PROPOSAL DEVELOPMENT TIMELINE

The timeline below provides an approximate schedule for a well-planned submission to NSF. Using the submission due date as the starting point:

12 – 6 months prior	Identify relevant program opportunities from prior years, read award abstracts and project outcome reports.
6 months prior	Send a one-pager of proposed project/concept to a program officer (optional). Begin discussions with any partners.
3 months prior	Read final solicitation carefully. Alert your sponsored projects office.
1.5 months prior	Share draft proposal narrative for feedback with colleagues. Prepare first draft of budgets.
2 weeks prior	Upload all relevant documents (except narrative), if possible. Ensure all subcontract paperwork is complete.
1 week prior	Final edits by PI, partners, and sponsored projects; Finalize any remaining supporting documents.
1-3 days prior to due date	Submit proposal!