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Grant Development Timeline		
Task	**Responsibility**	**Time Prior To Due Date**
Identify need for project	PI, Co-PI(s), Division or Unit Head, Students, University Administrator(s), Community Member(s)	Up to 12 Months
Brainstorm project concept	PI, Co-PI(s), Subject Matter Expert(s), Colleague(s)	3 to 12 Months
Identify potential funding sources	PI, Co-PI(s), Associate Vice Chancellor of Advancement, Colleague(s)	3 to 12 Months
Plan grant development timeline	PI, Co-PI(s), Division Head, Associate Vice Chancellor of Advancement	2 to 6 Months
Research and write draft grant proposal	PI, Co-PI(s), Subject Matter Expert(s)	2 to 6 Months
Edit, correct, change proposal	PI, Co-PI(s), Subject Matter Expert(s)	1 to 2 Months
Proofread proposal	PI, Co-PI(s), Subject Matter Expert(s), Proofreader	3 to 4 Weeks
Additional corrections	PI, Co-PI(s)	3 to 4 Weeks
Final review and check of proposal	PI, Co-PI(s), Associate Vice Chancellor of Advancement	2 to 3 Weeks
Signatures	PI, Division/Unit Head, Associate Vice Chancellor of Advancement, Director of OIT (if required), SACS Liaison (if required), VCAA and/or Dean of Student Affairs, VCBA, Chancellor	2 Weeks
Copy and mail or coordinate electronic submission with Grants Office	PI, Co-PI(s), Associate Vice Chancellor of Advancement, Divisional Secretary	1 Week
Copy to Grants Office	PI	1 Day

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