

CI Timeline of Activities

No.	Task	Week															
		Week 0	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
1	Look for group members																
2	Confirm CI topic and supervisor																
3	Download all forms, templates, sample proposals and reports from CI website																
4	Plan project timeline: Gantt chart																
5	Course registration for CI course: 06 Jan 2023 (1100hrs) to 19 Jan 2023 (1700hrs)																
6	Submit CI Project Title and Supervisor Form (Deadline: 13 Jan 2023)																
7	Sign up for CITI Certification Training and complete it																
8	Preparation for proposal submission:																
	a.Introduction & Motivation																
	b.Problem Statement																
	c.Objective																
	d.Research Question																
	e.Literature Review																
	f.Methodology																
	g.Research Schedule																
	h.Submit Proposal (Deadline: 27 Jan 2023)																
9	Check that at least one group member has a GIRO account with NTU if group plans to offer incentives to boost response rate in CI study. If no group member has a GIRO account with the university, quickly apply for it.																
10	Prepare documents for IRB application																
11	Submit IRB application (Deadline: 17 Feb 2023)																
12	Work on Project and Report																
13	Submit CI incentive reimbursement (Deadline: 12 Apr 2023)																
14	Submit final report (Deadline: 26 Apr 2023)																

	Proposal content is to be confirmed with supervisor. What you see here is a recommendation.
	Work on task
	Deadline