Project Timeline

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| **Step/Task** | **Deadline** |
| **Sponsor Deadline** |  |
| **Institutional Representative Review** (5 days) |  |
| **Office of Vice Provost & Dean of Research Review** (5 days) |  |
| **School Dean Review** (5 days) |  |
| **Department Chair Review** (5 days) |  |
| **Department Administrator Review and Administration** (15 - 20 days)\_\_\_ Gather Information\_\_\_ Establish Timeline\_\_\_ Prepare and Initiate Processing of Special Approvals, as necessary:  \_\_\_ IDC Waivers \_\_\_ PI Waivers \_\_\_ Emeriti Faculty Approvals \_\_\_ Protocol Review (human, animal, stem cell, biohaz etc.) \_\_\_ Required Project Staff Training  \_\_\_ Conflict of Interest Disclosures \_\_\_ Renovation and Construction Approvals \_\_\_ Other Department Participation: Reviews and Approvals \_\_\_ Letters of Commitment \_\_\_ Subaward documentation \_\_\_ Internal Assurances and Certifications \_\_\_ Other(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Develop the Budget\_\_\_ Is cost sharing required or committed?\_\_\_ Is this considered a major project?\_\_\_ Write the Budget Justification\_\_\_ Prepare the Proposal Development & Routing Form (PDRF)\_\_\_ Review the Completed Proposal\_\_\_ Identify training required for team members to work on the project |  |
| **Principal Investigator Preparation** (30 - 45 days) |  |