

15 Steps to a Successful Career Development Application: Checklist

Project Title: _____

Applicant: _____

Sponsor/Mentor: _____

Submission Date: _____

	Step	Date Completed
1.	Have the Right Attitude	
2.	Ask a Good Question	
3.	Find Information & Make Connections	
4.	Define the Specific Aims	
5.	Define the Training Goals	
6.	Plan the Proposal	
7.	Contact References	
8.	Write the First Draft	
9.	Build a Model	
10.	Get Feedback	
11.	Manage your Mentor	
12.	Comply with the Regulations	
13.	Proof & Spell Check	
14.	Submit the Proposal	
15.	Move Forward: The Decision	