



Proposal Development Timeline

This timeline provides general guidance and resources to support those preparing DRK-12 proposals for the first time. **Be sure to check with your organization for specific guidance and deadlines.** Work backwards from those deadlines to ensure you have enough time to carefully plan the project and develop the proposal.



IMMEDIATELY...

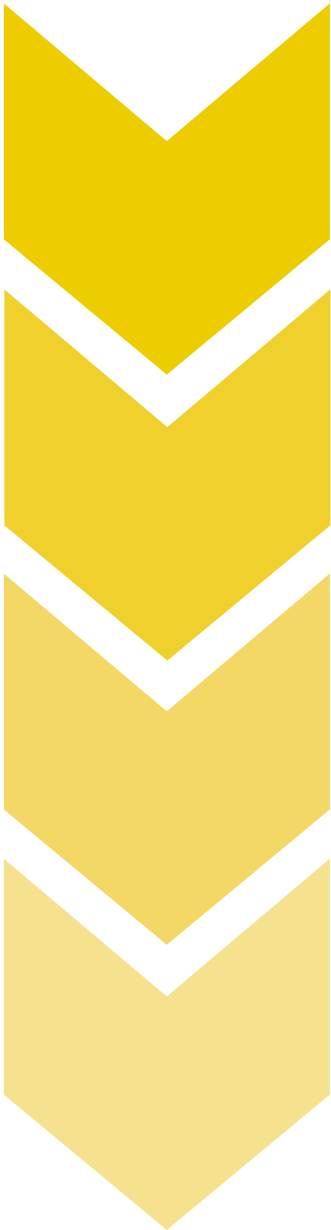
- ✓ Stay abreast of trends and developments in the field (e.g., read [journals](#), attend [conferences](#)) and [funding opportunities](#)
- ✓ Continue to develop ideas for your [research agenda](#)
- ✓ Communicate with colleagues and potential collaborators and develop your [connections with partners](#) in the field
- ✓ Learn about [NSF's funding process](#) and explore [CADRE's NSF Proposal Toolkit](#)
- ✓ Ask to be considered as an [NSF proposal reviewer](#)
- ✓ Get an [NSF ID](#)

3-6 MONTHS BEFORE SUBMISSION...

- ✓ Read about the [NSF DRK-12 program and its solicitation](#) (a request for proposals) and watch the most recent [DRK-12 solicitation webinar](#)
- ✓ Notify your appropriate institutional departments and contacts (e.g., Office of Sponsored Programs) that you plan to submit a proposal, and become familiar with their internal policies, processes, requirements, and deadlines
- ✓ Complete literature review and research about needs
- ✓ Review current and completed projects doing [similar work](#), especially [projects with DRK-12 funding](#)
- ✓ Discuss your idea in-depth with your project team and colleagues (including those who [represent your target audience](#)) to get their feedback
- ✓ Hone your theoretical framework and theory of change or logic model
- ✓ Consider [mechanisms to assess success, broader impacts, dissemination, sustainability, and budget issues](#) early in your planning
- ✓ Hone your theoretical framework and theory of change or logic model
- ✓ Send a 1-page description of your proposal idea to a [DRK-12 program officer](#) to see if it's appropriate for funding through the DRK-12 or [other NSF program](#)

1-3 MONTHS BEFORE SUBMISSION...

- ✓ Create a detailed timeline for completing proposal components
- ✓ Identify and contact potential partners (e.g., [schools and districts](#)), collaborators, evaluators, and/or advisors
- ✓ Read NSF's [PAPPG](#) and the [Common Guidelines to Education Research and Development](#) and [supplement](#)



WITHIN 1 MONTH OF SUBMISSION...

- ✓ Submit a preliminary **IRB** application
- ✓ Request a **letter of collaboration** from substantial collaborators (individuals or organizations) not included in the budget
- ✓ Share a draft **project description** with colleagues for review
- ✓ Complete the final project description
- ✓ Complete attachments:
 - » **Budget and budget justification** (don't forget to include these materials from your subawardees) and **current and pending support**
 - » Complete references; **biosketches for key/senior personnel**; **facilities, equipment and other resources**; **human subjects certification**; **collaborators and other affiliations**; **data management plan** (this **DMP tool** may help you); and **mentoring plan**

2 WEEKS BEFORE SUBMISSION...

- ✓ Complete the **summary**
- ✓ Copy-edit all documents
- ✓ Send final documents to your administrative offices

BY SUBMISSION DEADLINE...

- ✓ Submit proposal by 5pm (submitter's local time) on the deadline date

CONGRATULATIONS! Celebrate, relax, and wait.

Expect to receive notification from NSF of your award or rejection within 6 months. Read the panel reviews and, if you didn't receive an award this time, consider revising and **resubmitting** your proposal.

If awarded, read NSF's **Prospective New Awardee Guide** and visit the **CADRE Project Management Toolkit**.