February 15 JELF Deadline

	August		October		November				December				January				February	
Major Activities **Week**	2		3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
1. Meet with Strategic Initiatives (SI) advisor																		
2. Complete RESNAF and equipment list , collect technical specifications and submit to SI	Submit																	
3. Create account and proposal on the CFI website																		
4. Create account and proposal on the MESI web site (Quebec government)																		
5. Collect quotes from vendors and submit to SI for budget preparation								Draft 1						Final Version				
6. Prepare written sections for the proposal and submit online to the CFI and MESI web sites											Draft 1					Final Version		
7. Complete and obtain signatures on the JELF checklist																	Submit	
8. SI submits proposal to CFI and MESI																		Submit

June 15 JELF Deadline

	December		February		March				April				May				June	
Major Activities **Week**	2		3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
1. Meet with Strategic Initiatives (SI) advisor																		
2. Complete RESNAF and equipment list , collect technical specifications and submit to SI	Submit																	
3. Create account and proposal on the CFI website																		
4. Create account and proposal on the MESI web site (Quebec government)																		
5. Collect quotes from vendors and submit to SI for budget preparation								Draft 1						Final Version				
6. Prepare written sections for the proposal and submit online to the CFI and MESI web sites											Draft 1					Final Version		
7. Complete and obtain signatures on the JELF checklist																	Submit	
8. SI submits proposal to CFI and MESI																		Submit

October 15 JELF Deadline

	April		June		July				August				September				October	
Major Activities **Week**	2		3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
1. Meet with Strategic Initiatives (SI) advisor																		
2. Complete RESNAF and equipment list , collect technical specifications and submit to SI	Submit																	
3. Create account and proposal on the CFI website																		
4. Create account and proposal on the MESI web site (Quebec government)																		
5. Collect quotes from vendors and submit to SI for budget preparation								Draft 1						Final Version				
6. Prepare written sections for the proposal and submit online to the CFI and MESI web sites											Draft 1					Final Version		
7. Complete and obtain signatures on the JELF checklist																	Submit	
8. SI submits proposal to CFI and MESI																		Submit