

COI IMPLEMENTATION TIMELINE

LAST UPDATED: Ver3-2024-01-11

PHASE	DETAILS	2024																												
		Q1'2024													Q2'2024															
		JAN		FEB				MAR				APR			MAY		JUN													
PROJECT WEEK:	Enter the date of the first Monday of each month -->	1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24			
1	Development - API Development - Guest Acct Functionality - Open, mid-point, 7-day, 2-day Notification Functionality - New COI Training Content Uploaded in new COI system - COI Training Content PPT Created - DOE, PHS Functionality - ODU Employee Termination Integration - Interface Logo Consistency	API	Completed																											
		Guest Acct	Completed																											
		Open	Completed																											
		Trans	Completed																											
		PPT	Completed																											
		DOE-PH	Completed																											
		ODU-Em	Completed																											
		Interface	Completed																											
		Test	Completed																											
		Fixes	Completed																											
2	Testing - System Testing Completed - Issue/Bug Fixes - User Documentation - Updated - System Documentation - RACI Matrix Finalized - Final IRBNet Data File Received, Uploaded (by 1/16) - Links Updated (AA, RF, IRBNet) (by 1/16)	User Doc	Completed																											
		System Doc	Completed																											
		RACI Ma	Completed																											
		Data	Completed																											
		Link																												
		RF																												
		COI																												
3	Project Launch & Execution - Open CY'24 Disclosure Window (System Live /IRBNet and Qualtrix Off (1/17)) - Soft Launch: One-off Investigator Disclosures/COIC Review (1/17-2/2) • Soft Launch: System Modifications (1/22 - 2/2) - Outreach/Training • RF Core Staff Pilot Training Completed • COIC Pilot Training Completed • EVMS Demo • Deans Training Completed - Deans Disclosures/Reviews (1/17-1/24) - Deans Communications to Chairs, Faculty • Faculty Senate Exec. Committee Communication & Training Completed (1/15-1/23) - Faculty Senate Exec. Comm. Disclosures/Reviews (1/24-1/31) • Virtual Training Sessions (Policy+System+Process) (1/29-3/15) - Chairs - ADRs - All-Faculty Open Forums - RF Field Employee Open Forums - Office of Research - TCEP - HRBRC - ICAR - Bioelectrics • In-Person Training Sessions (Policy+System+Process) - as requested - Full Lauch: All Investigator Disclosures for CY'24 in new COI Mgmt System (2/5 - 2/29) • Campus Communications: Go-Live, Reminders • Extended Disclosure Window Reporting Period, if needed - Close CY'24 Disclosure Window	Jan 17th	Completed - Jan 19th																											
		One-off's	System M																											
		RF																												
		COI																												
		EVMS																												
		Deas																												
		Deans																												
		Jan 26th																												
		Faculty	Virtual Training																											
		Faculty																												
		TBS																												
		TBS																												
		TBS																												
		TBS																												
		TBS																												
TBS																														
TBS	In-person, as requested																													
Full Launch																														
Feb 2nd	Rem	Rem																												
Extended Period																														
Mar 29																														
4	Project Performance & Control - Operational Processes & Procedures Updated (Office of Research/Research Foundation) - Update Research Faculty Orientation Agenda/Onboarding Package and Documents (Office of Research/Academic Affairs) - Track % PI Implementation Compliance (Research Foundation) - Video Tutorials, Website Updates (Research Foundation) - Automated Supervisor Reports (Monthly) (Research Foundation)	Operational Updates																												
		Faculty Orientation/Onboard																												
		Track % PI Implementation Compliance																												
		Video Tutorials, Website Updates																												
		Automated Supervisor																												
5	Project Close - Project Punchlist - Final Report	Project Punch																												
		Final Report																												

PROJECT END