

Project Timeline

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) <input type="checkbox"/> Gather Information <input type="checkbox"/> Establish Timeline <input type="checkbox"/> Prepare and Initiate Processing of Special Approvals, as necessary: <input type="checkbox"/> IDC Waivers <input type="checkbox"/> PI Waivers <input type="checkbox"/> Emeriti Faculty Approvals <input type="checkbox"/> Conflict of Interest Disclosures <input type="checkbox"/> Renovation and Construction Approvals <input type="checkbox"/> Other Department Participation: Reviews and Approvals <input type="checkbox"/> Letters of Commitment <input type="checkbox"/> Other(s): _____ <hr/> <input type="checkbox"/> Prepare and Initiate Processing of Federal Assurances, as necessary: <input type="checkbox"/> Lobbying <input type="checkbox"/> Drug-Free Workplace <input type="checkbox"/> Delinquency on Federal Debt <input type="checkbox"/> Civil Rights <input type="checkbox"/> Other(s): _____ <hr/> <input type="checkbox"/> Prepare and Initiate Processing of Internal Forms, as necessary: <input type="checkbox"/> Cost-Sharing Worksheet <input type="checkbox"/> Internal Assurances and Certifications <input type="checkbox"/> Develop the Budget <input type="checkbox"/> Write the Budget Justification <input type="checkbox"/> Prepare the SU-42 <input type="checkbox"/> Review the Completed Proposal	
Principal Investigator Preparation (30 - 45 days)	

Note: Steps can be done in parallel.