



Triad Healthcare Preparedness Coalition (THPC): Project Submission Checklist

The following steps must be completed before the submitted project is started or funded. Further explanation of these steps can be found in the Triad Healthcare Preparedness Project Submission Procedure. If you have any questions regarding THPC project submission, please e-mail Corey Roberts at cdrobert@wakehealth.edu.

- Complete THPC Project Submission Form**
- Return the Project Submission Form to Corey Roberts at cdrobert@wakehealth.edu**
- THPC Staff and Steering Committee review the Project Submission Form for approval**
(For approval, projects must obtain a majority vote by the THPC staff and Steering Committee members.)
- A formal presentation to the Coalition**
(For expenditures exceeding \$1,000 a formal presentation to the coalition is required. However, we strongly suggest that all projects be formally presented to the coalition.)
- THPC Review and Approval**
(For approval, projects must obtain a majority vote by the coalition members present at the time of the formal presentation.)
- Project becomes shelf ready!**
(Projects exceeding \$10,000 will require a meeting with the THPC project manager to establish a project timeline and other requirements as deemed necessary.)