

Timeline and Tasks List

This checklist is designed to support planning for grant submissions, especially for community-based research grants. Users should develop their own dates and timelines to accommodate their particular grant submission needs. Begin by identifying a target date for the grant submission.

TIMELINE	
Design Phase I of the Project – Capacity Building	Target Date for Grant Submission _____
<input type="checkbox"/> Define the Problem <input type="checkbox"/> Discuss current resources available to the community <input type="checkbox"/> Define the collaborative <input type="checkbox"/> Discuss procedures to ensure the Collaborative works	Phase I Deadline _____ Completion Date _____
Notes:	
Design Phase II of the Project – Research Study	Target Date for Grant Submission _____
<input type="checkbox"/> Review literature on the topic <input type="checkbox"/> Write a brief literature review <input type="checkbox"/> Discuss the rational for the study <input type="checkbox"/> Develop study’s problem statement <input type="checkbox"/> Develop study’s conceptual framework <input type="checkbox"/> Develop study’s research questions <input type="checkbox"/> Develop study’s methodology: Mixed-method qualitative and quantitative <input type="checkbox"/> Discuss data collection strategies: Focus groups and survey <input type="checkbox"/> Design sampling for the qualitative and quantitative components <input type="checkbox"/> Discuss methods for ensuring validity and reliability (triangulation, feedback from study participants) <input type="checkbox"/> Develop analysis plan for qualitative and quantitative data	Phase I Deadline _____ Completion Date _____
Notes:	

Complete Other Sections of the Proposal	Target Date for Grant Submission _____
<input type="checkbox"/> Complete the proposal application forms <input type="checkbox"/> Complete the proposal narrative (project objectives, deliverables and outcomes, communications strategy, staffing, timeline, etc.) <input type="checkbox"/> Complete the budget and budget narrative <input type="checkbox"/> Collect additional pieces of information (faculty vitas and resumes, legal and final documents, etc.)	Phase I Deadline _____ Completion Date _____
Notes:	
Review and Submission Process	Target Date for Grant Submission _____
<input type="checkbox"/> 1 st Draft of entire proposal to readers <input type="checkbox"/> Review comments	Phase I Deadline _____ Completion Date _____
Notes:	
Final Revision	Target Date for Grant Submission _____
<input type="checkbox"/> Submit proposal	Target Date _____
Notes:	