**From Getting Science Grants, Effective Strategies for Funding Success by Thomas R. Blackburn**

*Checklist for Scientific Proposal Writing*

* Make a list of research ideas and follow-ons.
  + Devise hypotheses and methods.
  + Write initial titles and abstracts; start narrative.
  + Draft initial budget.
* Research the field.
  + Go to meetings.
  + Read the literature.
  + Talk to colleagues.
  + Check research Websites.
* Collect preliminary data.
* Research funding agencies.
  + Check your institution’s agency lists.
  + Talk to sponsored programs office.
  + Read agency Web sites.
  + Talk to colleagues.
* Check award amounts.
* Pick agency short list.
* Download and read application forms.
* List questions for agency.
* Call program office and discuss the following:
  + Eligibility
  + Fit with agency program.
  + Fit with specific grant program.
  + Funding rates.
* Target one agency.
* Complete first draft of proposal.
  + Lay out research timeline.
  + Complete narrative:
    - Introduction and bibliography.
    - Hypotheses and methods.
    - Impact and significance.
* Begin revisions.
  + Revise abstract and title.
  + Revise narrative.
  + Give to colleagues for feedback.
  + Revise in view of feedback.
  + Build final budget.
  + Complete application.
  + Recommend reviewers.
  + Include curriculum vitae, institutional setting, and other supporting information.
* Submit to sponsored programs office for review and signatures.
  + Review before submitting to agency.
* Submit to agency.
* Take lab to lunch.
* Start next proposal.