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Sample Academic Year Project Timeline

Week/Dates	Activities, Goals and Milestones
Project Preparation	• Meet with project supervisor prior to the end of the semester to review tentative plan, budget and timeline. Discuss plan and timeline for obtaining IRB approval. • Finalize IRB materials and submit no later than the end of May/early June • If necessary, revise IRB materials and resubmit no later than end of June/early July • Ongoing: Work on online project development activities • After IRB approval has been received, finalize all project plans and complete remaining project development activities
Begin project work after IRB approval has been received Target project start: 1st week of Fall semester	
Fall Semester Week 1-2	• Meet with project supervisor to practice survey administration • Prepare project information packets • Begin recruiting participants – recruit first 3 participants and schedule interviews
Week 3-4	• Conduct the first 3 interviews • Continue recruiting participants and schedule at least 3 more interviews • Transcribe interview recordings • Check in with project supervisor to discuss first interviews
Weeks 5-8	• Continue recruiting participants and conducting interviews; complete 12 interviews during these weeks • Check in with project supervisor weekly to discuss interviews • Begin transcribing interviews
Week 9-10	• Transcribe interview recordings • Begin coding interviews for analysis
Week 10-11	• Finish transcribing interviews • Continue coding interviews for analysis
Week 12	• Continue coding interviews for analysis • Meet with project supervisor to go over coding and analysis • Reflect upon the emerging themes
Break for Thanksgiving and Finals	
Winter Break	• Finish coding • Continue to reflect on the emerging themes • Begin preparing paper for publication - draft of literature review and methods section • Send project supervisor literature review and methods section drafts by the end of break
Spring Semester Week 1	• Finalize literature review and methods sections • Start writing results and findings sections
Week 2-4	• Continue working on findings and results • Send draft to project supervisor for review
Week 5-7	• Incorporate feedback from project supervisor • Work on draft of paper, Submit final draft to project supervisor for review • Work with project supervisor to identify the appropriate journals for publishing research findings; review journal submission criteria and timelines
Week 8	• Incorporate feedback from project supervisor and finalize paper
Week 9-12	• Prepare to submit paper for publication • Prepare a poster for presentation at Frontiers in April • Identify professional conferences and apply to present • Explore other ways to share research findings

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Sample Summer Project Timeline

Week	Goals to Accomplish
Week 1 May 12-16	Extract RNA from liver samples and remove genomic DNA project
Week 2 May 19-23	Determine RNA quality using Agilent 2100 Bioanalyzer
Week 3 May 26-30	Normalize RNA concentrations and perform Reverse Transcription to convert mRNA to cDNA
Week 4 June 2 - 6	Optimize primers for Real Time RT-PCR
Week 5 June 9-13	Obtain quantifiable gene expression data using Real-Time RT-PCR
Week 6 June 16-20	Perform statistical analysis on obtained data
Week 7 June 23-27	Write up findings
Week 8 June 30-July 4	Optimize protein extraction methods from liver samples
Week 9 July 7- 11	Extract protein from liver samples
Week 10 July 14-18	Optimize antibodies used in protein expression
Week 11 July 21-25	Perform protein expression analysis
Week 12 July 28- August 1	Perform statistical analysis on obtained data
Week 13 August 4-8	Begin to write up findings
Remaining weeks of summer	Continue to write up findings and prepare to submit paper for publication

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Milestones	Dates/Weeks	Breakdown of Tasks
Milestone 1 Establishing studio sessions with models and obtain necessary materials.	3 weeks – Aug 25-Sep 16	• Step 1 (2 weeks starting Aug 25, Looking for at least 5 models.) • Step 2 (1 week, Ordering 3 rolls of vellum, strings, ink and various sizes of brushes, Plexi glass.)
Milestone 2 Building up portfolio, finishing at least 22 drawings based on study and intensive critique sessions with mentors.	4 weeks- Sep 17- Oct 15	• Step 1 (week 1-2, schedule 4 studio sessions with models and finish at least 15 drawings. Meanwhile filming drawing on plexiglass to obtain 1 hour long footage.) • Step 2 (week 3, meet with both mentors to critique the drawings.) • Step 3 (Schedule 2 studio sessions to finish at least 7 drawings.)
Milestone 3 Experimenting with installation space using the drawings I have created so far. Consulting mentors. And contacting gallery spaces. Finishing 15 drawings.	3 weeks- Oct 16- Nov 7	• Step 1(week 1-2, schedule 4 studio sessions with models and finish at least 15 drawings.) • Step 2 (Week 3: Experimenting with placement of the drawings in space using strings and spotlights. Contacting galleries such as the contemporary art gallery at Uconn, Student Union Gallery, Artspace in Willimantic, acquire availability of exhibition space.)
Milestone 4 Finishing 15 drawings and schedule galleries.	4 weeks Nov 8- Dec 22	• Step 1 (week 1-2, schedule 4 studio sessions and finish at least 15 drawings.) • Step 2 (week 3, meet with mentors and critique drawings. Book show at selected galleries.)
Milestone 5 Finalize drawings, meet with mentors to discuss installation plan based on gallery space selected. Designing posters and postcards and other promotion materials.	4 weeks Jan 14- Feb 14	• Step 1 (week 1-2, meet with mentors and select 15 drawings out of 42.) • Step 2 (week 3, examine gallery space and map out the installation space.) • Ste0 3 (week 4, design posters promoting the show, flyers and postcards.)
Milestone 6 Final stage of the project, installing the show.	3 weeks Feb 15- Mar 15	• Step 1 (week 1-2, bring all materials to the gallery space to install the show, test lights and projectors.) • Step 2 (week 3, order refreshments, install all posters. Schedule for opening.)
Milestone 7	1 week Mar 16- Mar 23	• Step 1 (reception of the show)

