



UConn IDEA Grant

Sample Academic Year Project Timeline

Week/Dates	Activities, Goals and Milestones
Project Preparation	<ul style="list-style-type: none"> 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: 1 st week of Fall semester	
<u>Fall Semester</u> Week 1-2	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Transcribe interview recordings Begin coding interviews for analysis
Week 10-11	<ul style="list-style-type: none"> Finish transcribing interviews Continue coding interviews for analysis
Week 12	<ul style="list-style-type: none"> 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	
<u>Winter Break</u>	<ul style="list-style-type: none"> 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
<u>Spring Semester</u> Week 1	<ul style="list-style-type: none"> Finalize literature review and methods sections Start writing results and findings sections
Week 2-4	<ul style="list-style-type: none"> Continue working on findings and results Send draft to project supervisor for review
Week 5-7	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Incorporate feedback from project supervisor and finalize paper
Week 9-12	<ul style="list-style-type: none"> 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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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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.) Step 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Step 1 (reception of the show)



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Goal/Milestone	Breakdown of Tasks	Date
Meet with Advisor and Elementary School	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> By June 23rd
Begin IRB Approval Process	<ul style="list-style-type: none"> Assess which are the necessary forms to fill out in order to gain complete approval; begin to fill out forms with known information 	<ul style="list-style-type: none"> By July 11th
Take Necessary Actions to Meet School Requirements for Teaching	<ul style="list-style-type: none"> Have fingerprints taken because it is a precautionary and necessary school measure before entering the building and working with the children 	<ul style="list-style-type: none"> By August 9th
Finalize Budget, Meet with Advisor	<ul style="list-style-type: none"> Finalize and submit budget Send budget to advisor for approval Meet with advisor to devise IRB strategy 	<ul style="list-style-type: none"> By Sept. 5th
Submit IRB	<ul style="list-style-type: none"> Finalize IRB submission after being checked by advisor 	<ul style="list-style-type: none"> By Sept. 30th
Submit Advisor-approved Project Plan, Budget, and Timeline	<ul style="list-style-type: none"> Have advisor check and sign off on all necessary project materials Wait to hear back from IRB 	<ul style="list-style-type: none"> By Oct. 3rd
Order Some Materials, Begin Lesson Planning	<ul style="list-style-type: none"> Order earlier necessary materials such as books for lesson planning 	<ul style="list-style-type: none"> By Oct 10th
Receive answer from IRB and Finalize all Modules	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> By Oct 18th
Pre-Test	<ul style="list-style-type: none"> Meet the children and administer the pre-test Randomly assign children to two categories 	<ul style="list-style-type: none"> Week of Oct. 27
Week 1 Lesson	<ul style="list-style-type: none"> Teach lesson for week 1 	<ul style="list-style-type: none"> Week of Nov. 3
Week 2 Lesson	<ul style="list-style-type: none"> Teach lesson for week 2 	<ul style="list-style-type: none"> Week of Nov. 10
Week 3 Lesson	<ul style="list-style-type: none"> Teach lesson for week 3 	<ul style="list-style-type: none"> Week of Nov. 17
Week 4 Lesson	<ul style="list-style-type: none"> Teach lesson for week 4 	<ul style="list-style-type: none"> Week of Nov. 24
Week 5 Lesson	<ul style="list-style-type: none"> Teach lesson for week 5 	<ul style="list-style-type: none"> Week of Dec. 1
Week 6 Lesson	<ul style="list-style-type: none"> Teach lesson for week 6 	<ul style="list-style-type: none"> Week of Dec. 8
Week 7 Lesson	<ul style="list-style-type: none"> Teach lesson for week 7 	<ul style="list-style-type: none"> Week of Dec. 15
Week 8 Lesson	<ul style="list-style-type: none"> Teach lesson for week 8 	<ul style="list-style-type: none"> Week of Dec. 22
Week 9 Lesson	<ul style="list-style-type: none"> Teach lesson for week 9 	<ul style="list-style-type: none"> Week of Jan. 5

