

## Coordinating Committees (SCC)

Action	Responsibility
Decide to request new SCC or renew existing SCC	Faculty group, current SCC members, or SAAESD
Assign an Administrative Advisor, if new SCC	ED & SAAESD Chair
Prepare SCC proposal (see SCC proposal guidelines)	Writing Committee
Enter a brief statement on the issues and justification for the proposed activity into the NIMSS "Request to Write a Proposal" form and either "Save" for future editing or "Submit" and choose Appendix B. An S_temp#### will be automatically assigned and this statement entered into the Justification section of NIMSS Appendix B.	Writing Committee Chair or Administrative Advisor
Complete Appendix B following the guidelines for a SCC proposal using the "Edit a Project Proposal" function in NIMSS and "Save as a Working Copy" until final.	Writing Committee Chair or Administrative Advisor
Invite participation in the activity thru NIMSS	Administrative Advisor
Enter participant information into NIMSS Appendix E (Participant table will be automatically generated)	Station Directors
Submit final SCC proposal using Appendix B "Submit as Final" function (ED Office will be automatically notified)	Writing Committee Chair or Administrative Advisor
Notify ED Office of Advisory Committees for review of proposal	Administrative Advisor
Notify AC Administrative Advisors of need for review	ED Office
Notify Multistate Research Committee of SCC proposal to review	ED Office
Coordinate MRC review and submit recommendation to ED Office	Multistate Research Committee Chair
Notify Administrative Advisor of MRC recommendation and review comments	ED Office
Respond to review comments of Multistate Research Committee	Writing Committee and Administrative Advisor
Approve final proposal for new SCC or renewal of current SCC	MRC Committee
Assign SCC-#### if new SCC	ED Office
Notify Administrative Advisor of approval and SCC number	ED Office