

# E-TEAM GRANT PROGRAM PROPOSAL GUIDELINES

## 8 WEEKS FROM DEADLINE

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- Review E-Team guidelines
- Check VentureWell member status
- Create VentureWell login and review application
- Contact OSP\* for application process
- Confirm workshop availability and mark calendar

## 6 WEEKS FROM DEADLINE

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- Review guidelines and proposal components
- Recruit additional team members (if necessary)
- Determine PI and Administrative Contact
- Identify Department Chair
- Apply to be VentureWell member (if not already)

## 4 WEEKS FROM DEADLINE

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- Review guidelines one more time
- Start application!
- Send out support verifications
- Make letter(s) of support asks
- Write first draft of narrative

## 3 WEEKS FROM DEADLINE

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- Follow up with letter of support writers
- Revise narrative; send to trusted reader for clarity and typos

## 2 WEEKS FROM DEADLINE

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- Follow up with advisor(s) (if necessary)
- Collect letters of support and supporting documents
- Complete final revision of narrative
- Submit proposal components to OSP\* for approval\*\*

## 1 WEEK FROM DEADLINE

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- Check all proposed components, follow up as necessary

## WEEK OF DEADLINE

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- Final review of narrative
- Upload narrative and supporting documents
- SUBMIT proposal!

\*Office of Sponsored Programs/Research

\*\*Timing subject to rules of your institution