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Goal/Milestone	Breakdown of Tasks	Date
Meet with Advisor and Elementary School	• Figure out 1st Trimester 5th grade Math objectives with Principal; discuss method of contacting necessary parents and teachers for smooth planning; finalize details of carrying out afterschool program • Review tentative plan, IRB approach, timeline, and budget with advisor; sign agreement	• By June 23rd
Begin IRB Approval Process	• Assess which are the necessary forms to fill out in order to gain complete approval; begin to fill out forms with known information	• By July 11th
Take Necessary Actions to Meet School Requirements for Teaching	• Have fingerprints taken because it is a precautionary and necessary school measure before entering the building and working with the children	• By August 9th
Finalize Budget, Meet with Advisor	• Finalize and submit budget • Send budget to advisor for approval • Meet with advisor to devise IRB strategy	• By Sept. 5th
Submit IRB	• Finalize IRB submission after being checked by advisor	• By Sept. 30th
Submit Advisor-approved Project Plan, Budget, and Timeline	• Have advisor check and sign off on all necessary project materials • Wait to hear back from IRB	• By Oct. 3rd
Order Some Materials, Begin Lesson Planning	• Order earlier necessary materials such as books for lesson planning	• By Oct 10th
Receive answer from IRB and Finalize all Modules	• Receive (hopefully positive) IRB answer and submit finalized project plan, with all necessary modules signed by advisor • Order all physical program materials and necessary technological supports • Send out parental consent, child assent, and photo/video release forms	• By Oct 18th
Pre-Test	• Meet the children and administer the pre-test • Randomly assign children to two categories	• Week of Oct. 27
Week 1 Lesson	• Teach lesson for week 1	• Week of Nov. 3
Week 2 Lesson	• Teach lesson for week 2	• Week of Nov. 10
Week 3 Lesson	• Teach lesson for week 3	• Week of Nov. 17
Week 4 Lesson	• Teach lesson for week 4	• Week of Nov. 24
Week 5 Lesson	• Teach lesson for week 5	• Week of Dec. 1
Week 6 Lesson	• Teach lesson for week 6	• Week of Dec. 8
Week 7 Lesson	• Teach lesson for week 7	• Week of Dec. 15
Week 8 Lesson	• Teach lesson for week 8	• Week of Dec. 22
Week 9 Lesson	• Teach lesson for week 9	• Week of Jan. 5

Week 10 Lesson	• Teach lesson for week 10 • Final lesson	• Week of Jan. 12
Administer Post-test	• Give students original pre-test and evaluate the difference in score change in both (all) groups	• Week of Jan. 19
Preliminary Data Entry, Documentation	• Begin inputting data that has been collected from pre and post-testing, with help of advisor • Begin sifting through documented sessions via pictures, video clips, and comments by participants	• Week of Jan. 26
Administer Follow-Up Surveys	• Use same test to assess carryover from the program, if any	• By March 20th
Data Analysis and Presentation Preparation	• Enter follow-up data and begin to runs tests for significance with help of advisor • Begin (if not already started) work on Presentation and Formal Paper by writing Introduction, Methods, Preliminary Research sections • Use DVD and picture documentation to create a short informational video about the project	• By March 25th
Finish Data Analysis and Results/Discussion Sections Drafts	• Finalize Frontiers Presentation • Finalize Presentable Video to share with organizations and on-campus service clubs	• Mid-April
Finalize Honors Thesis Paper	• Use drafts to finish Honors Thesis	• Late April
Submit Thesis and Continue to Present	• Find new channels for presenting the program and submit thesis for Honors graduation	• Late April

