

SCHEDULE OF RESEARCH PROJECT ADMINISTRATIVE ACTIVITIES

Administrative Topic	Administrative Activity	Fiscal Year 1												Fiscal Year 2																
		1st Qtr			2nd Qtr			3rd Qtr			4th Qtr			1st Qtr			2nd Qtr			3rd Qtr			4th Qtr							
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Reporting	PI - Monthly Report					M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		
	PI - Quarterly Report							Q			Q			Q			Q			Q			Q			Q			Q	
	PM - Annual Report																A												A	
Invoicing	Monthly and Final Invoices					M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	F	
	85%* Limit - Invoices Held																						85	85	85	85				
	Estimate Sept Invoice															E												E		
Meetings	Kickoff Before Project			K																										
	Initial Meeting					Init																								
	Intermediate** and Final								Inter						Inter						Inter							F		
Deliverables	Draft and Final Report																									D	F			
	Draft & Final Exec Summary																									D	F			
	IAPP***																									D	F			
	Newsletter Article																									D	F			
	Project Evaluation																											PE		

Notes:

***85%:** 85% invoicing limitation is shown hypothetically in the schedule as beginning in May. However, the date that 85% of the budget is spent will be different for each project.

****Inter:** Intermediate meetings are shown in this schedule as occurring in March, August, and February. However, these meetings will be scheduled at milestones unique to each project.

*****IAPP:** Implementation Action Plan Proposal, a 10 page or less report submitted by the PI detailing how the result(s) of the study could best be utilized, for what purpose(s), and what would the benefit(s) be to MDOT for adopting this plan.

Legend:

- A: Annual K: Kickoff
- D: Draft M: Monthly
- E: Estimate PE: Project Evaluation
- F: Final PI: Principal Investigator
- Init: Initial PM: Project Manager
- Inter: Intermediate Qtr: Quarter