Approval Timeline 2019-20 *

Process Step	Responsible Party	Timeline	Action
Annual Call	APO	TBD	Issue annual call for NSTP applications
Initial Consultation	Divisional Business Officer or Research Accountant	May 1-8	Advise faculty member on funding availability and appropriateness.
Application	Faculty Member	May 1-8	Submit a complete NSTP Application Form to the department by May 8, 2019.
Department Review	Chair	May 8-15	Review application; complete the Chair portion of the NSTP Chair/Dean Certification Form and append it to the application..
Funding Authorization	Fund Manager	May 15-22	Confirm funding availability and append the Fund Manager Certification Form to the application.
Eligibility Review	Divisional Academic Personnel	May 15-22	Confirm faculty member's eligibility; resolve any outstanding issues, and prepare applications for dean's approval.
Dean Review	Dean	By May 22	Review application and complete the Dean portion of the NSTP Chair/Dean Certification form. Forward completed application to the VPAA.
CAP Review	CAP	May 23-June 7	Review application and forward endorsement to VPAA. Review eligibility appeals.
Final Review	VPAA	June 8 - June 14	Review application and issue notice of approval. Review eligibility appeals.
Eligibility Appeals	CP/EVC	Within 10 business days of CAP review	Review eligibility appeals and issue final resolution

*This timeline is condensed for the intiial program year (March-June 2019) while the program is being established and reviewed.