

Policy & Safety-First

Final Report and COP Schedule

Color-Code for Group Responsible	Researcher PI Revisions	POC Reviews	POC Chair Prepare Review Comments	COP Held This Week	R&L Will Reach Out if Needed
How to Use This Template: Copy/Paste onto calendar, matching up the End Date week. Regardless of which day of the week the end date is on, due dates will follow the days of the week in this plan, indicated in red. If a due date falls on a holiday, that due date is moved to the next workday, remaining due dates do not change.					
Weeks Prior to End Date	Monday	Tuesday	Wednesday	Thursday	Friday
8	Project Report Due	POC Review	POC Review	POC Review	POC Review
7	POC Review	POC Review	POC Review	POC Review	POC Review
6	POC Review	POC Review	Review Comments Due to POC Chair	POC Review Optional Meeting	POC Chair Sends Comments to PI
5	PI Works on Revisions	PI Works on Revisions	PI Works on Revisions	PI Works on Revisions	PI does Revisions - Optional Meeting
4	PI does Revisions - Optional Meeting	PI does Revisions - Optional Meeting	PI does Revisions - Optional Meeting	PI does Revisions - Optional Meeting	Revised Report & Summary Due
3	POC Last Review	POC Chair Prepare Review Comments	POC Chair Prepare Review Comments	PI does Revisions - Optional Meeting	POC Report Approval Due
2	COP This Week	COP This Week	COP This Week	COP This Week	COP This Week
1	Any Additional Documents Sent In	Any Additional Documents Sent In	Any Additional Documents Sent In	Any Additional Documents Sent In	Wrap Up Any Last Details
End Date	Wrap Up End Date This Week	Wrap Up End Date This Week	Wrap Up End Date This Week	Wrap Up End Date This Week	Wrap Up End Date This Week