

Sample Proposal Stage Meeting Agenda

- i. Planned Training Program Background & Scope
 - a. What is the need for this training program?
 - b. What is core focus of this program? Is there any overlap with existing programs?
 - c. Who will be involved in administering it?
 - d. How many trainees will be supported? For how long?
 - e. What does the program roadmap look like?
 - f. Are the resources (human, financial, time and physical space) in place to support this proposed grant? If not, how will they be attained?

- ii. Timeline
 - a. What is the submission deadline?
 - b. What information is needed to complete the proposal?
 - c. Are there any potential bottlenecks in gathering needed information? What can be done to mitigate these bottlenecks?
 - d. Who will write each required section?

- iii. Roles and Responsibilities
 - a. Who are the stakeholders?
 - b. Creation of a draft matrix, which includes roles and responsibilities for PIs and co-PIs

- iv. Financial
 - a. What are the core components of the budget?
 - b. Is there support included for Program PIs, Co-PIs or other staff?
 - c. If there are discretionary funds, how will they be spent?
 - d. Are there funds for evaluation included? A program retreat? Other core activities?
 - e. If stipends or tuition are less than full support, how will the delta be covered and who is ultimately responsible for covering
 - f. What institutional financial support is needed? Who will be targeted for support (ex: department, college, provost, graduate school, VPR, etc)