

DOP Trainee R&D Grant Submission Checklist and Timeline

Applicant Name: _____

Mentor Name: _____

≥2 months before submission deadline:

Mentor and mentee to meet to flesh out research idea, including core question to be answered and likely method of answering that question

Mentee accesses [resources for grant preparation](#), including

- Guidelines for application: <https://www.pediatrics.wisc.edu/wp-content/uploads/2022/03/RD-Guidelines-Resident-Fellow.pdf>
- Example grants: <https://www.pediatrics.wisc.edu/wp-content/uploads/2020/10/Sample-Trainee-Proposal-Condition-2020.pdf>
- Template you can use to create your proposal
- Example mentoring plan: <https://www.pediatrics.wisc.edu/wp-content/uploads/2022/03/Sample-Mentoring-Plan.pdf>
- There is a list of commonly budgeted expenses available on the funding website as well to help inform budgets

Let Trish Barribeau in the Grants Office know you are considering applying for this deadline

1-2 months before submission deadline

-Mentee reads at least one paper or chapter regarding selected research method

-Mentee uses [template](#) to structure grant application and make sure all sections are addressed to describe the proposed project

-Mentor and mentee email back and forth regarding feasibility, approach, methods and edit proposal

-Initial draft sent to mentor for feedback ***by 1 month prior to submission deadline***

<1 month before submission deadline

-Mentor and mentee email back and forth to finalize the proposal, including descriptions of the study question, methods, participants/charts/etc. needed to power the study, and budget.

-Mentor should give feedback on a minimum of 2-3 drafts of the proposal

-Final proposal is submitted to the grant committee prior to the deadline

-Final proposal is signed by mentor, including initials that the above steps were all taken

Mentor signature indicating completion of items above:

Signature:

Date: