IRD Team	College Team / PI	Grant Writer
Review NOFO, confirm eligibility, approve Intent to Submit, assign Grant Writer	Know the NOFO, including deadlines, award amount, submission requirements, review criteria, templates, naming conventions, cost matching.	Know the NOFO
Meet with College Team, Grant Writer for Kick off Meeting	Initiate and maintain contact with Grant Writer. This includes setting up meetings, answering emails in a timely fashion.	Maintain contact with College Team in a timely fashion.
Create Teams Site for draft collab with Grant Writer	Complete Decision Matrix, Identify Track/Priorities to pursue.	Use Teams site to organize folders for drafts and Final drafts. Create template of narrative outline. Create application checklist. Assists with lit review.
Provide needed documents to College Team (NICRA, GEPA template, Logic Model Template, Budget Narrative Template, DOE letters, Fringe Calculations, Institutional Profiles)	Develop Plans (Project Management, Communication, Evaluation, Student Mentoring, Data Management)	Compose text narrative, abstract, Logic Model, other plans as needed.
Be available for thought partnership, strategizing, and general support, including review of all documents.	Assist Grant Writer with Narrative development, Logic Model, lit review/research	Completes content by deadline assigned.
Assist with log-in creations in submission portal	Pull and provide data to Grant Writer in timely fashion	Often does **not** access the submission portal
Assist with final submission	Create budget and budget narrative	*Often* does **not** create budget and budget narrative
	Gather Letters of Support/Commitment/Collaboration, from appropriate parties (partners, Presidents, etc)	Often does **not** manage the submission
	Provide final documents to IRD for review three to five days before submission deadline.	
	Upload all final documents into submission portal	
	Contact IRD team for assistance with submission	