

Example NIH R01 Proposal
Development Task List and Timeline
for October 5 R01 Standard Submission Deadline

*Reminder: If interested in participating in a [mock review](#) of your proposal,
send a notice of interest at least 7 weeks prior to the agency deadline!*

By July 13th

- Draft Specific Aims (see [Specific Aims Template](#); consider using a NIH [grant writing workbook](#))
- Vet project idea in your department and with mentor(s)
- Identify possible Institutes and Centers (ICs) and to fund your project
 - Check out NIH's matchmaker (<https://reporter.nih.gov/matchmaker>)
- Email Aims to PO(s)

By July 27th

- Identify possible study sections (<https://art.csr.nih.gov/ART/>)
- Identify possible funding opportunity announcements (FOAs)
- Speak with the PO(s) to identify optimal IC, FOA, study section

By August 3rd

- Ensure all prep work is complete (finalize choice of IC, FOA, study section)
- Revise Aims to optimize fit to IC, FOA, study section
- Write / send Letters of Support (LOS) templates
- Appointment with your department grants analyst to create list / schedule of docs needed, including budget development and justification
- Outline Approach
- Draft Methods section of Approach
- Delegate sections of submission (esp. Approach) to appropriate team members
- Create a team description for the Approach section
 - Consider describing the study team's unique contributions in a table

By August 10th

- Determine if project is considered a [clinical trial \(CT\)](#), human subjects (HS), or non-human subjects
- Finalize Approach outline based on above
- Determine if / how much of HS & CT Information form to fill out based on above
- If a CT, familiarize yourself with updates on policies and procedures

By August 17th

- Craft language for Enhancing Reproducibility, Rigor, & Transparency
- Draft Significance
- Draft Innovation
- Continue to work on Approach

- Send draft of proposal to your Research Development Coordinator and/or colleagues for initial feedback of completed sections
- If interested, submit a request for [Mock Review](#)

By August 24th

- Request all LOS, Biosketches, Approach text from team
- Revise Aims and Research Strategy
- Send entire Aims and Research Strategy out for comments
- If participating in [Mock Review](#), materials (e.g., Aims, Research Strategy, Biosketch) should be submitted to the FSU Research Development team

By August 31st

- Obtain other submission elements from team (e.g., LOS, Biosketches, budget info)
- Work on other attachments (e.g., abstract, project narrative, facilities, resources, equipment, resource sharing plan, data management and sharing plan, HS / CT)
- Work to get within page limits

By September 7th

- Begin to collect feedback from colleagues on revised proposal
- Finalize budget and budget justification, including any sub-awards
- If participating in Mock Review, coordinate discussion session for this coming week

By September 14th

- Make revisions to proposal based on feedback
- Work with your department grants analyst (who will work with your FSU Sponsored Research Administration (SRA) representative) to begin uploading documents into RAMP

By September 21st

- Make revisions to proposal based on feedback
- Fill out Assignment Request Form / Cover letter

By September 28th

- Finalize all proposal materials
- Finish uploading documents into RAMP
- Check submission package after upload
- Celebrate the submission!