**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 registrationLocate grants.gov login info.Schedule meeting with potential network membersShare grant video/information with potential network membersDraft letter of agreementReview needs data to present at network meetingContact SORH regarding potential application | Sam.gov registration and UEI are confirmedNetwork 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| January 20-24 | Login to grants.gov to begin application process and update any out-of-date organizational informationHold meetingGather data from network membersOutline project scopeComplete HRSA required documents Create deliverables list and timeline | Network member participation in application process is defined and executedMembers begin returning letters of agreement |
| January 27-February 7 | With network members, draft goals, objectives, and workplanComplete Network Tracking ToolDraft budgetIdentify Project Director and Network Director staffing | Draft workplan completedDraft budget completedGrant personnel identified |
| February 10-14 | Obtain final budget numbersObtain job descriptions, bios, and related data for grant-funded positionsPrepare budget narrativeFinalize workplan Draft proposal narrativeProofread all documentsSend out application content for review internally or with network members | Final budget completedAttachments completedBudget narrative completedWorkplan completed Collect feedback from reviewers |
| February 14-19 | Complete Project AbstractIntegrate reviewer feedback Ensure compliance with grant submission requirements (page count, fonts, attachments)Complete required forms on grants.govEnter workplan, narrative, and attachments to grants.gov | Application is completed and uploaded at least 24 hours prior to the deadline |