Phase	Activity	Deadline
Application Development	**Submit internal Notice of Intent to Research** Services via email to ipd@ucalgary.ca (use template in "Resources" below)	**August 19, 2022**
	Kickoff meeting	August 2022
	Faculty deadline for draft (if applicable)	*See faculty ADR/research facilitator re: internal deadlines*
	PI to prepare draft application	To September 26
Review	**PI to submit draft application to Research Services for SUPPORT and Faculty review**	**By 9am September 26**
	Review of draft application by SUPPORT	October 3-7 (TBD)
	SUPPORT review feedback distributed to PIs	By October 12
Letter of Support*	**PI submits draft letter to RSO** (including contribution back-up info)	**By 9:00 am October 17**
Application Revision	PI to incorporate feedback from SUPPORT and Faculty; finalize application	October 11 – November 8
	Faculty approval	*See faculty ADR/research facilitator re: internal deadlines*
	PI submits final app via SSHRC's portal (incl all partner & participant info); all RMS approvals	**By 9:00 am November 8**
	Research Services to conduct administrative review and obtain Institutional sign-off	November 8 – 15
Submission	Submit application to SSHRC	**November 15, 2022**

*If the University of Calgary is to be an invited Partner organization only