

Attachment B: Example Milestone Schedule

	Milestone Name	Description	Projected Completion Date
A	Contract Start Date	-	2/1/2014
B1	IRB Approval	IRB approval	2/28/2014
B2	Engagement update, focus group results	Conduct up to 6 focus groups. Describe involvement and contributions of patient and stakeholders in the conduct of focus groups and development of topic guides.	7/31/2014
B3	Topic guides, summary of discussions	Conduct discussion groups with peer coaches and community coordinators.	7/31/2014
B	Report Submission	Submit Progress Report, Using Interim Progress Report Template	7/31/2014
C1	Manuscript Reporting	Manuscript reporting results of focus groups.	1/31/2015
C2	Website live	Create a website that will serve as a resource bank for peer coaches and community members wishing to access resources.	1/31/2015
C3	Engagement update	Describe patient and stakeholder involvement and contributions to the study materials.	1/31/2015
C	Report Submission	Submit Progress Report, Using Interim Progress Report Template	1/31/2015
D1	Finalize Protocol	Finalize the study's data collection protocols.	6/1/2015
D2	Engagement update Report of recruitment strategy	Develop the recruitment strategy. Describe how patient and stakeholders are involved in the development of the recruitment strategy.	6/1/2015
D	Report Submission	Submit Progress Report, Using Interim Progress Report Template	7/31/2015
E1	Begin Recruitment	Begin recruitment of patients into trial.	8/1/2015
E2	Recruit 100 Patients	Enroll 100 patients into trial and collect baseline data.	1/31/2016
E	Report Submission	Submit Progress Report, Using Interim Progress Report Template	1/31/2016
F1	Complete recruitment	Enroll 250 patients into trial and collect baseline data.	7/31/2016
F2	Begin baseline data analysis	Begin data analysis of baseline patient data.	7/31/2016
F	Report Submission	Submit Progress Report, Using Interim Progress Report Template	7/31/2016
G1	Begin follow-up data collection	Collect 6-month follow-up data on enrolled patients.	8/1/2016
G2	Complete follow-up data collection	Complete 6-month follow-up data on all patients enrolled.	10/31/2016
G3	Complete data analysis	Complete data analysis of follow-up patient data.	12/31/2016
G4	Submit final manuscript	Complete and submit manuscript.	1/31/2017
G	Final Report Submission	Submit Progress Report, Using Final Progress Report Template Submit Expenditure Report (See Contract for Instructions) <i>*All final reports must be submitted within 90 days of the end of the period of performance.</i>	1/31/2017