

Collaborative Research Projects: Timeline for Proposal Development – Draft Proposals*



Sketch out your idea

Prepare

- Spokesperson(s): discuss strategy with RAC/SFT (JMU) or FoMM (University Hospital) (and the President, where necessary)
- If the Faculty of Medicine is involved: present proposal to Faculty Board
- PIs: write up draft proposal that is in line with requirements of call text and adheres to funding body's guidelines and instructions
- RAC/SFT or FoMM: consult with Office of University's Women's Representative, Graduate Schools, JMU Research Academy, Unit A.1, etc. regarding draft texts dealing with cross-cutting issues

Have your draft proposal checked

at least **6 weeks** before intended submission date

Check

- RAC/SFT or FoMM (and President, where necessary): read through full text and give feedback
- RAC/SFT or FoMM: consult with Unit 3.4 or, resp., University Hospital regarding proposal budget and available resources
- Obtain feedback from 'friendly reviewers' (where necessary)
- PIs: make revisions to proposal (where necessary)

Finalise your draft proposal text

at least **2 weeks** before intended submission date

Finalise

- PIs and RAC/SFT or FoMM: make final revisions to proposal
- Spokesperson: write cover letter (where necessary) in consultation with RAC/SFT or FoMM
- Unit 3.4 or FoMM: submit draft proposal for signature to competent official after having obtained co-signature from RAC/SFT

Submit your draft proposal



*This timeline is primarily intended to serve as a guide for researchers who are preparing proposals that are officially submitted by JMU or the University Hospital, such as proposals for one of the DFG's coordinated programmes (CRC, CRC/TRR, RTG). It also gives you an idea of how much time you will typically need to allow for each stage. When you write your proposal, please be sure to adhere to the funding body's guidelines and instructions. Also, please get in touch with your contact persons at the RAC and the SFT or FoMM in a timely fashion. They will help you draw up a timeline for your particular proposal writing project.

1 RAC: Research Advancement Centre (JMU); SFT: Service Centre Research and Technology Transfer (JMU); Unit 3.4: Third-Party Funds and Donations (JMU); Unit A.1: Planning and Reporting (JMU); Dept. 4: Service Centre Human Resources (JMU).

2 FoMM: Unit 3.4 - Research Funding Management (University Hospital).

Collaborative Research Projects: Timeline for Proposal Development – Full Proposals

After you have been asked to submit a full proposal

- Discuss further steps with RAC/SFT or FoMM (and the President, where necessary) in the light of outcome of review of draft proposal (if you are planning to submit a renewal proposal, discuss strategy)
- PIs: write up full proposal that is in line with requirements of call text and adheres to funding body's guidelines and instructions

Your first working version

approx. 2 months before intended submission date

- Spokesperson: consult with RAC/SFT (and Unit 3.4, where necessary) or FoMM regarding proposal budget
- Spokesperson: consult with Dept. 4 or FoMM regarding proposed personnel arrangements (e.g. contract durations)
- RAC/SFT or FoMM: harmonise texts dealing with cross-cutting issues
- Obtain feedback from 'friendly reviewers' (where necessary)

Your full proposal draft

at least **4 weeks** before intended printing date

- RAC/SFT or FoMM (and President, where necessary): read through full text and give feedback
- RAC/SFT or FoMM: consult with Unit 3.4 or, resp., University Hospital regarding proposal budget/available resources, consult with Dept. 4 or, resp., FoMM regarding proposed personnel arrangements
- PIs: make revisions to proposal (where necessary)

Finalise your full proposal text

at least **2 weeks** before intended printing date

- PIs and RAC/SFT or FoMM: make final revisions to proposal (where necessary)
- Obtain and submit to Unit 3.4 (JMU) spokesperson's statement on available resources and obtain final approval of proposal budget from JMU/University Hospital
- Spokesperson: write cover letter (where necessary) in consultation with RAC/SFT or FoMM
- Unit 3.4 or FoMM: submit full proposal for signature to competent official after having obtained co-signature from RAC/SFT

Submit your full proposal

- Conduct mock on-site review (where necessary)

Prepare

Check

Finalise

Collaborative Research Projects: Timeline for Proposal Development – Resubmissions*



Prepare the resubmission of your rejected proposal

Revise

- Spokesperson(s): discuss strategy for resubmission with RAC/SFT or FoMM (and the President, where necessary) on the basis of funding body's decision and comments made by reviewers on original submission
- If the Faculty of Medicine is involved: present proposal to Faculty Board

After that, complete the following steps:

- PIs: make revisions to proposal **addressing all issues raised by reviewers**
- Spokesperson: draft letter of response

Have your revised proposal checked

at least **6 weeks** before intended submission date

Check

- RAC/SFT or FoMM (and President, where necessary): read through full text, give feedback and address comments made by reviewers on original submission
- RAC/SFT or FoMM: consult with Unit 3.4 or, resp., University Hospital regarding proposal budget and available resources
- In consultation with RAC/SFT or FoMM, obtain feedback from 'friendly reviewers' (recommended)
- PIs: make revisions to proposal (where necessary)

Finalise your proposal text

at least **2 weeks** before intended submission date

Finalise

- PIs and RAC/SFT or FoMM: make final revisions to proposal (where necessary)
- Spokesperson: write cover letter (where necessary) in consultation with RAC/SFT or FoMM
- Unit 3.4 or FoMM: submit proposal for signature to competent official after having obtained co-signature from RAC/SFT

Resubmit your proposal



*The timeline provided below is for the preparation of draft proposals; if the resubmission rules applicable in your particular case allow that you directly resubmit a full proposal, please refer to our timeline for the preparation of full proposals and make sure your proposal adheres to the funding body's guidelines and instructions.