4 Months Before Grant is Due

Task	Team	Completed?
Have initial planning meeting with TGSO Team	PI Team/TGSO	
Invite and confirm Faculty preceptors	PI Team	
Submit list of preceptors to TGSO	PI Team	
Make Box folder for grant submission	TGSO	
Confirm list of graduate programs involved (for grants involving predocs) and inform TGSO	PI Team	

3 Months Before Grant is Due

Tasks	Team	Completed?
Review NIH Sample Tables, TGSO DPD, TGSO Checklists, TGSO Proposal Aids	PI Team	
Send out first round of information requests to preceptors	TGSO	
Identify any letter of support providers if other than single institutional letter	PI Team	
Begin budget aid model development	PI Team	
Send out second round of information requests to preceptors	TGSO	
Begin preparing Tables 5, 7 (for renewals) and 8. (TGSO can provide the All Trainees spreadsheet to assist with these tables but it will not be complete until all FIRs are received)	PI Team	

2 Months Before Grant is Due

Tasks	Team	Completed?
Prepare and send draft budget aid model to TGSO	PI Team	
Send final/urgent information requests to any preceptors who have not yet turned in the FIR	TGSO/PI Team	
Generate Tables 1, 2, 3, 4, 6 (if using)	TGSO	
Request information for Table A (if NIGMS)	TGSO	
Send draft tables to PI Team	TGSO	
Finalize Tables 5, 8 and 7 (for renewals)	PI Team	
Begin drafting Letter of Support	PI Team	
Send out funding support emails/letters to Schools (only for grants that have predocs or postdocs taking classes)	PI Team	
Review draft tables and notify TGSO of any necessary changes	PI Team	

1 Month Before Grant is Due

Tasks	Team	Completed?
Finalize Letter of Support and send draft to TGSO	PI Team	
Review Letter of Support and funding requests	TGSO	
Send Letter of Support to Provost for singature	TGSO	
Finalize Tables	PI Team/TGSO	

1 to 2 Weeks Before Grant is Due

Tasks	Team	Completed?
Upload administrative shell for OSR review	PI Team	
Upload complete proposal for OSR Review (must be done 5 business days before grant is due)	PI Team	