

## Andy Hill CARE Distinguished Researcher Program Grant

### Milestones and Timeline Guidance

The following information is intended to guide your development of milestones and timeline for the CARE Fund Distinguished Researchers Grant application. Milestones are unambiguous indicators of the progress made by the host institution and the Distinguished Researcher in accomplishing the activities outlined in the Distinguished Researchers grant application. Milestones will be used to satisfy Washington State requirements that grants are paid based on agreed-upon work. Milestone reports will be required with all grant payment requests.

Each milestone should have a concrete, measurable deliverable. There should be a sufficient number of meaningful milestones, both scientific and administrative, to evaluate the progress at least quarterly, but not too many as to be trivial or burdensome to manage.

For each year of the Research Plan please provide specific milestones and the timeline for achieving them. Your Milestones and Timeline document must include: Milestone Number; Milestone; Completion Date; and Deliverable. (Below is an acceptable, but not required, format for your Milestones and Timeline document.)

Milestone Number	Milestone	Completion Date <sup>1</sup>	Deliverable

<sup>1</sup> Completion date should reference the number of months from grant effective date (e.g., Month 1 or Month 23). Actual calendar dates will be calculated after execution of grant award agreement.

Grantees may periodically be asked to submit Milestone progress reports to assess the recruitment and support of the Distinguished Researcher, and the Distinguished Researcher's research progress. Failure to meet or make meaningful progress toward milestones, as determined by the CARE Fund, may require renegotiation of milestones to more realistically measure progress; accelerate efforts to catch up; or identify critical milestones that would require termination of the grant.

Payment of grant funds is contingent on achievement and satisfactory progress toward milestones. Milestones do not necessarily have to be completed for payment to be made, but meaningful progress toward milestone completion must be clear and definite. Meaningful progress shall be determined by the CARE Fund in its sole discretion.