|  |  |
| --- | --- |
|  | **Project Timeline Template** |
| Please add/remove activity rows or milestones as needed for your project. There are no set numbers of milestones or activities required. |
|  |
|  | **Pre-Award** | **Post-Award** |
| **MILESTONE #1: *Approval of IRB Application (example)*** | **Approx. # weeks** | **Dec** | **Jan** | **Feb** | **Mar** | **April** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** |
| 1A | Write protocol | 2 | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1B | Write consent form | 1 | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1C | Complete IRB application | 1 | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1D | Study team agrees to participate and PI submits application | 1 |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1E | IRB approval process | 5 |  | X | X |  |  |  |  |  |  |  |  |  |  |  |  |
| 1F | **Milestone Completion** | 10 |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  | **Pre-Award** | **Post-Award** |
| **MILESTONE #2:*{Insert milestone here and list steps below}*** | **Approx. # weeks** | **Dec** | **Jan** | **Feb** | **Mar** | **April** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** |
| 2A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2B |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2D |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2E |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2F | **Milestone Completion** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  | **Pre-Award** | **Post-Award** |
| **MILESTONE #3:*{Insert milestone here and list steps below}*** | **Approx. # weeks** | **Dec** | **Jan** | **Feb** | **Mar** | **April** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** |
| 3A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3B |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3D |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3E |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3F | **Milestone Completion** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  | **Pre-Award** | **Post-Award** |
| **MILESTONE #4:*{Insert milestone here and list steps below}*** | **Approx. # weeks** | **Dec** | **Jan** | **Feb** | **Mar** | **April** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** |
| 4A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4B |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4D |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4E |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4F | **Milestone Completion** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  | **Pre-Award** | **Post-Award** |
| **MILESTONE #5:*{Insert milestone here and list steps below}*** | **Approx. # weeks** | **Dec** | **Jan** | **Feb** | **Mar** | **April** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** |
| 5A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5B |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5D |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5E |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5F | **Milestone Completion** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |