# IMPORTANT DATES/DEADLINES

## Pre-Submission

➢ PIs submit Letters of Intent (LOI)                                    **July 14, 2017**

➢ CP Coordinator respond to PIs regarding acceptance          **August 15, 2017**
   of LOIs into CP.

➢ CP Coordinator sends the standard protocols to all PIs whose proposed    **August 23, 2017**
   research was accepted into the CP.

## Pre-Registration/EPS System

➢ STEP 1:  Setup User access to EPS System

➢ STEP 2:  Complete Proposed Research Form (*NOTE:  This step should not be completed until you have received a response from the CP Coordinator to your Letter of Intent.*)

**Pre-Registration Begins:**                                        **August 1, 2017**
**EPS System Opens:**                                               **August 3, 2017**
**Pre-Registration Ends:**                                          **August 31, 2017**

## Final Submission of PRP

### PI Check-list of Required Items for Proposed Research Projects
### Submitted to the Coordinator of MGMT-CP

➢ Project Summary Form (*should not exceed 400 words*)

➢ Plan of Work (*should not exceed four pages*)

➢ Budget Justification Forms  (*details required for all sections and subsections where funds are being requested*)

➢ Budget Page (*e-signature required*)

**Submission Deadline - E-version received by CP Coordinator          September 19, 2017**
                           **and the NFO:**

## Submission of Supporting Documents

### Check-list of Required Items to be uploaded to EPS System

➢ Curriculum Vitae and Publication List (*PI and Co-PIs*)

➢ Current and Pending Support Form (*PI and Co-PIs*)

**Submission Deadline (uploaded to EPS System)                      September 19, 2017**