RESEARCH DEVELOPMENT
UNIVERSITY OF MICHIGAN

Rapid-Turnaround Proposal Checklist

A working, editable checklist a compressed proposal timeline. Fill in the fields below, then work each checklist by phase.

PROJECT / PROPOSAL TITLE	SPONSOR & SOLICITATION #
SUBMISSION DEADLINE	PI NAME
RA CONTACT	RD CONTACT

Checklist

DAY 1 — GO / NO-GO

- ☐ Read the solicitation in full, start to finish
- ☐ Assess fit, competitiveness, and strategic value
- ☐ Confirm team and partner interest and availability for this specific timeline
- ☐ Make the go / no-go call within 48 hours of the opportunity landing
- ☐ If it's a go: notify your RA and RD contact immediately

WEEK 1 — SET THE FOUNDATION

- ☐ Draft project summary
- ☐ Identify co-Is and assign clear, named ownership of each aim or section
- ☐ Contact trainees for support and assign tasks
- ☐ Identify required partners and reach out immediately
- ☐ Set internal due dates for every section
- ☐ Confirm cost-share, space, or compliance commitments (as needed)
- ☐ Block calendar time for writing and decisions through submission

ONGOING — THROUGH SUBMISSION

- ☐ Attend or run brief daily huddles
- ☐ Keep project summary current as the proposal evolves
- ☐ Delegate formatting, references, and compliance paperwork
- ☐ Contact program officer with any fit or priority questions

FINAL 48 HOURS

- ☐ Proofread against the review
- ☐ Confirm all co-I sections and letters of support are final
- ☐ Sign off on the budget and compliance documents

Staff Checklist — RA / RD / Admin Support

DAY 1 — MOBILIZE

- ☐ Confirm the go / no-go decision and establish the ORSP review deadline
- ☐ Set up a shared workspace (Google Drive / Dropbox) for the whole team
- ☐ Develop document checklist and flag required forms, signatures, and institutional sign-offs
- ☐ Flag cost-share, compliance, or space commitments to the PI
- ☐ Share document templates (e.g., biosketch, budget, letters of support)

WEEK 1 — BUILD THE PLAN

- ☐ Build the workstream plan: science, admin, budget, compliance, partners, graphics, review
- ☐ Assign an owner and internal deadline to each workstream
- ☐ Confirm partner commitments and requested materials in writing
- ☐ Begin rough budget development

ONGOING — KEEP IT MOVING

- ☐ Run or support daily huddles
- ☐ Maintain the master checklist and shared workspace as the single source of truth
- ☐ Track required signatures and route them for approval early
- ☐ Flag urgent items clearly (e.g., subject-line tags, color-coding, or similar)
- ☐ Watch for scope, budget, or compliance drift from the plan

FINAL 48 HOURS

- ☐ Confirm all required signatures/letters are complete
- ☐ Verify formatting, page limits, and required sections against the RFP
- ☐ Confirm the budget and budget justification are finalized
- ☐ Run a final compliance and completeness check