**Sample Timeline: HRSA-25-037 Rural Health Network Development Planning Program Application**

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| Timeline | Activities | Results |
| January 10-17 | Verify current sam.gov registration  Locate grants.gov login info.  Schedule meeting with potential network members  Share grant video/information with potential network members  Draft letter of agreement  Review needs data to present at network meeting  Contact SORH regarding potential application | Sam.gov registration and UEI are confirmed  Network meeting planned  Potential network members have basic info about the grant  SORH contact is established, documentation of SORH contact is obtained |
| January 20-24 | Login to grants.gov to begin application process and update any out-of-date organizational information  Hold meeting  Gather data from network members  Outline project scope  Complete HRSA required documents  Create deliverables list and timeline | Network member participation in application process is defined and executed  Members begin returning letters of agreement |
| January 27-February 7 | With network members, draft goals, objectives, and workplan  Complete Network Tracking Tool  Draft budget  Identify Project Director and Network Director staffing | Draft workplan completed  Draft budget completed  Grant personnel identified |
| February 10-14 | Obtain final budget numbers  Obtain job descriptions, bios, and related data for grant-funded positions  Prepare budget narrative  Finalize workplan  Draft proposal narrative  Proofread all documents  Send out application content for review internally or with network members | Final budget completed  Attachments completed  Budget narrative completed  Workplan completed  Collect feedback from reviewers |
| February 14-19 | Complete Project Abstract  Integrate reviewer feedback  Ensure compliance with grant submission requirements (page count, fonts, attachments)  Complete required forms on grants.gov  Enter workplan, narrative, and attachments to grants.gov | Application is completed and uploaded at least 24 hours prior to the deadline |