JTRP Project Administration Timelines

Proposal Timeline

W = Weeks D = Days

Prior to Board Meeting	W8	W7	W6	W5	W4	W3	W2	W1	D2
JTRP Office Contacts PI to confirm proposal status.									
PI contacts Engineering Pre-Award for budget & Purdue submission requirements.									
Preliminary proposal documents due to JTRP (sent by Pre-Award) for review.									
Final proposal completed, academic approvals in place, and submitted to JTRP.									
Final proposal submitted to INDOT Research Office for review.									
Proposals submitted to JTRP Board for Review.									
Presentation slides due to JTRP Office.									

Semi-Annual Progress Report Timeline

	Prior to Deadline		Deadline 1/15 or 7/15		Past Deadline		Weekly
	W8	W2			D3	W1	X
Initial Notifications and templates sent.							
Reminders sent to PIs who have not submitted report.							
Past-due notifications sent to PIs with outstanding reports.							
Weekly past-due notifications sent to PIs with outstanding progress reports. Weekly list of submitted and past-due progress reports will be generated.							

Project Close-out Timeline

Weeks prior to Draft Final Deadline	W8	W4	Monthly
Notification sent to PI asking if reports will be submitted on time or if they plan to pursue a time extension.			
Reminders & follow up emails regarding time extensions sent to PIs.			
Past-due notifications sent to PIs			

Draft Final/Final Report Timeline

Weeks Prior to Project End Date	W16	W15	W14	W13	W12	W11	W10	W9	W8	W7	W6	W5	W4	W3	W2	W1
Draft Submitted to e-Pubs																
Technical Review by SAC																
Distribution of Reviews to PI and PA																
Draft Revision of Report by PI																
Review of Final Report by PA & BO																
PI Finalizes Report & schedules close-out SAC Meeting																
SAC Close-out Meeting, Implementation Form Completed																
Tech Editor Finalizes Report																