Week 10 Lesson	<ul style="list-style-type: none"> • Teach lesson for week 10 • Final lesson 	<ul style="list-style-type: none"> • Week of Jan. 12
Administer Post-test	<ul style="list-style-type: none"> • Give students original pre-test and evaluate the difference in score change in both (all) groups 	<ul style="list-style-type: none"> • Week of Jan. 19
Preliminary Data Entry, Documentation	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Week of Jan. 26
Administer Follow-Up Surveys	<ul style="list-style-type: none"> • Use same test to assess carryover from the program, if any 	<ul style="list-style-type: none"> • By March 20th
Data Analysis and Presentation Preparation	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • By March 25th
Finish Data Analysis and Results/Discussion Sections Drafts	<ul style="list-style-type: none"> • Finalize Frontiers Presentation • Finalize Presentable Video to share with organizations and on-campus service clubs 	<ul style="list-style-type: none"> • Mid-April
Finalize Honors Thesis Paper	<ul style="list-style-type: none"> • Use drafts to finish Honors Thesis 	<ul style="list-style-type: none"> • Late April
Submit Thesis and Continue to Present	<ul style="list-style-type: none"> • Find new channels for presenting the program and submit thesis for Honors graduation 	<ul style="list-style-type: none"> • Late April

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Milestones	Dates/Weeks	Breakdown of Tasks
Pre-Project Preparation	Spring 20XX semester	<ul style="list-style-type: none"> • Meet with project mentor to finalize timeline and project approach • Continue calibration approaches for low cost sensors • Correspond with CESE to reserve equipment and determine pick-up dates • Complete IDEA grant online course • Order equipment for project around at the end of April • Begin construction of enclosures if possible • Correspond with UConn Farm Services to remind them of the project
Equipment Set-Up and Location Survey	1 week - DATES	<ul style="list-style-type: none"> • Pick up equipment from CESE and go through training • Construct environmental enclosures for low cost sensors • Finalize locations for monitor placement on the farm and the garden • Complete an initial monitor test to ensure the sensors are operating properly and that they are in waterproof enclosures
Data Collection – Part 1	3 weeks- DATES	<ul style="list-style-type: none"> • Set up low cost monitors, nitrogen and pesticide samplers, and the weather station at the SVSF and EcoGarden • Correspond with UConn Farm Services to identify key sampling dates • Set up DustTrak and NOx monitors for key sampling dates • Meet with project mentor to determine success of data collection • Send nitrogen and pesticide samples to CESE for sampling at the end of each week if deemed necessary (i.e. one of the six weeks for analysis) • Free time will be spent optimizing MatLab code for future analysis, writing the introduction or methodology
Mid-Project Assessment	1 week - DATES	<ul style="list-style-type: none"> • Perform initial data analysis of findings • Re-evaluate monitor location or enclosure design to improve sensitivity of findings • Meet with project mentor to discuss my suggested changes to the data collection process • Continue to collect samples but place greater emphasis on evaluating the effectiveness of early findings rather than on additional analysis this week • Schedule a meeting with the farm manager to go over the first data collection period

		<ul style="list-style-type: none"> • Use this week as a buffer for the first data collection period in case there are unexpected barriers
Data Collection – Part 2	6 weeks - DATES	<ul style="list-style-type: none"> • Tasks will be updated based upon the earlier data collection period
Data Analysis	1 week - DATES	<ul style="list-style-type: none"> • Return borrowed equipment to CESE • Verify that all samples have been submitted to CESE • Conduct analysis of sensor data using MatLab • Begin drafting introduction and methodology section for thesis
Project Findings	1 week - DATES	<ul style="list-style-type: none"> • Meet with project mentor to discuss project outcomes • Formulate conclusions on the effect of drift between the UConn farmland and the SVSF • Send draft of introduction and methodology sections to project mentor for suggestions and revisions • Create document on how to use and analyze the low-cost monitors for fellow lab members
Present Findings	Beginning of Fall Semester	<ul style="list-style-type: none"> • Create PowerPoint presentation of findings for presentation • Create draft of poster for Fall Frontiers • Arrange a meeting with the farm manager and other interested parties to present project findings