

Instructions

Please follow instructions below to fill out your Gantt chart ("Gantt chart" tab). See example Gantt chart for FFO-2019, the anticipated project start date is September 1, 2019; however, applicants may choose a later date if preferred. Please align your milestones and tasks in this Gantt chart using the start date proposed in your application

1. Fill out Columns A-E as follows (See example Gantt chart under "Example" tab):
 - a. Each task (column B) should fit under a project milestone (in bold, column A). Please add additional milestones in column A as needed and add the associated tasks for each milestone in separate rows in column B.
 - b. Please provide a category of your choosing for each task in column C. Suggestions include (but are not limited to): Field Preparation, Field Work Sampling, Lab Analyses, Data Analyses, Data Management, Outreach, Reporting/Publications, Meetings. You may have different task categories under a single milestone (e.g., see milestone 2 in example chart).
 - c. Please add the start date and completion date for each task in columns D and E, respectively.

Note: Although the template only contains 3 milestones with 2 tasks each, there is no limit to the number of milestones and tasks you can include.

2. Using the timeline provided in rows 1 through 4, please fill in the appropriate cells for **each task** using light blue that correspond to the start and completion date provided in columns D and E, respectively. Light blue cells can be continuous (e.g. from 9/1/2019-12/31/2019) or on a frequency of your choosing (e.g. bi-monthly or quarterly meetings).
3. Using the timeline provided in rows 1 through 4, please fill in the appropriate cells for **each milestone** using pink that correspond to the start and completion date of all of the tasks associated with that milestone.
4. Please save the spreadsheet as "[PI Last Name- Project title keyword- Gantt chart]" and submit the file along with your full application to Grants.gov ahead of the deadline for this

Milestone	Task	Task Category	Task Start Date	Task Completion D	Q4	Q1			Q2		
					Sept	Oct	Nov	Dec	Jan	Feb	Mar
					9/1/2019	10/1/2019	11/1/2019	12/1/2019	1/1/2020	2/1/2020	3/1/2020
					9/30/2019	10/31/2019	11/30/2019	12/31/2019	1/31/2020	2/29/2020	3/31/2020
Milestone 1: [Enter name of milestone]					-	-	-	-	-		
	[Enter first task]	[Enter category]	[Enter start date]	[Enter due date]							
	[Enter second task]	[Enter category]	[Enter start date]	[Enter due date]							
Milestone 2: [Enter name of milestone]					-	-	-	-	-	-	-
	[Enter first task]	[Enter category]	[Enter start date]	[Enter due date]							
	[Enter second task]	[Enter category]	[Enter start date]	[Enter due date]							
Milestone 3: [Enter name of milestone]					-	-	-	-	-	-	-
	[Enter first task]	[Enter category]	[Enter start date]	[Enter due date]							
	[Enter second task]	[Enter category]	[Enter start date]	[Enter due date]							

Milestone	Task	Task Category	Task Start Date	Task Completion Date	Q3	Q4			Q1		
					J	J	A	S	O	N	D
					6/1/2017	7/1/2017	8/1/2017	9/1/2017	10/1/2017	11/1/2017	12/1/2017
					6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017	12/31/2017
Milestone 1: Field Data					-	-	-	-	-	-	-
	Expedition #1: Pre-Expedition Preparation	Cruise	6/1/2017	6/30/2017							
	Expedition #1: Full Depth Cruise	Cruise	7/1/2017	7/31/2017							
	Expedition #2: Pre-Expedition Preparation	Cruise	6/1/2017	7/31/2017							
	Expedition #2: Mesophotic Cruise 1	Cruise	10/1/2017	10/31/2017							
	Expedition #3: Pre-Expedition Preparation	Cruise	2/1/2018	5/31/2018							
	Expedition #3: Mesophotic Cruise 2	Cruise	6/1/2018	6/30/2018							
Milestone 2: Field Data Processing					-	-	-	-	-	-	-
	Voucher specimens curation	Data Processing	8/1/2017	7/31/2018							
	DNA extractions	Data Processing	9/1/2017	7/31/2018							
	DNA barcoding	Data Processing	9/1/2017	9/30/2018							
	Publication of DNA barcoding data on GenBank	Data Manageme	1/1/2018	11/30/2018							
	RAD Sequencing Contracting	Admin	9/1/2017	7/31/2018							
	RAD Sequencing	Data Processing	10/1/2017	11/30/2018							
	RADseq data QAQC and filtering	Data Processing	3/1/2018	12/31/2018							
	RAD loci clustering and SNP calling	Data Processing	5/1/2018	1/31/2019							
	Completion of Eulerian integrations for 2014-2016	Data Processing	6/1/2017	6/30/2018							
Milestone 3: Data Interpretation					-	-	-	-	-	-	-
	Analyses of spatial population genetic structuring	Data Analysis	7/1/2018	2/28/2019							
	Analyses of genetic connectivity rate and direction	Data Analysis	9/1/2018	3/31/2019							
	Integration of population genetic and modeling data	Modeling	5/1/2018	5/31/2019							
	Larval Dispersal modeling	Modeling	1/1/2018	12/31/2018							
Milestone 4: Publications					-	-	-	-	-	-	-
	Cruise Reports	Publication	9/1/2017	7/31/2018							
	Dissemination of cruise metadata	Data Manageme	9/1/2017	8/31/2018							
	Completion of peer-reviewed publications	Publication	1/1/2019	5/31/2019							
Milestone 5: Outreach					-	-	-	-	-	-	-
	Reports to managers	Presentations	11/1/2017	5/31/2019							
	Scientific Meeting	Presentations	2/1/2019	2/28/2019							
	End of Project workshop	Workshop	5/1/2019	5/31/2019							
Milestone 6: Reporting					-	-	-	-	-	-	-
	Progress reports	Data Manageme	11/1/2017	5/31/2019							
	Final Report	Data Manageme	1/1/2019	5/31/2019							
	Archive annotated video frames at DSCRTP w/in 6	Data Manageme	1/1/2018	12/31/2018							
	Archive coral specimens at NOAA/Harvey Mudd/S	Data Manageme	7/1/2018	6/30/2019							
	Archive CTD data at NCEI within 1 year from collec	Data Manageme	7/1/2018	6/30/2019							
	Archive video at NCEI at end of project	Data Manageme	1/1/2019	5/31/2019							
	Archive genetic data at NCBI/Dryad at time of publ	Data Manageme	5/1/2019	5/31/2020							
	Archive model output at NCEI at time of publication	Data Manageme	5/1/2019	5/31/2020							
Meetings					-	-	-	-	-	-	-
	Mid-Project PI meeting	Meetings	4/1/2018	4/30/2018							
	Annual meeting with technical monitors	Meetings	43191	43434							
	Conference calls with technical monitors	Meetings	42887	43616							

