1. There has been early coordination with Department Chairs and School Deans.

2. There is a preliminary understanding regarding any necessary:
   a) Cost Sharing?
   b) Space?
   c) Equipment?
   d) Facilities?
   e) Personnel?

3. There has been early coordination with my SPA in OVPR.

4. a) There has been coordination with other individuals and departments involved in this project.
   b) Since there are issues needing approvals from the Compliance Office, those approvals have been sought.

5. Issues regarding intellectual property have been addressed by the appropriate offices.