

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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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

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)

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

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 SMRFGW and Specialists

3/16/2010

Mail out packages with final hardcopy assignments to SMRFGW and Specialists

- Mail out packages for ICOC members as needed

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

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 SMRFGW scientific reviewer with recusals
- Initiate preparation of critique books for staff and SMRFGW (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

4/25/2010

- Remind reviewers about critique submission deadline

REVIEWER CRITIQUE SUBMISSION DEADLINE

- Generate critique books for staff and SMRFGW with recusals

4/27/2010

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 SMRFGW members present sign the programmatic vote/recommendations document
- Collect all confidential materials

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

Finalize review reports

- Prep time for printing and posting
- Confidential summaries mailed to PI

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Approximate Dates (based on time required)	EVENTS AND TASKS (tasks are not necessarily shown in chronological order)
	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
8/17/2010	Warrants to Grantees