



## TIME PLAN FOR YOUR APPLICATION

Timing (before the deadline)	Activity
<b>more than 6 months</b>	<ul style="list-style-type: none"> <li>● formulate the project idea (short draft of one page)</li> <li>● check if your project idea matches the criteria and priorities of the funder – Is it the right funder for your idea?</li> <li>● read the guidelines of the funding body carefully</li> <li>● discuss the idea with your colleagues/ your superior</li> <li>● update your project idea based on the feedback &amp; add more details</li> </ul>
<b>6 months</b>	<ul style="list-style-type: none"> <li>● research more about the topic of your project idea and if there already have been similar projects funded</li> <li>● use the consulting service of the funder, if this is available, for any questions you may have</li> <li>● contact potential partners regarding their involvement in the project</li> <li>● create the partnership and discuss the project with all involved partners</li> <li>● make a time plan with all necessary steps and internal deadlines</li> <li>● decide if you need to involve other actors/ experts in the preparation of the application</li> <li>● assign tasks to your colleagues/ other partners</li> <li>● start preparing the texts for your application – if possible in cooperation with your partners; at least ask your partners for some input</li> </ul>
<b>3 months</b>	<ul style="list-style-type: none"> <li>● continue working on the texts for the application – merge the texts in case they are written by different persons</li> <li>● inform your partners what kind of documents you need from them</li> <li>● plan the budget of your project</li> </ul>
<b>1 month</b>	<ul style="list-style-type: none"> <li>● finalise the texts for the application</li> <li>● send the application form to your partners and ask for feedback</li> <li>● adapt the application according to the feedback</li> <li>● prepare all attachments</li> <li>● get all necessary signatures</li> </ul>
<b>2 weeks</b>	<ul style="list-style-type: none"> <li>● ask another person to proofread your application</li> <li>● insert all remarks of the proof-reader and finalise the application</li> </ul>
<b>1 week</b>	<ul style="list-style-type: none"> <li>● check the application form for completeness (all documents attached, all necessary signatures, etc.)</li> <li>● submit the application</li> </ul>