Example NIH R01 Proposal Development

Task List and Timeline

for Oct. 5, 2021 R01 Standard Submission Deadline

reminder: If interested in participating in a mock review of your proposal, send a notice of interest in this opportunity by Tues., Aug. 31 and the proposal by Tues., Sept. 7. to cbradely@fsu.edu.

By July 13th
o   Draft Specific Aims (*see ORD's Specific Aims Template; consider using a NIH grant writing workbook*)
o   Vet project idea in your dept and with mentor(s)
o   Identify possible Institutes and Centers (ICs) and program officer(s) (PO) to fund your project (check out NIH's matchmaker— https://reporter.nih.gov/matchmaker)
o   Email Aims to PO(s)

By July 27th
o   Identify possible study sections (utilize https://art.csr.nih.gov/ART/)
o   Identify possible funding opportunity announcements (FOAs)
o   Speak with the PO(s) to identify optimal IC, FOA, study section

By August 3rd
o   Ensure all prep work is complete (finalize choice of IC, FOA, study section)
o   Revise Aims to optimize fit to IC, FOA, Study Section
o   Write/send Letters of Support (LOS) templates
o   Appointment with your department grants analyst to list/schedule of docs needed, including budget development and justification
o   Outline Approach
o   Draft Methods section of Approach
o   Delegate sections of submission (esp. Approach) to appropriate team members
o   Create a team table for the Approach section (consider describing the team with their contribution in a table format)

By August 10th
o   Determine if human subjects project, clinical trial, or non-human subjects project
o   Finalize Approach outline based on above
o   Determine if / how much of HS & CT Info form to fill out based on above
o   If trial, familiarize yourself with updates on policies and procedures

By August 17th
o   Craft language for Enhancing Reproducibility through Rigor & Transparency
o   Draft Significance
o   Draft Innovation
o   Continue to work on Approach

- o Send draft of proposal to ORD and/or colleagues for initial feedback of completed sections

By August 24th
- o Request all LOS, biosketches, Approach text from team
- o Revise Aims and Research Strategy
- o Send entire Aims and Research Strategy out for Comments

By August 31st
- o Obtain any other submission elements from team (LOS, biosketches, budget info, etc.)
- o Work to get within page limits
- o If interested, express interest of Mock Review with Office of Research Development by emailing cbradley@fsu.edu **by Tuesday August 31st**

By September 7th
- o Begin to collect feedback from colleagues on revised proposal – if interested submit your proposal for an opportunity for Mock Review coordinated by the Office of Research Development by emailing cbradley@fsu.edu **at a minimum by September 7th**

By September 14th
- o Work with your department grants analyst (who will work with your FSU Sponsored Research Administration (SRA) representative) to upload all documents into RAMP

By September 21st
- o Fill out Assignment Request form / Cover letter
- o Make revisions based on feedback from colleagues

By September 28th
- o Make revisions to your narrative based on the feedback from the Mock Panel Review
- o Check submission package after upload
- o Celebrate the submission!