Approximate timeline for process is four to eight months.

1. **Institution identifies project**
   - Requestor completes Proposed Project form
   - Project forwarded to institutional rep
   - Review for completeness: Does project meet CDRT evaluation criteria? Is there a Dean/VP associated with request? Is there funding for the request?

2. **CDRT reps assist requestor in completing Design Review Report**
   - Consult with PM; Identify applicable design principles
   - Prepare proposal for CDRT review – distribute at least one week before meeting
   - Revise proposal for CDRT review

3. **Introduce proposal to CDRT – meeting 1**
   - CDRT presentation with Q&A
   - Collect feedback, provide written response to Q&A

4. **Final review by CDRT – meeting 2**
   - Approve proposal – if CDRT cannot reach approval then meeting 3 may be necessary
   - Prepare executive summary and appendix

5. **VC & VP Executive Summary Review**
   - Submit recommendation Chan/Pres – if needed invite PM and requestor (or CDRT Rep) to present

6. **Communication and Record keeping**
   - Chanc &Pres Response

**YES**
- Approve proposal
- Submit recommendation
- Chanc & Pres Response

**NO**
- Revise proposal for CDRT review
- Collect feedback, provide written response to Q&A
- Prepare executive summary and appendix
- Submit recommendation Chan/Pres – if needed invite PM and requestor (or CDRT Rep) to present
- Chanc & Pres Response

**REVIEW END**