**(EXAMPLE)**

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| **Activity/Benchmark** | **When** | **Person(s)/Agency**  **Responsible** |
| ***Example:*** |  |  |
| ***Collaboration Meeting w/FJC Faculty***  ***Approx.4 meetings scheduled January-April*** | ***Monthly*** | ***PI- Jane Doe*** |
| ***Analysis of Data Collected*** | ***July 2023*** | ***Student – Joe Smith*** |
| ***Meeting: final data and strategies for***  ***report*** | ***May 2024*** | ***PI – Jane Doe and FJC***  ***Faculty*** |
| ***Present at NSF Conference in June*** | ***May- June 2024*** | ***PI- Jane Doe*** |
| ***Submit Final Report*** | ***December 1, 2024*** | ***PI – Jane Doe*** |
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