

# Sample Long-term Plan

5 months	4 months	3 months	2 months	1 month
<i>Search External Funding Opportunities</i>	<i>Develop Your Research Plan</i>	<i>Refine Your Research Plan and Outline Your Personal Statement</i>	<i>Develop Your Personal Statement and Request Letters of Recommendation</i>	<i>Prepare Supporting Materials and Finalize Your Application</i>
<ul style="list-style-type: none"> <li>• Review opportunities</li> <li>• Create a spreadsheet for chosen awards with:               <ul style="list-style-type: none"> <li>• Due Dates</li> <li>• Application Requirements</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Formulate a research question</li> <li>• Find supporting literature</li> <li>• Draft research plan</li> </ul>	<ul style="list-style-type: none"> <li>• Submit your research plan for review by faculty advisor and refine</li> <li>• Outline your personal statement</li> </ul>	<ul style="list-style-type: none"> <li>• Write your personal statement</li> <li>• Ask for letters of recommendation</li> <li>• Request GRE scores (if applicable)</li> <li>• Attend a Resume/CV writing workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Update your resume/CV</li> <li>• Send Transcripts (if applicable)</li> <li>• Final review of all application components by multiple parties</li> </ul>

# Sample Short-term Plan

5 weeks	4 weeks	3 weeks	2 weeks	1 week
<ul style="list-style-type: none"><li>• Choose funding opportunity</li><li>• Start developing research question and finding literature</li><li>• Send GRE scores, if applicable</li></ul>	<ul style="list-style-type: none"><li>• Request Letters</li><li>• Draft research plan</li><li>• Outline personal statement</li></ul>	<ul style="list-style-type: none"><li>• Submit research plan to faculty advisor</li><li>• Write personal statement</li><li>• Send transcripts, if applicable</li></ul>	<ul style="list-style-type: none"><li>• Update resume/CV</li><li>• Revise research plan</li><li>• Reviews of personal statement</li></ul>	<ul style="list-style-type: none"><li>• Finalize all application components and submit</li></ul>