

DIRECTORATE OF RESEARCH, INNOVATION AND CONSULTANCY [DRIC]

KICK-OFF MEETING CHECKLIST

	No.	Description of Issue	Tick
1. Welcome, Introductions and Project Summary 2. Terms and Conditions of the Grant/Consultancy Award in UCC: [Explain grant/consultancy award regulations and policies to Principal Investigator and Team Members and ask them to peruse them in detail] 3. Project Scope of Work [Specific objectives, tasks, activities, issues/problems to be solved] 4. Possible Project Risks and How to Manage Them 5. Project Timelines and Deliverables 6. Reporting Requirements [Communication Plan] 7. Roles and Responsibilities [Principal Investigator/Lead Consultant, Other Team Members, Head of Department, Dean, Provost, DRIC, Institutional Review Board, etc.] 8. Budget Review [Salaries/Fringe Benefits, Materials and Supplies including Travel, Cost Share (If Applicable)] 9. Overhead Cost 10. Documents or resources that the team can benefit from			appropriately
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11. Project Start and End Dates	10.	Documents or resources that the team can benefit from	
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12. Questions or Issues for Clarification	12.	Questions or Issues for Clarification	