

# 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
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**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	<b>Project Report Due</b>	POC Review	POC Review	POC Review	POC Review
7	POC Review	POC Review	POC Review	POC Review	POC Review
6	POC Review	POC Review	<b>Review Comments Due to POC Chair</b>	POC Review Optional Meeting	<b>POC Chair Sends Comments to PI</b>
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	<b>Revised Report &amp; Summary Due</b>
3	POC Last Review	POC Chair Prepare Review Comments	POC Chair Prepare Review Comments	PI does Revisions - Optional Meeting	<b>POC Report Approval Due</b>
2	<b>COP This Week</b>	<b>COP This Week</b>	<b>COP This Week</b>	<b>COP This Week</b>	<b>COP This Week</b>
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
<b>End Date</b>	<b>Wrap Up End Date This Week</b>	<b>Wrap Up End Date This Week</b>	<b>Wrap Up End Date This Week</b>	<b>Wrap Up End Date This Week</b>	<b>Wrap Up End Date This Week</b>