E-TEAM GRANT PROGRAM
PROPOSAL GUIDELINES

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

2 WEEKS FROM DEADLINE
- 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
- Check all proposed components, follow up as necessary

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

*Office of Sponsored Programs/Research
**Timing subject to rules of your institution