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) |  |