AEEC Project submission - Workflow

Project leader (PL)	AEEC (Secretary) AEEC@uni.lu	AEEC
PL liaises with Vets, Biostat and Facility Managers. After validation, PL sends project **three weeks before** each monthly meeting * to AEEC@uni.lu	Admin Check & follow-up of evaluation within the 2 weeks deadline	Applications are sent to members for evaluation If needed, members may ask for inviting the PL to meeting

AEEC members have **two weeks** to evaluate the application and send comments

| | - Collects and transfers comments - Invites PL one week before the meeting | |

MONTHLY AEEC MEETING
If needed, the PL will be invited **one week** before the meeting for +/- 10 minutes in order to clarify questions that came up during the evaluation process

Each category of member must reply by one of the following 4 options:
ACCEPTED/MINOR/MAJOR/REFUSED

| Feedback to PL for major revision or response to minor comments | Sends comments & decision to PL | Feedback to AEEC members (in cc of email sent to PL) |

PI has an undetermined period to reply in case of minor or major modifications

| | RESUBMISSION TO AEEC@uni.lu as many times as needed for approval | Evaluation of Revision by all members |
| | FINAL ACCEPTANCE Official letter sent to PL by the Chair | Final application checked by AEEC Management |

Project sent to Ministries after AEEC modifications completed

(response time: 40 working days, email forwarded to PL)

*Check out the meeting dates and submission deadlines under AEEC → Committee meetings