



Activity Coordination Checklist

Please, follow the following steps for planning a successful PR-INBRE activity. The coordination should start at least one month before the proposed activity date.

BEFORE the activity	Step#1: Planning <ul style="list-style-type: none"><input type="checkbox"/> Contact your Core Director (email or telephone) and let him/her know about the activity.<input type="checkbox"/> Download and complete the PR-INBRE Activity Evaluation Request Form Form→http://inbre.hpcf.upr.edu/activity-coordination-docs/<input type="checkbox"/> Send the form to inbre.pr@gmail.com with copy to the administrative staff (Moraima/Janine or Evelyn) and the Core Director.<input type="checkbox"/> Contact the administrative staff by phone or email to:<ul style="list-style-type: none"><input type="checkbox"/> Verify the activity date does not concur with another INBRE activity (see INBRE Calendar: http://inbre.hpcf.upr.edu/calendar/)<input type="checkbox"/> Confirm budget expenditure<input type="checkbox"/> Request location and travel arrangements (if necessary)<input type="checkbox"/> Coordinate activity registration (if necessary) using the PR-INBRE Eventbrite account (https://www.eventbrite.com) Please contact the administrative team if you need assistance.<input type="checkbox"/> After submitting the form, the administrative staff will contact the Core Director for a final approval (Vo.Bo.)<input type="checkbox"/> After submitting the form, the evaluators will contact the activity coordinator to arrange the evaluation.
	Step #2 Dissemination <ul style="list-style-type: none"><input type="checkbox"/> When the promotional materials (i.e. flyers) are ready send a copy to the administrative staff and the evaluation team to disseminate the activity though INBRE mailing list and webpage <i>***at least two weeks before the activity date***</i>
	Step#3 Final Arrangements <ul style="list-style-type: none"><input type="checkbox"/> Contact the Administrative staff for final arrangements<input type="checkbox"/> Download and customize the PR-INBRE attendance sheet→http://newinbre.hpcf.upr.edu/wp-content/uploads/2017/02/Hoja-Asistencia-v2.pdf
DURING the activity	Step#4 Implement <ul style="list-style-type: none"><input type="checkbox"/> Remember to use the INBRE attendance sheet<input type="checkbox"/> At the end of the activity, remind participants that they will receive the evaluation survey by email. <i>**Optional: Use power point slides prepared by eval team to announce evaluation. Download here: http://inbre.hpcf.upr.edu/activity-coordination-docs/</i><input type="checkbox"/> Take 2-3 pictures of the activity
AFTER the activity	Step#5 Evaluation <ul style="list-style-type: none"><input type="checkbox"/> Send a copy of the INBRE attendance sheet to the evaluation team and the activity photos. The evaluation team will send the electronic survey to the activity participants.

Note: Institutions in the metropolitan area (i.e. UPR-MSU, UPR-Rio Piedras, Inter-Metro, Ana G. Mendez) should not coordinate activities for the same date. Please, refer to PR-INBRE calendar.