



Essentials of Proposal Development
Proposal Development Plan Worksheet

Program: _____
 Program URL: _____
 Due Date: _____
 Proposal Development Coordinator: _____
 Coordinator email: _____
 Coordinator phone: _____

TABLE 1. PROPOSAL WRITING (~N WKS) : (Beginning Date - End Date)					
Narrative/Project Description:					
Narrative Section:	Task Details (from guidelines):	Assigned To:	Draft Date:	Final Date:	Status:



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Proposal Attachments:					
Item or Document:	Item Details (from guidelines):	Assigned To:	Draft Date:	Final Date:	Status:



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TABLE 2. PROPOSAL SUBMISSION (1 WK): (Beginning Date - End Date)
Assumes electronic submission; need to back this up 1-2 days if submitting hardcopy

Task:	Assigned to:	Target Date:	Actual Date:	Status:
Final editing of narrative, with x-check for page length, margins, allowed fonts, alignment of table/figure numbers, appearance in PDF, etc.				
Final cross-check of all budget numbers against work plan and budget justification				
Assembly of application components (w/checklist, if provided)				
Other:				
Other:				
Other:				
Upload or transmit all electronic files to Office of Sponsored Programs (or other organizational unit that submits proposals)				
Submit completed application				
Monitor completed application for compliance errors, including transmission to receiving agency				