SAMPLE TIMELINE FOR OPTIMAL DEVELOPMENT OF A RESEARCH PROPOSAL

12 Weeks	 Idea generation Identify mentors, collaborators, partners, and stakeholders Informal critique from mentors and collaborators regarding real merit of ideas/questions
+ 12 Weeks	Literature search Consult with statisticians and methodologists Refine ideas/questions after lit search and consultations to flesh out protocol and to create a draft proposal (If re-submitting, a "response to reviewers" section should also be a part of the draft proposal.)
+ 8-12 Weeks	 Circulate draft proposal among collaborators to obtain detailed feedback for revision Have face-to-face meetings (one-on-one or group) to get as much feedback as possible Determine if Letter Of Intent is required (eg: for Cardiology CAPP Pilot Project, email a brief LOI to Cardiology - by Aug 1 for November deadline, or by Feb 1 for May deadline)
5-12 WEEKS	
+ 4-6 Weeks	Start gathering administrative components and letters of support while collaborators do final protocol critique
4-6 Weeks	
+	Final revisions to proposal Final approval from collaborators
4-6 Weeks	
+	 Collate final proposal with all administrative components eg: CVs, Letters of Support (NB: UBC Division head Letter Of Support required in certain cases, see page 5 of application) Append "Annual Project Report(s)" if this is an application for an extension of a funded pilot project
1-2 Weeks	
+ 1-2 Weeks	 Collect signatures 7 days (minimum time) before agency deadline 3-5 days (minimum) time before internal UBC deadline
Deadline (42-52 weeks from start)	• Submission before deadline or on time

TOTAL TIME 42-52 WEEKS