Grant Application Timeline (SBIR/STTR) - 3 Month Schedule - Overview

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.

- **Month 1**
  - Release Date
  - Key Initial Activities: prioritized to avoid issues later during submission, for example:
    - Week 1 - initiate registrations,
    - Week 2 - reach out to Topic Author(s)

- **Month 2**
  - Drafting: Allow for 1 Month of full-time effort to compose, revise the application.

- **Month 3**
  - Final Activities (full-time)

**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.

<table>
<thead>
<tr>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
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<tbody>
<tr>
<td>July</td>
<td>August</td>
<td>September</td>
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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).

+8 to 13 Days (2nd Week activities):
2a. Reach out to Topic Authors if allowed, using email template.
2b. Establish internal review team, any other reviewers.
2c. Continue 1st Week activities as needed / Proceed to Proposal Drafting.

**T=0** (Due Date)
- **T-2 Days:** Upload 2 days before Due Date. Allow sufficient time to address any issues.

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

(Typical schedule/activities)

11a. Confirm all requirements are met, commit to submit the Proposal.
11b. Registrations initiation, if not already completed. **Must be completed prior to submission or the application will be automatically rejected.**
11c. Initiate communications to confirm participation/support from collaborators.
11d. Create a submission checklist using the FOA. **Full-time until complete** (1 Day).

22a. Reach out to Topic Authors if allowed, using email template.
22b. Establish internal review team, any other reviewers.
22c. Continue 1st Week activities as needed / Proceed to Proposal Drafting.

33a. Literature
33b. Specific Aims
33c. Research Plan
33d. Financials

33c Remaining components

T Minus... (Final activities):
4a. T-(12 to 5) Days: Internal review/feedback: responsiveness **per solicitation evaluation criteria.**
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

Abstract, Narrative, Revise application as a whole.

2 days

(Example Only)