



## UNIVERSITY OF CAPE COAST

## DIRECTORATE OF RESEARCH, INNOVATION AND CONSULTANCY [DRIC]

## KICK-OFF MEETING CHECKLIST

No.	Description of Issue	Tick appropriately [ ✓ ; X ]
1.	Welcome, Introductions and Project Summary	
2.	Terms and Conditions of the Grant/Consultancy Award in UCC: <i>[Explain grant/consultancy award regulations and policies to Principal Investigator and Team Members and ask them to peruse them in detail]</i>	
3.	Project Scope of Work <i>[Specific objectives, tasks, activities, issues/problems to be solved]</i>	
4.	Possible Project Risks and How to Manage Them	
5.	Project Timelines and Deliverables	
6.	Reporting Requirements <i>[Communication Plan]</i>	
7.	Roles and Responsibilities <i>[Principal Investigator/Lead Consultant, Other Team Members, Head of Department, Dean, Provost, DRIC, Institutional Review Board, etc.]</i>	
8.	Budget Review <i>[Salaries/Fringe Benefits, Materials and Supplies including Travel, Cost Share (If Applicable)]</i>	
9.	Overhead Cost	
10.	Documents or resources that the team can benefit from	
11.	Project Start and End Dates	
12.	Questions or Issues for Clarification	