LSUE | Office of **Grants**

GRANT DEVELOPMENT TIMELINE		
TASK	**RESPONSIBILITY**	**TIME PRIOR TO DUE DATE**
Identify need for project	PI, Co-PI(s), Division or Unit Head, Students, University Administrator(s), Community Member(s)	Up to 12 months
Brainstorm project concept	PI, Co-PI(s), subject matter expert(s), Colleague(s)	3 to 12 months
Identify potential funding sources	PI, Co-PI(s), Director of Grants, Colleague(s)	3 to 12 months
Plan grant development timeline	PI, Co-PI(s), Division Head, Director of Grants	2 to 6 months
Research and write draft grant proposal	PI, Co-PI(s), Subject matter expert(s)	2 to 6 months
Edit, correct, change proposal	PI, Co-PI(s), Subject matter expert(s)	1 to 2 months
Proofread proposal	PI, Co-PI(s), Subject matter expert(s), Proofreader	3-4 weeks
Additional corrections	PI, Co-PI(s)	3-4 weeks
Final review and check of proposal	PI, Co-PI(s), Director of Grants	2-3 weeks
Signatures	PI, Division/Unit Head, Director of Grants, Director of OIT (if required), SACS Liaison (if required), VCAA and/or Dean of Student Affairs, VCBA, Chancellor	2 weeks
Copy and mail or coordinate electronic submission with Grants Office	PI, Co-PI(s), Director of Grants, Divisional Secretary	1 week
Copy to Office of Grants	PI	1 day

Revised January 2018