Example timetable for preparing and submitting a competing grant application

Days to Deadline	Tasks
90-45 days	• Review Program Announcement, guidelines and other material • Prepare outline and draft of research plan • Organize internal and external collaborations and make arrangements to obtain letters of support, letter of intent for subcontracts and appropriate biosketches for key personnel in correct format as required by the sponsor • Discuss commitments of any internal cost-share or in-kind matching required by the sponsor with the Department Chair or Deans Office • Work with departmental or division research administrative staff in formulating a detailed budget for all budget periods
45-30 days	• Share proposal draft with colleagues and make revisions
30-20 days	• Incorporate comments, feedback and/or revisions • Prepare final budget and budget justification • Obtain letters of support, letter of intents for subcontracts and final biosketches for all key personnel • Format the research plan components to meet sponsor guidelines • Contact designated departmental or divisional research administrative staff to build proposal application in Coeus and create PEER log to obtain PI assurance and conflict of interest (COI) declaration (if applicable)
20-8 days	• PI certifies in PEER PI assurance (for all applications) and COI (if applicable) • Research administrative staff routes proposal application through Coeus for review and approval
8-3 days	• PI uploads and finalizes research plan component and all final narratives are uploaded for S2S electronic submissions • OSP approves application and PI submits via Coeus to Grants.Gov (if S2S electronic) or Fed-Ex's to sponsoring agency prior to mailing deadline
	*** Please remember OSP requires 8 business days for proper review and approval of grant application, including both prime award and subawards to Vanderbilt)