

Typical Planning Grant Agenda for a Potential Center

Day 1:

7:30 am	Participant Registration
7:30 – 8:15 am	Breakfast and social time
8:15 – 8:35 am	Welcome remarks: site directors, & dept heads or VP of research. Deans and VPs preferred.
8:35 – 9:15 am	Vision and Capabilities of the Center (Site Directors)
9:15 – 10:00 am	NSF I/UCRC presentation: I/UCRC Program Director
10:00 – 10:15 am	BREAK
10:15 – 12:15 pm	Project Presentations (University 1) Limit to 5 projects; list the project titles and time allocated to each; make sure that each project has deliverables (especially for the first year), milestones and proposed budget; also, make sure that LIFE forms are filled out (and collected) at the end of each presentation
12:15 – 1:00 pm	LUNCH
1:00 – 3:00 pm	Project Presentations (University 2) Limit to 5 projects; list the project titles and time allocated to each; make sure that each project has deliverables (especially for the first year), milestones and proposed budget; also, make sure that LIFE forms are filled out (and collected) at the end of each presentation
3:00 – 3:15 pm	BREAK
3:15 – 4:30 PM	Industry Workshop (involves discussion of projects & company needs NOT addressed in the above Project Presentations)
4:30 – 4:45 pm	Review of evening and Day 2 activities (Center Director?)
6:00 pm	Technical Forum and Social: Poster session, reception, etc.

Day 2:

7:30 - 8:00 am

Arrival and Breakfast

8:00 – 9:30 am

Feedback from Industry Workshop (Industry Moderated)

9:30 – 11:00 am

LIFE FORM review and Discussion – NSF moderated

11:00 am – 11:30 am

NSF Closed Session with Industry

11:30 – 12:00 pm

Summary & Closing Remarks (The universities involved)

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