

2025 NBRS Application Preparation Pacing Guide – Non-Public Schools

This chart provides one possible timetable to keep you on track to complete the NBRS application by January 10th. Feel free to revise as needed to better meet your school’s needs, but the NBRS program strongly recommends leaving ample time for an editing and proofreading phase.

<i>Week</i>	<i>Task</i>	<i>Assigned To</i>	<i>Complete</i>
Week 1: November 11	Assemble an application writing team and schedule a planning meeting.		
	Log on to the online application portal and become familiar with the online application format.		
	Begin collecting electronic signatures for cover page.		
Week 2: November 18	Meet with the writing team, discuss required information, and assign sections/questions.		
	Recruit an editor to revise/integrate all narrative sections and a proofreader with strong grammatical skills.		
Week 3: November 25	Prepare information for the Demographics section.		
	Begin writing the narrative sections.		
	Begin conducting weekly status check-ins with the writing team to make sure everyone is on schedule.		
Week 4: December 2	Continue writing the narrative sections and preparing information for the Demographics section.		
Week 5: December 9	Follow up on missing signatures, as necessary.		
	Continue writing the narrative sections and preparing information for the Demographics section.		
Week 6: December 16	Collect all narrative sections and compile into one document.		
	Read through compiled narrative sections to ensure questions are answered completely.		
Week 7: December 23	Send compiled narrative sections to the editor for a second reading and to revise for clarity and coherence.		
	Review and finalize all information in the Demographics section.		
Week 8: December 30	Make the editor’s suggested revisions. The application should read as though it were written by one person, even if there were many writers.		
Week 9: January 6	Send the complete application to the proofreader and fix any errors found by the proofreader.		
	Enter the application responses into the online application form.		
	Submit – the online application is due by January 10 th .		