TheChicagoSchool®
of Professional Psychology

OSP Recommended Grant Proposal Development and Submission Timeline

Generate Ideas for Proposal

Check if LOI is required by sponsor and make note of the DEADLINE

Solicit for letters of support.

Set aside time to work (meet with dept. chair if required)

Prep of all biosketches

Write Preliminary introduction (with references) and specific aims ABSTRACT Sketch out research plan based on specific aims.

Submit introduction, aims, and preliminary design to SME

Finalize Budget with justification

Insure completion of biosketches

Finalize all letters of support

Complete the resource page

Complete any human subjects and vertebrate animal narratives

Send all final documents out for preliminary review (dean/chair)

SUBMIT FINAL DOCUMENTS TO OSP

4 MONTHS PRIOR TO SPONSOR DEADLINE

3 MONTHS PRIOR TO SPONSOR DEADLINE

1-2 MONTHS PRIOR TO SPONSOR DEADLINE

3 WEEKS PRIOR TO DEADLINE

2 WEEKS PRIOR TO DEADLINE

5 BUSINESS DAY PRIOR TO DEADLINE

Check to confirm user accounts (AHA, NIH, etc)

Discuss proposal idea with subject matter expert(s) (internal review panel)

Identify and contact at least 1 reviewer if possible!

Select and contact co-investigators and consultants

SEND BUDGET TO OSP FOR REVIEW

Finalize Title/Concept

Submit a complete draft to (dean/chair/reviewers) As close to final as possible

If required get IRB/IACUC approvals

Complete any final editing and formatting of research plan based on reviewers' comments.

Add additional preliminary data if necessary.