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Project Preparation (January 2015)	• Meeting with project supervisor in Panama, to discuss the final budget and timeline of the project. • Meeting with specialists from IDAAN to explain to the scopes and objectives of the thesis project. • Field reconnaissance with supervisor and geologist to assess the geologic conditions of the watershed and to select the most representative wells of the region. • Divide the watershed into 6 sub-regions and select the most effective route to study all the selected wells in a sub-region.
Project Preparation (Spring 2015)	• Improve Skills using ArcGIS Software. • Design and develop an ArcGIS geodatabase with information from the watershed. • Create a map of the watershed containing a layer of information with the locations of the wells using ArcMap. • Import boring logs to ArcScene and create a preliminary model of the watershed using Visual MODFLOW (groundwater flow modeling software).
Week 1 (May 18 – 23)	• Field reconnaissance with IDAAN personnel. • Contact the owners of private wells and get the permits to collect data from the wells in their property. • Based on the final filed reconnaissance, revise and adjust the dates scheduled to perform tests on the selected wells.
Week 2 (May 25 – 30)	• Training in groundwater level measurement to each water supply system operator from the watershed. • Design and implementation of the first round of groundwater level measurement.
June 1 – 22	• Personal vacations
Week 3 (June 23 – 27)	• Training to review the techniques and methods of data gathering with equipment to be used (pumping test, slug test and borehole video camera logging). • Collect data from selected wells of sub-region 1 (Chitré).
Week 4 (June 29 – July 3)	• Collect data from selected wells of sub-region 2 (Las Minas).
Week 5 (July 6 – 11)	• Collect data from selected wells of sub-region 3 (Los Pozos).
Week 6 (July 13 – 18)	• Collect data from selected wells of sub-region 4 (Pesé).
Week 7 (July 20 – 25)	• Collect data from selected wells of sub-region 5 (Los Santos).
Week 8 (July 27 – 31)	• Collect data from selected wells of sub-region 6 (Macaracas).
Week 9 (August 3 – 8)	• Meeting with advisor from CATHALAC to discuss the results of the field work • Organize the information gathered in a database (Excel Spreadsheet).
Week 10 (August 10 – 12)	• Start processing and analyzing the data of the slug tests and pumping tests using AQTESOLV or any other similar software.
Analysis of Results (Fall 2015)	• Import the lithological profiles of the selected well into the ArcGIS map of the watershed. • Import the rest of the information (depth to water and elevation of the wells*, results from slug and pumping tests) to the ArcGIS geodatabase of the watershed. • Organize and process the information in ArcGIS, then export the layers of information to Visual MODFLOW to complete the conceptual model. • Start writing the final project report and the thesis.
Winter Break 2015-2016	• Present the results of the project to the institutions in Panama in charge of groundwater administration.

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Week	Dates	Tasks
1	8/25 – 8/29	• Meet with project mentor to review schedule and procedures • Take inventory and order necessary reagents and kits • Update cell culture log book • Thaw selected cell lines from liquid nitrogen and begin cell culture
2	9/1 – 9/5	• Continue cell culture of selected cell lines and split into new flasks as needed • Freeze several cell culture flasks back down to liquid nitrogen for future use
3	9/8 – 9/12	• Continue cell culture of selected cell lines and split to new flasks as needed • Pellet several flasks of each cell line to extract DNA and freeze to -80°C
4	9/15 – 9/19	• Extract genomic DNA (gDNA) from frozen pellets for each cell line • Use the spectrophotometer to obtain gDNA concentration and purity of each sample
5	9/22 – 9/26	• Extract additional gDNA from frozen pellets if needed, depending on concentration • Dilute gDNA samples to necessary concentration for bisulfite conversion reaction, if necessary • Meet with Dr. O'Neill to ensure gDNA is ready for library preparation
6	9/29 – 10/3	• Digest gDNA with restriction endonucleases and check quality using gel electrophoresis • Size select for representative portion of the genome to be sequenced using gel extraction from low-melting agarose gels • Perform polyadenylation and ligation of adaptors to end of sequences to complete library preparation • Quality check the library preparation using the spectrophotometer and gel electrophoresis as needed
7	10/6 – 10/10	• Perform bisulfite conversion using kit and check sequence length using gel electrophoresis • Repeat for optimal conversion rate • Perform PCR amplification using ligated adaptors • Meet with Dr. O'Neill to ensure that library is ready for sequencing
8	10/13 – 10/17	• Sequence the DNA fragments on the Ion Torrent machine and perform successive runs to increase read coverage and depth until acceptable for confident results • Continue to sequence DNA fragments if needed
9	10/20 – 10/24	• Assess sequencing read quality scores • Analyze sequencing reads and align to *Peromyscus* draft genome
10	10/27 – 10/31	• Utilize NIH databases to identify as many possible genes, their known functions, and roles in disease
11	11/3 – 11/7	• Align sequencing reads to *P. leucopus* HSR sequencing reads and identify differentially methylated genes in the HSR
12	11/10 – 11/14	• Compare the sequencing reads of each cell tissue type to others within the same individual and different individuals to develop genome-wide epigenetic patterns
13	11/17 – 11/21	• Complete any remaining bioinformatics analysis • Consult graduate students in lab to share results and consider possible further analysis • Begin writing a summary of results
	11/24 – 11/28	• *Thanksgiving Break*
14	12/1 – 12/5	• Complete any remaining bioinformatics analysis • Meet with project mentor to discuss sequencing results and possible further analysis • Write a summary of results to include in a scholarly publication and poster