

WEEK 10

Date: _____

- Sign up for weekly prompts to view DP lessons:** megbouvier.com/subscribe-to-deadline-push-notifications/
- Draft Specific Aims
- Vet project idea in your dept and with mentor(s)
- Identify possible ICs and POs to fund your project
- Email Aims to PO(s)

WEEK 9

Date: _____

- Identify possible study sections
- Identify possible FOAs
- Speak with the PO(s) to identify optimal IC, FOA, study section
- Watch [Preparation](#) (in Master the R Series) online

WEEK 8

Date: _____

- Ensure all prep work is complete (finalize choice of IC, FOA, study section)
- Revise Aims to optimize fit to IC, FOA, study section
- Write/send LOS templates
- Appt with pre-award support office; list/schedule of docs needed, including budget
- Outline Approach
- Draft Methods section of Approach
- Delegate sections of submission (esp. Approach) to appropriate team members
- Create a team table for the Approach section
- Watch [Approach](#) (in Master the R Series) online
- If relevant, watch [Master the K Series](#) online

WEEK 7

Date: _____

- Determine if human subjects project, clinical trial, or non-human subjects project
- Finalize Approach outline based on above
- Determine if / how much of HS & CT Info form to fill out based on above
- If trial, watch [The Human Subject Form](#) online to familiarize yourself with 2018 changes

WEEK 6

Date: _____

- Craft language for Enhancing Reproducibility through Rigor & Transparency
- Draft Significance
- Draft Innovation
- Continue to work on Approach
- Watch [Significance and Innovation](#) (in Master the R Series) online

WEEK 5

Date: _____

- 'Shake the tree' - Request all LOS, biosketches, Approach text from team
- Revise Aims and Research Strategy
- View [The 4 Rigor Scoring Criteria](#) online to ensure strong writing on these important scoring criteria
- Send entire Aims and Research Strategy out for comments

WEEK 4

Date: _____

- Apportion text within Research Strategy
- Obtain *quality* submission elements from team (LOS, biosketches, budget info, etc.)
- Watch [Checklist of Avoid Top Mistakes](#) online

WEEK 3

Date: _____

- Begin to collect Research Strategy feedback from colleagues
- Work to get within page limits

WEEK 2

Date: _____

- All final docs from team members and colleagues
- Pick submission date if you are a reviewer submitting off cycle
- Watch [Master Resubmissions](#) online, if relevant

WEEK 1

- Fill out Assignment Request form / Cover letter
- Check submission package after upload

WEEK 0

- Celebrate the submission!**

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