Regular Projects: Sample Timeline of Events

<table>
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<th>Project Milestones (assuming a January 1 Start Date, and a 2 year projects)</th>
<th>2018</th>
<th>2019</th>
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<tr>
<td>1 Kickoff Meeting</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
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<tr>
<td>2 PI conducts Research</td>
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<td>3 PI writes DRAFT report</td>
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<tr>
<td>4 PI submits Final DRAFT report to ICT for editing</td>
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<td>5 ICT Preliminary editing phase</td>
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<td>6 PI/TRP editing phase</td>
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<td>7 Final editing phase</td>
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<td>8 Report Posted to ICT website</td>
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(Quarterly Progress Reports Due)
(Semi-annual Evaluations Due)
( TRP / PI Meetings)

1. Kickoff meeting
   - TRP Chair and PI schedule this meeting. This meeting should be within 2 weeks of official start date.
   - TRP and PI will agree on what the Interim Deliverable will be, if there is any.

2. PI conducts research
   - This block of months represents the time that the researcher has to conduct the actual research.

3. PI writes DRAFT report
   - The PI should begin to write this report (at least) 6 months before the due date of the project.

4. PI submits final DRAFT report to ICT for editing
   - This should be submitted to ICT to begin the editing process (at least) 3 months before the due date of the project.

5. ICT preliminary editing phase
   - The PI submits the complete report in MS Word format to ICT Project Management, ictprojectmanagement@illinois.edu. The PI should follow the ICT report formatting guidelines (available on ICT website) Reports not properly formatted will be returned to the PI for reformatting and resubmission.

6. PI/TRP editing phase
   - The PI reviews the ICT technical edits, accepts/rejects changes, addresses all comments, and forwards the edited report to the project’s TRP Chair for review.

7. Final editing phase
   - When the report is approved by the TRP Chair, the PI forwards the final report and the TRP Final Review/Approval Sign-Off Sheet for ICT Reports (available on ICT website) to ICT Project Management for final editorial review. Reports submitted without the TRP approval form will not be accepted.

8. Report Posted to ICT website
   - ICT Project Management assigns an ICT report number, publishes the report on the ICT website and Transportation Research Board databases, and prints hard copies and CDs for distribution.

(Quarterly Progress Reports Due)
   - PI’s are responsible for updating and submitting the QPRs at the end of every 3 months (using the ICT website).
   - TRP Chairs are responsible for updating, reviewing, and approving the QPRs at the end of every 3 months after the PI has submitted (using the ICT website).
   - Please note that the PI and TRP may be asked to complete a final QPR even if the project has officially ended.

(Semi-annual Evaluations)
   - PIs are responsible for evaluating the TRP every 6 months by completing the form on the ICT website.
   - TRP Chairs are responsible for evaluating the PIs every 6 months by completing the form on the IDOT website.
   - Please note that the PI and TRP may be asked to complete a final Semi-Annual Evaluation even if the project has officially ended.

( TRP / PI meetings)
   - TRP meeting should occur quarterly or as necessary, with a face-to-face meeting held at least every 6 months. (Copy ictprojectmanagement@illinois.edu and DOT.BR.RESEARCH@illinois.gov when setting up meetings to ensure both ICT and IDOT are aware of the meetings. ictprojectmanagement@illinois.edu will provide someone to take minutes. Please give at least a 2 week notice for minute takers.)