***Sample* Project Timeline for Junior Faculty Research Mentoring Project**

*Please complete the Project Timeline below by indicating the month when a particular activity will occur. It includes sample activities that may or may not be relevant to your project, so feel free to change the ones that are listed.*

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| **PROJECT ACTIVITIES:** | **MENTORING PERIOD** | | | | | | | | | |
| **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** |
| *Sample activities…* | X |  |  |  |  |  |  |  |  |  |
| *Please add to, delete, or reorder the activities listed below. Indicate when an activity will take place with an X, as shown. Some activities may require more than a month or may occur more than once.* |  | X |  |  |  |  |  |  |  |  |
| Discuss mentee career goals and research interests. |  |  |  |  |  |  |  |  |  |  |
| Review mentee’s prior research and publications, and how they relate to obtaining funding. |  |  |  |  |  |  |  |  |  |  |
| Discuss mentor’s early experiences with grants and “lessons learned.” |  |  |  |  |  |  |  |  |  |  |
| Establish a *GrantForward* account and discuss using it and/or other search engines to identify potential grants; discuss key terms for mentee to include in the *GrantForward* researcher profile. |  |  |  |  |  |  |  |  |  |  |
| Discuss considerations for selecting a potential funding opportunity |  |  |  |  |  |  |  |  |  |  |
| Review funding opportunity initially identified to ensure fit with research project |  |  |  |  |  |  |  |  |  |  |
| Identify other potential funding opportunities and funding programs that would be appropriate in the future, once the mentee has additional experience. |  |  |  |  |  |  |  |  |  |  |
| Discuss contacting program officers (email to set up call or visit) and types of questions to ask. |  |  |  |  |  |  |  |  |  |  |
| Contact program officer and conduct call; include mentor who can serve as an objective listener. |  |  |  |  |  |  |  |  |  |  |
| Visit program officer to discuss mentee research interests and potential funding opportunities. |  |  |  |  |  |  |  |  |  |  |
| Develop list of proposal components: narrative, budget, data management plan, support letters, etc. |  |  |  |  |  |  |  |  |  |  |
| Create timeline for completing components of proposal; include sufficient time for mentor and peer review/feedback, and revisions. |  |  |  |  |  |  |  |  |  |  |
| Create a writing outline for the narrative. |  |  |  |  |  |  |  |  |  |  |
| Develop first draft of narrative and submit to mentor for feedback. |  |  |  |  |  |  |  |  |  |  |
| Draft letter(s) of support (if allowed) and submit for mentor review before requesting letter(s), |  |  |  |  |  |  |  |  |  |  |
| Review feedback and discuss with mentor. |  |  |  |  |  |  |  |  |  |  |
| Revise narrative and obtain additional feedback from mentor. |  |  |  |  |  |  |  |  |  |  |
| Develop other required components of submission (e.g., data management plan, abstract). |  |  |  |  |  |  |  |  |  |  |
| Contact Research Foundation (preaward@odu.edu) for assignment of a Grants & Contracts Administrator at least 8 weeks before the grant program deadline.  *(NOTE: Depending on the grant deadline, this may occur during the year after the mentorship.)* |  |  |  |  |  |  |  |  |  |  |
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