

Research and Advanced Institute
TN Year 21: July 1, 2008 - June 30, 2009

PROJECT TIMETABLE		
PROPOSAL	DATE REQUESTED	DUE DATE
New Research Proposals	Mid January 2008	January 31, 2008 (Part A) March 3, 2008 (Part B)
Continuing Research Proposals	Early March 2008	March 28, 2008
Advanced Institute Proposals	Early April 2008	April 28, 2008
Project Start Date	July 1, 2008	
Project End Date	June 30, 2009 (or December 31, 2009 if a 6-month no-cost extension is requested and approved)	

REPORTING DEADLINES	
REPORT	DUE DATE
Confirmation Letters of Match Commitment (need from both PI and Co-PI universities)	June 6, 2008 (before July 1 research start date)
Signed Statement of Agreement (need from both PI and Co-PI universities)	June 6, 2008 (before July 1 research start date)
Revised Budget (if required in award letter)	June 6, 2008 (before July 1 research start date)
Research Assistant Student Information Sheet(s)	January 15, 2009
Semi-Annual Report (first 6 month period)	January 31, 2009 <ul style="list-style-type: none"> ○ Part 1 - Implementation Report ○ Part 2 – Work Plan – Task Descriptions and Milestones ○ Part 3 – Financial Status Report - must include official financial back-up documentation of Federal and Matching expenditures to date
Request for no-cost extension	April 30, 2009
Draft Final Report	April 30, 2009 (1 year projects only)
Revised Final Report	June 30, 2009 or within 2 weeks after reviewers' comments are returned to PI
Semi-Annual Report (second 6 month period)	July 31, 2009 <ul style="list-style-type: none"> ○ Part 1 - Implementation Report ○ Part 2 – Work Plan – Task Descriptions and Milestones ○ Part 3 – Financial Status Report - must include official financial back-up documentation of Federal and Matching expenditures to date

Multi-University Research Project Reporting:

Project Facilitator (PI) for lead university:

- research proposal submissions (including budget proposal for both universities)
- text reporting (Annual, Final and Implementation)
- Semi-annual fiscal reporting for own university

co-PI for secondary university:

- Confirmation Letter(s) of Match Commitment
- Semi-annual fiscal reporting for own university