

School of Nursing Proposal Prep Timeline

Proposed timeline landmarks:

NIH & AHRQ, R01 example

❖ **Deadline**

| Weeks before deadline | Activities | Winter | Summer | Fall |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|---------|
| | | Feb 5 | June 5 | Oct 5 |
| 12 | Ensure Specific Aims have been drafted/reviewed; answer proposal launch questions during meeting with NRSP (e.g., co-I, subaward, clinical trial, LoS) | Nov 13 | Mar 13 | Jul 13 |
| 8 | Draft a budget with NRSP; make sure all biosketches are in hand and final | Dec 11 | Apr 10 | Aug 10 |
| 6 <u>MIDPOINT</u> | Complete mock review and external critique; meet 3-4 day turnaround on feedback. Address budget implications first and finalize. Ensure LoS are in hand and final. | Dec 25 | Apr 24 | Aug 24 |
| 5 | Finalize budget; provide draft of all supporting documentation and revise over 1 week. | Jan 1 | May 1 | Aug 31 |
| 4 | Finalize all documentation besides research strategy & aims. (Do not revisit after final drafts are submitted to NRSP.) | Jan 8 | May 8 | Sep 7 |
| 2 | Complete final scientific pieces, compile proposal in Cayuse via NRSP, provide final PI approval. Complete cover letter, approve WISPER record. | Jan 22 | May 22 | Sept 21 |
| 1 | Watch for Dean's Office approval, campus RSP approval, and submission. | Jan 29 | May 29 | Sept 28 |

Why do I need Aims and subaward information at 12 weeks?

The complexity of grant preparation requires that an idea be crystalized to guide effort in preparing all scientific and technical components. If the foundational pieces are not ready, you are probably not ready for this cycle.

Why 12 weeks?

Many people adapt well to the structure and intensity for 12 weeks but are unable to maintain that effort for longer; thus, 12 weeks is optimized to get you through the grant process as efficiently as possible. Also, most effort happens after the midpoint. Six weeks is a good place to add fire to your grant preparation and respond to your mock review and external critique. Twelve weeks is ambitious. Your team must be fully committed to meeting the agreed milestones prior to starting. If your life has a lot of unpredictability, include space for it in the timeline. We reviewed guidelines from NIH and peer institutions and the takeaway was this: No one adequately budgets time. Timelines and transparency relieve stress and minimize delays. NIAID's [overall timeline](#) between submission and funding offers another perspective.

What this means for PIs

Clear your calendar, stock up on supplies, and triple check your backup systems. Engage supports and look for conveniences such as meal delivery. Consider a "writing vacation." People may hesitate to tell you this is needed, but the increased organization, proactive planning and adherence to the timeline gives you the mental space to construct a more competitive proposal. If this level of rigor is not a good fit, work with NRSP earlier and ideally follow the 12-week landmarks as listed above.

Summary

Proposal development is an exciting part of your intellectual life. We are here to support your success and build our the SoN research enterprise. Even experienced grant writers adopt rigorous preparation to stay competitive. Contact NRSP early and frequently for any and all assistance to support your proposals. We look forward to working together!

References:

Pink DH (2018). *When: The Scientific Secrets of Perfect Timing*. Riverhead Books: New York.

Schrager S and Sadowski E (2016). Getting more done: Strategies to increase scholarly productivity. *J Grad Med Educ*, 8(1): 10-13.