

## Sample Award Stage Kickoff Meeting Agenda

### Documents to be prepared in advance:

- Draft offer letter
- Draft Roles & Responsibilities document/ matrix
- Conflict resolution plan
- Draft mentor agreement

### Agenda

- i. Training Program
  - a. Review of Core program proposed- has anything changed since submission?
  - b. Who are the named individuals supporting this program?
  - c. If applicable, when will the advisory board (external or internal) be notified of the award and given a timeline for review?
  - d. Does the award period match the proposed program dates or trainee appointment dates? If not, how will this be managed?
  - e. Are the resources (human, financial and physical space) in place to support this award in place?
  - f. What are the key components of the program required of trainees? Has a roadmap been designed to communicate these components?
- ii. Recruitment Plan
  - a. Who is the targeted applicant population? Where are they and how will they be reached?
  - b. What will recruitment efforts look like (website? Recruitment visits? Brochures? Locations?)
  - c. Are there plans in place to recruit from under-represented populations (individuals with disabilities, individuals from a low socioeconomic status (incl first gen), underrepresented minorities, etc.
- iii. Trainee Selection
  - a. Review of draft offer letter? Do all PIs approve? Will it be online or via documents sent to an email or other? Have accessibility accommodations been addressed for the application process?
  - b. Are there holistic review processes in place (if not, why not?)
  - c. How many applicants are sufficient for an application pool?
  - d. Who makes up the selection committee? Are they all available to participate during the selected review period?
  - e. Will there be different stages to the review process (early screen, semi-finalist, finalists) and will interviews be included as part of the application process
  - f. Review of selection process outlined in award
  - g. How will offers be made? Who will make the offers?
  - h. Are there any conditions involved with the offer (Mentor agreements? Additional commitment to financial support)
- iv. Trainee Appointments

- a. How will trainees be appointed in the university? Who will handle annual appointments?
  - b. Who will appoint trainees in the agency system?
- v. Evaluation
  - a. Who will perform trainee evaluation?
  - b. Who will perform program evaluation?
  - c. At what frequency will these activities take place?
  - d. What is the expected end product for evaluations? (Report? In person discussion? Other?)
  - e. When will meetings to discuss evaluations/ make changes to the program based on evaluations take place?
- vi. Communications
  - a. How often will program PI, Co-PIs, and staff meet to discuss programmatic issues? Who will schedule these meetings?
  - b. Who will be the primary contact for communications with students and mentors?
  - c. How will conflicts between mentors and students be resolved? How will conflicts between PIs/Co-PIs be resolved? Is this documented in a conflict resolution process plan?
- vii. Timeline
  - a. When will recruitment activities take place?
  - b. How much time will be given for students to complete applications? What will the application deadline be?
  - c. How much time will the selection committee be given to complete reviews? (and hold interviews if applicable)
  - d. When will program offers be made (and how does this fit with the academic year?)
  - e. When will trainees begin the training program?
  - f. When are annual agency progress reports due? When will PIs/staff begin writing to allow sufficient time?
- viii. Compliance?
  - a. Has a meeting been scheduled to discuss the award with relevant individuals from sponsored programs?
  - b. Are both PIs and coordinators familiar with agency terms & conditions and policies?
  - c. When are trainees expected to complete required "Responsible Conduct of Research" coursework? How will this be communicated?
  - d. Are the relevant individuals familiar with uniform guidance cost principles? Specifically, what allowable or un-allowable costs look like and the potential gray areas in between.
- ix. Roles and Responsibilities
  - a. Review of Roles & Responsibilities matrix- make changes if needed.
  - b. Review of Program Mentor agreement
- x. Financial
  - a. Is the award budget different than the proposal budget? If so, how will the program adjust to accommodate this change in funding?

- b. Who is staffed on this award (PIs/ coordinators/ etc) and are they staffed across the year or just certain months (summer salary?)
  - c. What funding will be provided to each trainee?
  - d. Are there funds for travel? How will they be used/ who has authorization to use them?
  - e. How will costs beyond award funds available be covered?
  - f. Are there any institutional funding commitments in place? If not, how will they be secured?
- xi. Other Items?