

## F-31 Grant Timeline

Faculty Advisor: \_\_\_\_\_  
 ORD Contact: \_\_\_\_\_

E-mail/phone \_\_\_\_\_  
 E-mail/phone \_\_\_\_\_

<u>Date</u>	<u>Description</u>
_____	Download instructions and forms Meet with Faculty Advisor Meet with ORD contact Contact Program Officer Start drafting Research Plan
_____	Request information from Sponsor(s): Biosketch, research support, previous fellows/trainees, etc. Draft and request reference letters Identify Resources & Environment/Boilerplates Begin writing sections on Applicant's Training/Employment, Scholastic Performance
_____	Begin writing Program of Study
_____	Continue writing Research Plan Consult with Statistician Compliance Meeting
_____	Faculty Review of Research Plan
_____	Revise Research Plan
_____	Format Appendices Prepare PPQ
_____	Obtain SON Signatures (2 days)
_____	Submit to RSO (5-7 days before copy and assemble deadline)
_____	Finalize Research Plan Pick-up signed grant from RSO
_____	Final review of grant with Advisor and ORD Contact
_____	Copy and Assemble final version
_____	Mail Grant