**PROPOSAL DEVELOPMENT CALENDAR**

**SPONSOR, TITLE OF FOA**

All deadlines are 5:00 p.m. (PST), unless otherwise noted

(NC Biotech Center is usually 12:00 pm deadline)

KEY: **Red = OSP/Sponsor Deadlines; Blue = Budget/Admin; Green = Out of office**

*Suggestions for use*: Starting from the sponsor due date, work backward to fill in important dates on the calendar using the prompts provided below. The prompts are color coded.

**Out of office**

RFA released

Sponsor Q&A

PI intake meeting

Kick off team meeting

Team meetings (weekly)

Draft #1 Due

Draft #1 Review

Draft #2 Due

Draft #2 Review

Final Narrative Due

Final Narrative Review

Copy editing and proofreading

Production (pdfing and ready to submit)

Hard copy viewing with PI (cross check outline)

Key personnel confirmed

Request for biosketches/CVs

Biosketches/CVs dueBiosketches/CVs complete

Subs confirmed/request deliverables

Subs deliverables due

Letter of support solicitation begins

Letters of support due

**Budget development begins**

**Finalize application forms**

**Route eGC1: Final budget, budget justification, subcontract justifications and LOC, draft narrative, federal forms, abstract with proposal title** – (approx. 10 business days before sponsor deadline)

**DUE to CALS C&G: approved eGC1** –(5 business days before sponsor deadline)

**DUE to Sponsor - sponsor deadline**

**For subcontracts:**

**DUE: Draft subcontract documents**

**DUE: Final subcontract documents**

Celebrate!!

Debrief with team (optional)

Survey team

DECEMBER 2014

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  |  |  | NCSU Holiday |  |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|  |  |  |  |  |  |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|  |  |  |  | NCSU Holiday |  |  |
| 28 | 29 | 30 | 31 |  |  |  |
|  |  |  |  |  |  |  |

January 2015

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |
|  |  |  |  | 1 | 2 | 3 |
|  |  |  |  |  |  |  |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|  |  |  |  |  |  |  |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|  |  |  |  |  |  |  |
| 25 | 36 | 27 | 28 | 29 | 30 | 31 |
|  |  |  |  |  |  |  |