Instructions

Please follow instructions below to fill out your milestone chart ("Milestone chart" tab). See example milest

For FFO-XXXX, the anticipated project start date is XXXX XX, XXXX. Please align your milestones and tas
your application

1. Fill out Columns A-E as follows (See "Example" tabs):
    a. Each task (column B) should fit under a project milestone (in bold, column A). Please add ac
    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
    Sampling, Lab Analyses, Data Analyses, Data Management, Outreach, Reporting/Publications,
    a single milestone (e.g., see milestone 2 in “Example” tab).
    c. Please add the start date and completion date for each task in columns D and E, respective

Note: Although the template only contains 3 milestones with 3 tasks each, there is no limit to the number o

2. Using the timeline provided in rows 1 through 3, please fill in the appropriate cells for **each task** using **b**
provided in columns D and E, respectively. Blue cells can be continuous (e.g., from 9/1/2021-1/31/2022) o
quarterly meetings). Note - years are in fiscal years (FY2021, FY2022).

3. Using the timeline provided in rows 1 through 3, please fill in the appropriate cells for **each milestone** u
date of all of the tasks associated with that milestone. Note - years are in federal fiscal years (FY2021, FY

4. Please save the spreadsheet as "[PI Last Name- Project title keyword- milestone chart]" and submit the
of the deadline for this funding opportunity

