Deadline:

- Write first draft of proposal narrative according to application guidelines, using appropriate section headings
- Obtain institutional background material, boilerplate text
- Distribute draft and solicit feedback from colleagues at E&H other institutions
- Review all required application forms, distribute among relevant internal offices for statistics and institutional facts
Two to Three Months Before Deadline

- Submit draft grant narrative to Grants Office
- Update resumes, curriculum vitae of all key project personnel or prepare brief biographical sketches in accordance with application guidelines
- Get prices/bids on major budget items
- Register authorized institutional representative if using online submission process

One Month Before Deadline:

- Make revisions to narrative based on feedback
- Finalize budget
- Distribute copies of proposal and budget to department chair and dean and others as required for financial approval
- Begin preparing cover sheet, table of contents, assurances and certifications, fact sheets, financial statements, bibliography
- Request letters of support from partner organizations

Two Weeks Before Deadline:

- Make final budget revisions
- Compile all support materials
- Give narrative to Grants Office for final proofreading for style, facts, content and compliance with proposal guidelines
- Obtain signed partnership agreements from external partners, make clear all partner responsibilities
- Finalize all application forms

Five Days Before Deadline:

- Prepare cover letter if needed
- Send forms and cover letter to president's office for signature
- Assemble all forms, sections, attachments and number each page according to table of contents
- STOP!! Read through entire assembled grant and check for internal consistency i.e. budget numbers are accurate and match number in cover letter or cover page, page numbers are accurate, etc.
- Make copies of proposal for mailing and internal distribution, check all copies for completeness and order, identify original
- Mail using paid carrier to agency or foundation office