

Time Line Table for Project Submission

TASK		DATES
Preplanning	Discuss Idea with Chair/Center Director	
CRIS Search	Complete CRIS Search	
Writing Project Outline	Submit project outline draft to department Chair/Center Director for review	
Receive approval for human or animal subject of DNA/RNA use	Obtain, complete and turn in forms to appropriate committee for approval	
Revising project outline	Revise project outline based on Chair's/Center Director's suggestions	April 1
Peer Review (4-6 weeks)	Submit project outline to department Chair/Center Director for Peer Review	April 15
Revising project outline	Revise outline based on reviewers' comments	May 31
Forms for CRIS (1 week)	Submit a rough draft of CRIS data to appropriate clerical staff for computer input on WebForms	June 15
Chair/Center Director signatures (Assume 2-3 working days for each signature needed)	Obtain signature on AD416, CSREES 2008, and peer review forms from department Chair(s)/Center Director(s)	Completed by June 25
Processing at the ARC (1 week)	Send hard copy of outline, signed CRIS forms and peer review summary to the ARC and send electronic (Adobe Acrobat pdf file if possible) version of outline to ARC	June 25
Processing by the USDA (6-8 weeks)	The ARC submits CRIS data and outline to CRIS	July 1
Final Approval	Approved paperwork back from CRIS	August 25
Department Notification	The ARC notifies Department/Center of approval	August 26
Project start date	Project begins	September 1