

**6 MONTHS
(minimum)
BEFORE ICES
PROJECT START DATE**

**3 MONTHS
(minimum)
BEFORE ICES
PROJECT START DATE**

**ICES
PROJECT
START
DATE**

**+ 2-4 MONTHS
(minimum)
(depending on complexity)**

Before writing the project proposal, the student's Responsible ICES Scientist should check for overlapping or duplicate projects by consulting the [List of Approved ICES Research Projects](#) and/or reaching out to their Program Leader (PL) or Site Director (SD) for discussion

Students with projects that have any special storage, software or CPU requirements should contact their Research Program Manager (RPM) or Local Lead Analyst (LLA) to facilitate evaluation of their request by ICES IT well in advance to ensure that the project requirements can be met within their timeline and budget

Submit the following application materials to the RPC/FA at least 3 months before the anticipated ICES Project start date

- Application form (*specifying RAE or DSH data access*)
- COI form
- Project proposal
- PAW
- Funding letter
- +/- PIA (*PIA submission optional at application stage*)

Develop DCP (*begin developing as early as possible*)

Submit ICES Project PIA (*submit as early as possible*)

Finance assigns TRIM

RPC/FA initiates onboarding once

- COI form has been assessed
- PL/SD reviews application form and proposal

ICES Project PIA approval

Complete Researcher Orientation

Review RAE/DSH orientation materials

Complete Privacy and Security Training

ICES intranet access

Sign off on draft DCP

RPM/LLA assigns staff

Project Kick-Off Meeting

RAE/DSH dataset creation

RAE/DSH credentials

Project Data Folder Access

ICES Student/
Responsible ICES Scientist Responsibility

ICES Responsibility

NOTE: These timelines are estimated and may vary depending on the nature/scope of the ICES Project.

Contact your Research Program Coordinator (RPC) or Facility Administrator (FA) if you have any questions or require forms.