

CI Timeline of Activities - Semester 1 AY2024/2025

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: 8 Jul 2024 (1100hrs) to 16 Jul 2024 (1700hrs) 8 Aug 2024 (1430hrs) to 21 Aug 2024 (2359hrs)																
6	Submit CI Project Title and Supervisor Form (Deadline: 14 Aug 2024)																
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: 4 Sep 2024)																	
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: 20 Sep 2024)																
12	Work on Project and Report																
13	Submit CI incentive reimbursement (Deadline: 13 Nov 2024)																
14	Submit final report (Deadline: 26 Nov 2024)																

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