

APPLICATION PROCESS PLANNER

Steps in the planning process to be assigned and given deadlines.

Project/Funding Agency: _____

PI/Team Leader(s): _____

Deadline: _____

Task	Responsible Person	Timeframe	Comments
Planning Meeting			
Partnership Meeting			
Research on Funding Agency			
Contact Funding Agency			
Research on Need/Problem			
Research on Best Practices			
Letters of Commitment, Support			
Cost-Sharing Issues			
Proposal Sections (draft)			
External Evaluation			
Budget			
Proposal Sections (Finalize)			
Assemble, package, mail or drive			