**Template: Identifying Funding Opportunities and Grant Development**

**NIH type grants**

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| **Task** | **Community Partner Role & Task** | **Academic Partner Role & Task** | **Due Date** | **Notes** |
| Define project’s specific aims & research questions |  |  |  |  |
| Identify relevant RFA/PA and Program Officer |  |  |  |  |
| List additional personnel or supports needed |  |  |  |  |
| Create budget first draft |  |  |  |  |
| Develop biosketches |  |  |  |  |
| Connect with Program Officer to discuss project goals & fit with grant |  |  |  |  |
| Revise specific aims |  |  |  |  |
| Draft significance section |  |  |  |  |
| Draft innovation section |  |  |  |  |
| Draft approach section |  |  |  |  |
| Draft timeline section |  |  |  |  |
| Collect letters of support |  |  |  |  |
| Draft facilities & resources |  |  |  |  |
| Draft inclusion of women, minorities, children section |  |  |  |  |
| Draft project narrative |  |  |  |  |
| Share research strategy with reviewers (e.g. DC CFAR investigators) |  |  |  |  |
| Submit grant application |  |  |  |  |