

## EAR Proposal – Planning Your Proposal Development Timeline

Timeline	Milestone
3-6 months	<p>Give yourself as much time as you can for planning, consulting with OVPR, department chair, mentors and colleagues, and writing, editing, and reworking.</p> <p>It can be constructive to involve OVPR in the conversation at these early stages – take advantage of the EAR “office hours” that OVPR will organize to get feedback on whether your plans are aligned with the priorities of the EAR funding program.</p> <p>Contact reviewer-colleagues early with your requests to provide feedback on the proposal – offer a firm date when you will send them materials, and build in at least a week for them to return comments.</p>
8-10 weeks	<p>Formulate specific aims for the project description.</p> <p>Consult the chair(s) to make sure that your EAR plans fit into departmental priorities.</p> <p>Once the chair is on board, identify and ask colleagues to comment on a draft of the specific aims section before you start writing the rest of the proposal. This allows you the leeway to make revisions to your aims without having to rework large sections of the proposal.</p>
6-8 weeks	Revise your specific aims. Write a draft of your research plan.
4-6 weeks ahead	<p>Share a full draft of the research plan with a colleague for substantive feedback on technical content, rhetoric, organization, flow, language, etc.</p> <p>Request biosketches from key personnel.</p> <p>Start working on the budget with the fiscal officer or grants budget staffer in your unit.</p>
At least 2-3 weeks ahead	Initiate requests for letters of support. Consider offering your letter writers a drafted letter for them to modify and sign.
~2 weeks ahead	<p>Aim to finalize the budget, budget justification and biosketches.</p> <p>Share a revised draft of the proposal with your reviewer-colleagues.</p>
~1 week ahead	<p>Leave time for a colleague with fresh eyes to do a final copy edit of the complete proposal.</p> <p>Finalize all components of the proposal.</p>
~3 days ahead	Aim to have all letters of support in hand.
~1-2 days ahead	Upload all final documents as PDF attachments into the online proposal application system.
<p>Submission deadline</p> <p><i>(EAR deadline is 5pm, Friday, September 9, 2016)</i></p>	Hit the submit button early enough to have time to respond to system errors or compliance problems.