OMB Control No. 0648-0384
Expiration Date 11/30/2021

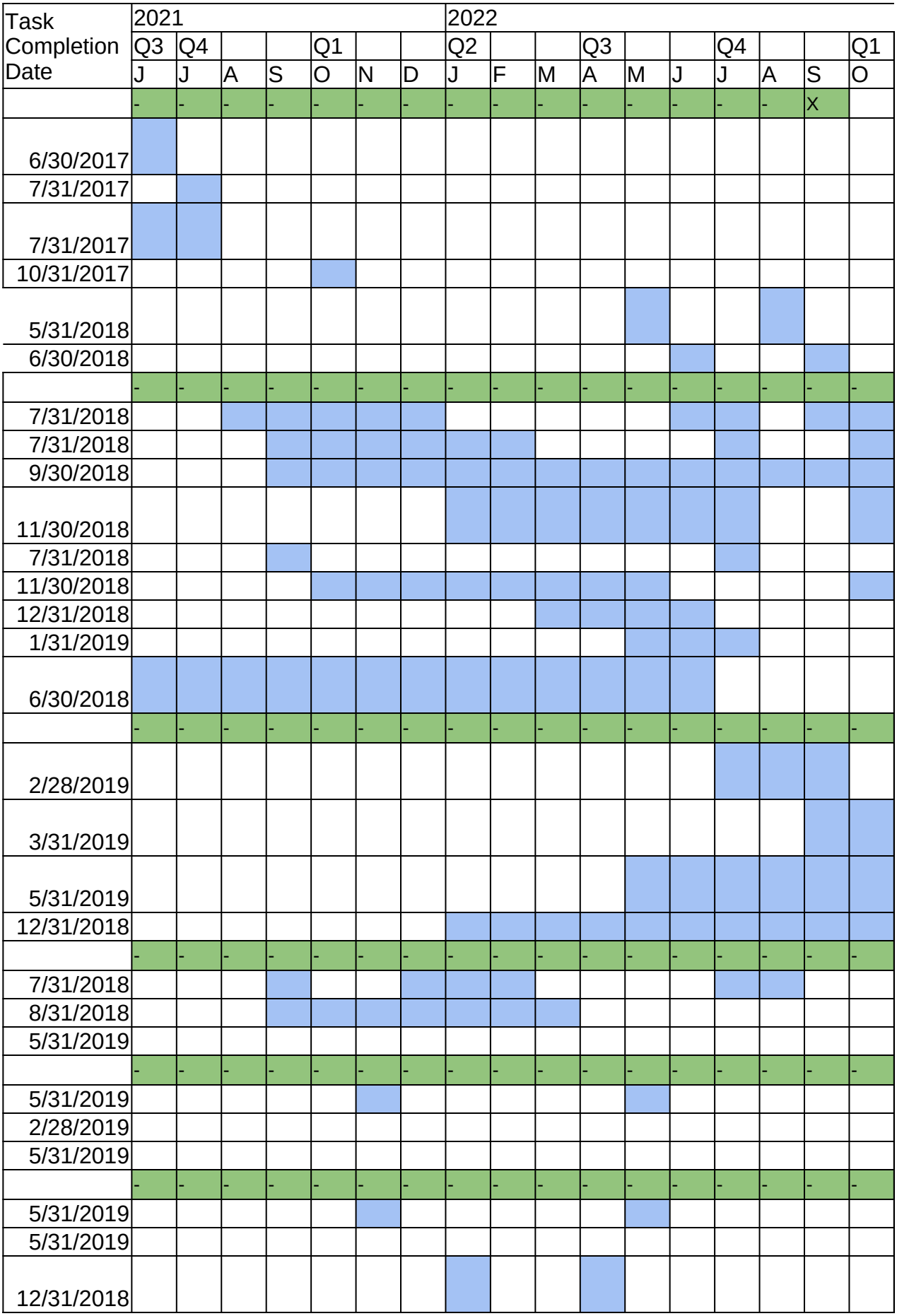
Milestone	Task	Task Category	Task Start Date	Task Completion Date	2021	2022				
						Q1			**Q2**	
					S	O	N	D	J	F
Milestone 1: [Enter name of milestone]					-	-	-	-	-	-
1.1	[Enter first task]	[Enter category]	[Enter start date]	[Enter due date]						
1.2	[Enter second task]	[Enter category]	[Enter start date]	[Enter due date]						
1.3	[Enter third task]	[Enter category]	[Enter start date]	[Enter due date]						
Milestone 2: [Enter name of milestone]					-	-	-	-	-	-
2.1	[Enter first task]	[Enter category]	[Enter start date]	[Enter due date]						
2.2	[Enter second task]	[Enter category]	[Enter start date]	[Enter due date]						
2.3	[Enter third task]	[Enter category]	[Enter start date]	[Enter due date]						
Milestone 3: [Enter name of milestone]					-	-	-	-	-	-
3.1	[Enter first task]	[Enter category]	[Enter start date]	[Enter due date]						
3.2	[Enter second task]	[Enter category]	[Enter start date]	[Enter due date]						
3.3	[Enter third task]	[Enter category]	[Enter start date]	[Enter due date]						

Etc.

