The grant writing process

10 to 12 months before the sponsor deadline:
- Assess yourself and your field.
- Identify the need.
- Start to think of interesting ideas and projects.
- Try to find a balance between something "sure" and something that is truly innovative and/or risky.
- Hold preliminary discussions with colleagues to determine interest and significance.
- Accept all feedback and criticism and assess your capability to successfully pursue the project.
- Assess your funding goals and possible resources that may be needed for the project.

8 to 10 months before the sponsor deadline:
- Identify prior work or related activities of other institutions.
- Develop a case for how your work differs from or compliments others.
- Define your project.
- Begin to identify potential funding sponsors and send letters of inquiry if appropriate.
- Get the endorsements from your department chair or ORU director and from your DBO or MO.
- Inform your business office of your grant proposal intentions.

6 to 8 months before the sponsor deadline:
- Develop your project idea in a summary format to clarify the project elements and scope.
- Create a budget wish list by reviewing your summary; list everything that's going to cost money.
- Identify a funding sponsor that is compatible with the scientific and financial scope of your project.
- Read the specific proposal instructions and guidelines of the sponsor's funding announcement.
- Know the sponsor's published grant proposal submission deadline.
- Determine the involvement and use of human subjects, animal subjects, and/or stem cells.
- Identify personnel and specific individuals who may need to collaborate on the project.

2 to 6 months before the deadline:
- Outline the application structure.
- Work with your business office on the completion of any UCSD forms, as well as sponsor forms.
- Plan, develop, and draft preliminary data and complete the first draft of the entire grant proposal.
- Seek high-quality feedback and impartial criticism from qualified scientists and/or your colleagues.
- Write all sections, which can include the Signature Page, Abstract, Research Plan, and Budget.
- Coordinate with your business office any remaining tasks that need to be completed.

1 to 2 months before the deadline:
- Proof-read the entire proposal, make all budget revisions, and all necessary proposal adjustments.
- Review and make final updates to your grant proposal timeline so the sponsor deadline will be met.

10 working days prior to the sponsor's deadline:
- Send final proposal to the UCSD proposal review office for review and submission to the sponsor.
- Implement all comments and suggestions, given during the review, into your grant proposal.

2 working days prior to the sponsor's deadline:
- Submit your grant proposal to your proposal review office for mailing or electronic submission.

After the sponsor’s deadline:
- Initial screening by the sponsor’s administrative staff takes place.
- Additional review or peer review takes place by the sponsor's qualified scientific experts.
- Approval or rejection is received with comments from the sponsor’s reviewers.

Adapted from Office of Contract and Grant Administration & University of North Carolina at Chapel Hill
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Source: https://unc.live/31AJWvM