



Sample Proposal Task Status Matrix

Proposal Development Office
33 W Eleventh Avenue, Columbus, OH 43201

As part of the Proposal Preparation process, brief status meetings (15 minute teleconferences) are held on a regular basis to gauge writing progress and identify roadblocks. During the teleconferences:

- Updates are provided on the status of each proposal component
- Issues to be addressed are assigned for follow-up
- Each identified item is recorded in an ongoing **task status matrix** that the team shares

Sample Proposal Task Status Matrix

Date Initiated	Responsible Person	Task	Date Resolved	Additional Action
01/01/17	R. Scherer	Confirm collaboration with XYZ University		
01/01/17	M. Morrison	Identify points of contact for all partners	01/06/17	Send biosketch template and request collaboration letter
01/01/17	D. Kappelhoff	Create biosketch template		