

Time Lines for Research Applicants by Chava Finkler, PhD Grants Facilitator

6 Months	5.5 Months	5 Months	4.5 Months	4 Months	3.5 Months	2 Months	1 Month	10 Days
Identify Research Question	Review Funding Opportunities	Identify specific funding opportunity	Write draft application & revise	Review MUN Forms necessary to accompany application	Obtain letters of confirmation for "in kind" and / or financial contributions	Preview entire application online & confirm all documents attached	Submit application for comprehensive review (or as per specified deadline)	Submit application to grant facilitator for institutional review (or as per specified deadline)
Develop research project parameters	Contact grants facilitator to request assistance to identify funding opportunities	Review instructions & ensure you meet eligibility criteria	Request colleagues read & critique	Identify application approval process	Letters of confirmation must be signed by person in authority e.g. VPR, company president	Confirm translation, currency conversion, safety of travel @ foreign destinations, insurance requirements etc	Revise application and resubmit	Application should include CCV (if necessary) online application, detailed budget & justification, info re: partners / collaborators etc , contact info @ respective universities, all letters of confirmation, etc
Determine type of application required	Contact liaison officer to identify potential industry or community partners	Contact grants facilitator / research office with questions	Revise application	Identify partners / collaborators determine roles & responsibilities	Confirm with relevant office that salaries, benefits, etc mentioned in budget comply with university policies & procedures	If possible, initiate ethics application – could indicate ethics approval on application	Confer with all application signatories, determine when they wish to review application & confirm time availability	Revise application and resubmit

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Ensure computer hardware & browser can support specific application	Subscribe to funders' online RSS feeds, announcements, newsletters etc	Inform MUN research office of application & external co-applicants collaborators	Request colleagues read & critique Revise application	Ensure MUN research office communicates with research office at external institution(s) (if necessary)	Complete detailed budget justification; confer with partners re: shared costs	Update CCV regularly as entries may no longer be within time limits		
If Canadian Common CV (CCV) is required, fill it out (36 to 72 hours)	Attend webinars sponsored by funding agencies		Successful applications are typically revised at least 10 times	Ask each application signatory what is required to approve proposal	Update CCV regularly as agencies may add or delete fields to be filled	Continue to revise application		
				Continue to revise application				