This is intended to be a general framework. See next diagram for details. In general, the schedule is determined by key activities performed at the beginning and the end of the process. Once these activities are scheduled, the remaining ‘middle’ period is filled with the application composition activities.

<table>
<thead>
<tr>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Release Date</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Key Initial Activities</strong></td>
<td></td>
<td></td>
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<tr>
<td>- Week 1: initiate registrations,</td>
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<tr>
<td>- Week 2: reach out to Topic Author(s)</td>
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<tr>
<td><strong>Drafting Activities</strong></td>
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<tr>
<td>- Drafting: Allow for 1 Month of full-time effort to compose, revise the application,</td>
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<tr>
<td><strong>Key Final Activities</strong></td>
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<tr>
<td>- T Minus…: Key Final Activities: Internal reviews, checks to confirm submission readiness.</td>
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<tr>
<td>- T-2 Days: Upload 2 days before Due Date. Allow sufficient time to address any issues.</td>
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<tr>
<td>- T=0: Due Date</td>
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</table>

**Legend:**
- Key Dates
- Overview Activities
Grant Application Timeline (SBIR/STTR) - 3 Month Schedule - Detail

Timelines may expand or contract depending on the specific FOA release schedule. This framework is 3 months, or 12 weeks (SBIR general guidelines for application preparation time is shorter: 2.5 months, or 10 weeks).

**Limiting factors:**
- Funding Opportunity Announcement (FOA) - time between Release Date and Due Date
- Registrations - may take up to 2 Months. Dun & Bradstreet, SAM, SBA registry, any others required by agency of interest.

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<tr>
<th>Month 1</th>
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<th>Month 3</th>
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<tbody>
<tr>
<td>July</td>
<td>August</td>
<td>September</td>
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</tbody>
</table>

**Key Initial Activities**

1. **Release Date**
   - +1 to 5 Days (1st Week activities):
     1a. Confirm all requirements are met, commit to submit the Proposal.
     1b. Registrations initiation, if not already completed. **Must be completed prior to submission or the application will be automatically rejected.**
     1c. Initiate communications to confirm participation/support from collaborators.
     1d. Create a submission checklist using the FOA. **Full-time until complete (1 Day).**

**T Minus… (Final activities):**
4a. T-(12 to 5) Days: Internal review/feedback: responsiveness per solicitation evaluation criteria. →**Full-time until complete (5-7 Days).**
4b. T-(5 to 4) Days: Final revisions
4c. T-3 Days: Final check and submission go/no-go.

**T-2 Days:** Upload 2 days before Due Date. Allow sufficient time to address any issues.

**T=0:** Due Date

**Drafting Activities**

- **Proposal is ~1 Month Total of Full-time effort**

- **3A Remaining components**
  - **Literature**
  - **Specific Aims**
  - **Research Plan**
  - **Financials**

- **3C Remaining components**
  - **Abstract, Narrative, Revise application as a whole.**

- **Legend:**
  - **Key Dates**
  - **Required Checkpoints; Go/No-Go**
  - **Task**
  - **Task- Full time until complete**
  - **Task- Review/revise as needed**

(Example Only)