	Q3			**Q4**	
M	A	M	J	J	A
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

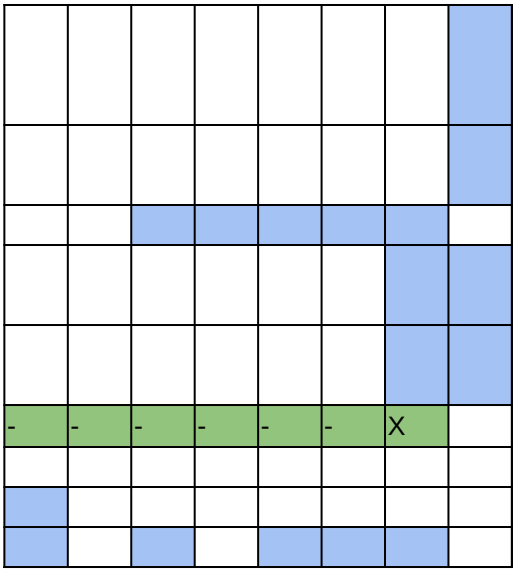
	Task	Task Category	Task Start Date
Milestone 1: Field Data			
1.1	Expedition #1: Pre-Expedition Preparation	Cruise	6/1/2017
1.2	Expedition #1: Full Depth Cruise	Cruise	7/1/2017
1.3	Expedition #2: Pre-Expedition Preparation	Cruise	6/1/2017
1.4	Expedition #2: Mesophotic Cruise 1	Cruise	10/1/2017
1.5	Expedition #3: Pre-Expedition Preparation	Cruise	2/1/2018
1.6	Expedition #3: Mesophotic Cruise 2	Cruise	6/1/2018
Milestone 2: Field Data Processing			
2.1	Voucher specimens curation	Data Processing	8/1/2017
2.2	DNA extractions	Data Processing	9/1/2017
2.3	DNA barcoding	Data Processing	9/1/2017
2.4	Publication of DNA barcoding data on GenBank	Data Management	1/1/2018
2.5	RAD Sequencing Contracting	Admin	9/1/2017
2.6	RAD Sequencing	Data Processing	10/1/2017
2.7	RADseq data QAQC and filtering	Data Processing	3/1/2018
2.8	RAD loci clustering and SNP calling	Data Processing	5/1/2018
2.9	Completion of Eulerian integrations for 2014-2016	Data Processing	6/1/2017
Milestone 3: Data Interpretation			
3.1	Analyses of spatial population genetic structuring	Data Analysis	7/1/2018
3.2	Analyses of genetic connectivity rate and directionality	Data Analysis	9/1/2018
3.3	Integration of population genetic and modeling data	Modeling	5/1/2018
3.4	Larval Dispersal modeling	Modeling	1/1/2018
Milestone 4: Publications			
4.1	Cruise Reports	Publication	9/1/2017
4.2	Dissemination of cruise metadata	Data Management	9/1/2017
4.3	Completion of peer-reviewed publications	Publication	1/1/2019
Milestone 5: Outreach			
5.1	Reports to managers	Presentations	11/1/2017
5.2	Scientific Meeting	Presentations	2/1/2019
5.3	End of Project workshop	Workshop	5/1/2019
Milestone 6: Reporting			
6.1	Progress reports	Data Management	11/1/2017
6.2	Final Report	Data Management	1/1/2019
6.3	Archive annotated video frames at DSCRTP w/in 6 months after cruise	Data Management	1/1/2018

6.4	Archive coral specimens at NOAA/Harvey Mudd/Smithsonian within 1 yr from collection	Data Management	7/1/2018
6.5	Archive CTD data at NCEI within 1 year from collection	Data Management	7/1/2018
6.6	Archive video at NCEI at end of project	Data Management	1/1/2019
6.7	Archive genetic data at NCBI/Dryad at time of publication	Data Management	5/1/2019
6.8	Archive model output at NCEI at time of publication	Data Management	5/1/2019
Meetings			
7.1	Mid-Project PI meeting	Meetings	4/1/2018
7.2	Annual meeting with technical monitors	Meetings	4/1/2018
7.3	Conference calls with technical monitors	Meetings	6/1/2017


Task Completion Date
2021
2022
Q3
Q4
Q1
Q2
Q3
Q4
Q1
J J A S O N D J F M A M J J A S O
X
6/30/2017
7/31/2017
7/31/2017
10/31/2017
5/31/2018
6/30/2018
7/31/2018
7/31/2018
9/30/2018
11/30/2018
7/31/2018
11/30/2018
12/31/2018
1/31/2019
6/30/2018
2/28/2019
3/31/2019
5/31/2019
12/31/2018
7/31/2018
8/31/2018
5/31/2019
5/31/2019
2/28/2019
5/31/2019
5/31/2019
5/31/2019
12/31/2018

6/30/2019																	
6/30/2019																	
5/31/2019																	
5/31/2020																	
5/31/2020																	
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4/30/2018																	
11/30/2018																	
5/31/2019																	

		2023					
		Q2			Q3		
N	D	J	F	M	A	M	J
-	-	-	-	X			
-	-	-	-	-	-	X	
-	-	-	-	-	-	X	
-	-	-	-	-	-	X	
-	-	-	-	-	-	-	X


-
-
-
-
-
-
X

This Gantt chart is based on an example project focused on reducing the scientific uncertainities around a state agency decision to set nutrient reduction targets and where to place continuous nutrient monitoring stations.

