

SAMPLE RFA REVIEW TASK LIST AND TIMELINE

| Approximate Dates (based on time required) | EVENTS AND TASKS (tasks are not necessarily shown in chronological order) |
|--|---|
| | ICOC CONCEPT APPROVAL |
| 1/1/2010 | POST RFA Prepare application and web review module |
| 1/8/2010 | POST APPLICATIONS |
| 2/9/2010 | LETTERS OF INTENT (LOIs) DUE Check LOI submission Check for on-time receipt of electronic submission Check for basic qualifications (e.g., PI, institution) Send "regret" email notice to PI of any unallowable (i.e., late) submissions Inform potential applicants if they appear to not meet basic requirements of RFA Finalize list of allowable LOIs Generate application numbers Send email with application number to PIs with accepted LOI |
| | Review LOI expertise Review LOI abstracts for expertise required for review Recruit Specialists for unmet expertise Generate reviewer pre-assignments based on LOI expertise requirements |
| 3/2/2010 | APPLICATIONS DUE Check receipt and finalize allowable applications Check for on time receipt of electronic and hardcopy versions (basis for disqualification) Check for signatures from PI and AOO on hardcopy (basis for disqualification) Check for basic qualifications (e.g., PI, institution), flag as necessary Check for submission of LOI, if required (basis for disqualification) Check for correct number of copies Check for unallowable materials (e.g., appendices); flag and remove as needed Check for names that might constitute a 1090 COI Send "regret" email notice to PIs of incomplete or unqualified applications Finalize list of allowable applications |
| | Prepare applications for review and finalize pre-assignments Organize application materials into individual folders Prepare PDF application for web review (i.e., flatten PDF file) Compile all allowable application parts into single PDF file (e.g., biosketches, letters) Review application for additional collaborators/COIs (i.e., not listed with key personnel) Generate COI list from accepted applications Finalize pre-assignments for reviewers |
| | Finalize web review module (Scientific WG Members) Post review meeting factsheet (i.e., travel, lodging, reimbursement info) Post COI policy for Scientific WG members Post RFA for informational purposes Post final list of COI names and institutions Post pre-assignments for each scientific reviewer Post disclosure/certification forms for Scientific WG members Create pre-review COI form (web-based, auto-generated) Email notice to Scientific WG members to complete COI, expertise, and forms on web |
| | Finalize web review module (Specialists) Post review meeting factsheet (i.e., phone conf. info and per diem) Post COI policy for Specialists (same as Scientific WG members) Post RFA for informational purposes Post final list of COI names and institutions Post pre-assignments for each specialist Post disclosure/certification forms for Specialists (same as Scientific WG members) Create pre-review COI form (web-based, auto-generated)) Email notice to Specialists to complete COI, expertise, and forms on web |
| | Finalize web review module (ICOC WG Members) Post review meeting factsheet (i.e., travel, lodging, reimbursement info) Post COI policy for ICOC WG members Post RFA for informational purposes Post final list of COI names and institutions Create pre-review COI form (web-based, auto-generated) Email notice to ICOC WG members to complete COI, and pre-review COI form on web |

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| | <p>Staff COIs Determine COIs and recusals for staff (web module) Have all staff attending review meeting or involved in review process sign COI certification form</p> |
| | <p>Collect COI and expertise information Compile COIs and expertise and reassign as necessary Compile signed forms (fax and mail) including financial disclosure, review, and file Remind reviewers about completing COIs, expertise, and forms as necessary (2 days prior & on due date)</p> |
| | <p>Prepare hardcopies for mail-out Prepare copies of applications, if necessary Write cover letter for mail-out Write guidelines for review Prepare sample critique form if needed Prepare mail-out package for Scientific WG members (i.e., cover letter, guidelines for review) Prepare mail-out package for Specialists (i.e., cover letter, guidelines for review) Prepare mail-out package for ICOC WG members (i.e., cover letter, guidelines for review) Prepare abstract books for ICOC WG members as requested Create individual list of assignments for mail-out package</p> |
| | <p>Make final reviewer assignments and mail hardcopies Make final assignments based on reported/identified COIs Post final assignments on web review module Email assignment notice to SMRFWG and Specialists Mail out packages with final hardcopy assignments to SMRFWG and Specialists Mail out packages for ICOC members as needed</p> |
| 3/16/2010 | <p>Prepare for Specialist conference calls at review meeting Request availability from each specialist by email for meeting dates Generate spreadsheet of available times and time required for call Set up schedule for call-in specialist reviewers Confirm time window and phone number for specialists conference call Set up order of review schedule based on call times</p> |
| | <p>Prepare documents for review meeting Set up meeting with Vice-Chair to prepare for programmatic review Establish assignments for CIRM staff and set up meeting to review roles Generate scoring booklets for each SMRFWG scientific reviewer with recusals Initiate preparation of critique books for staff and SMRFWG (generate after critique deadline) Generate abstract books for staff Generate seating chart Generate Master Order of Review with Recusals and assignments for staff General Counsel check recusals on Master spreadsheet Generate order of review document for reviewers Prepare reviewer books (e.g., agenda, order of review, seating chart) Create display of applications during review meeting Create display for programmatic review Prepare individual programmatic vote/recommendations document (all WG members) Prepare sign-in sheet Prepare confidentiality and non-disclosure (sign-out) sheet Prepare roster for recording motions and initial role call</p> |
| 4/25/2010 | <p>Remind reviewers about critique submission deadline REVIEWER CRITIQUE SUBMISSION DEADLINE Generate critique books for staff and SMRFWG with recusals</p> |
| 4/27/2010 | <p>REVIEW MEETING Ensure all present at meeting sign the sign-in sheet Present rules regarding confidentiality and non-disclosure and procedures for review Present objectives of RFA Ensure that all Scientific Reviewers sign each page of the scoring booklet Ensure that all present at meeting sign the confidentiality and non-disclosure (sign-out) sheet Ensure that all SMRFWG members present sign the programmatic vote/recommendations document Collect all confidential materials</p> |
| | <p>Prepare review reports Post notes from meeting (all scientists in attendance) Confidential reports draft due Confidential reports final due Public reports draft due Public reports final due</p> |
| | <p>Finalize review reports Prep time for printing and posting Confidential summaries mailed to PI</p> |

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| | Public summaries mailed to ICOC Public summaries posted on web |
| 6/15/2010 | ICOC MEETING |
| | ADMINISTRATIVE REVIEW |
| 6/22/2010 | JIT and Budget Amendment requests mailed out Collect JIT information from approved applicants Pre-Funding Administrative Review (GMO-SPO-GMO) NGA Preparation NGA Mail-out Signed NGAs returned Pay Memo to State Controller's Office Warrants to Grantees |
| 8/17/2010 | |