February 15 JELF Deadline

	October		November				December				January				February	
Major Activities **Week**	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
1. Meet with Strategic Initiatives (SI) advisor																
2. Create account and proposal on the CFI website																
3. Create account and proposal on the MESI web site (Quebec government)																
4. Complete RESNAF and equipment list , collect technical specifications and submit to SI					Submit											
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

	February		March				April				May				June	
Major Activities **Week**	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
1. Meet with Strategic Initiatives (SI) advisor																
2. Create account and proposal on the CFI website																
3. Create account and proposal on the MESI web site (Quebec government)																
4. Complete RESNAF and equipment list , collect technical specifications and submit to SI					Submit											
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

	June		July				August				September				October	
Major Activities **Week**	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
1. Meet with Strategic Initiatives (SI) advisor																
2. Create account and proposal on the CFI website																
3. Create account and proposal on the MESI web site (Quebec government)																
4. Complete RESNAF and equipment list , collect technical specifications and submit to SI					Submit											
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