	Task	Task Category	Task Start Date	Task Completion Date	2021				2022							
					Q4				Q1			Q2			Q3			Q4
					S	O	N	D	J	F	M	A	M	J	J	A
Milestone 1: Scoping Activities*					-	-	-	-	X	-	-	-	-	-	-	-
1.1	Design survey to query nutrient management community on current practices	Meeting Preparation	9/1/2021	9/30/2021												
1.2	Conduct nutrient management practices survey	Meeting Preparation	10/1/2021	10/31/2021												
1.3	Design first scoping workshop (virtual) with facilitator	Meeting Preparation	10/1/2021	10/31/2021												
1.4	Generate initial project scope based on nutrient managment reduction decision and identified uncertainties	Writing	11/1/2021	12/31/2021												
1.5	Gather feedback on project scope from project team	Data Collection	12/1/2021	12/31/2021												
1.6	Revise project scope to include feedback and finalize scope	Writing	1/1/2022	1/31/2022												
Milestone 2: Data Collection					-	-	-	-	-	-	X	-	-	-	-	-
2.1	Nutrient reduction options literature review	Data Collection	9/1/2021	2/28/2022												
2.2	Review of current nutrient reduction Decision Support Tools	Data Collection	9/1/2021	2/28/2022												
2.3	Individual watershed characterizations	Data Collection	9/1/2021	1/31/2021												
2.4	Design nutrient reduction targets and goals survey to query nutrient management community	Data Analysis	1/1/2022	1/31/2022												
2.5	Conduct nutrient targets and goals survey	Data Collection	2/1/2022	2/28/2022												
2.6	Design continuous monitoring station location prioritization excercise	Data Analysis	2/1/2022	3/31/2021												
2.6	Synthesis of literature review and survey results	Data Processing	2/1/2022	3/31/2021												
Milestone 3: Research and Development Plan and Application Plan					-	-	-	-	-	-	-	-	-	-	-	X
3.1	Draft Research and Development (R&D) Plan	Writing	4/1/2022	5/31/2022												
3.2	Draft Application Plan	Writing	4/1/2022	5/31/2022												
3.3	Gather feedback from project team and others on R&D and Application plans	Data Collection	6/1/2022	6/30/2022												
3.4	Revise R&D Plan and Application Plan	Writing	7/1/2022	7/31/2022												
3.5	Finalize R&D Plan and Application Plan	Writing	8/1/2022	8/31/2022												
Milestone 4: Meetings and Workshops					-	-	-	-	-	-	-	-	-	-	X	-
4.1	Initial project meeting	Meetings	9/1/2021	9/30/2021												
4.2	First scoping workshop (virtual)	Workshop	11/1/2021	11/30/2021												
4.3	Final scoping meeting - review data synthesis and execute nutrient monitoring station prioritization excercize (virtual)	meetings	2/1/2022	3/1/2022												
4.4	Meet for drafting R&D Plan and Application Plan	meetings	3/1/2022	4/1/2022												
4.5	Meeting for final review and updates to R&D Plan and Application Plan (virtual)	meetings	7/1/2022	8/1/2022												
Milestone 5: Reporting					-	-	-	-	-	-	-	-	-	-	-	X
5.1	Progress reports	Reporting	2/1/2021	8/31/2022												
5.2	Science Program check ins (60 min web meeting)	Reporting	12/1/2021	6/30/2022												
5.3	Prepare final report**	Reporting/ Data Management	8/1/2022	8/31/2022												

* These activities should build upon the initial scoping activities described in your proposal

** Final report is due 120 days after the end of the period of performance