



## 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	<b>Step#1: Planning</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Contact your Core Director (email or telephone) and let him/her know about the activity.</li><li><input type="checkbox"/> Download and complete the <b>PR-INBRE Activity Evaluation Request Form Form</b> → <a href="http://inbre.hpcf.upr.edu/activity-coordination-docs/">http://inbre.hpcf.upr.edu/activity-coordination-docs/</a></li><li><input type="checkbox"/> Send the form to <a href="mailto:inbre.pr@gmail.com">inbre.pr@gmail.com</a> with copy to the administrative staff (Evelyn or Sandra) and the Core Director.</li><li><input type="checkbox"/> Contact the administrative staff by phone or email to:<ul style="list-style-type: none"><li><input type="checkbox"/> Verify the activity date does not concur with another INBRE activity (see INBRE Calendar: <a href="http://inbre.hpcf.upr.edu/calendar/">http://inbre.hpcf.upr.edu/calendar/</a>)</li><li><input type="checkbox"/> Confirm budget expenditure</li><li><input type="checkbox"/> Request location and travel arrangements (if necessary)</li><li><input type="checkbox"/> Coordinate activity registration (if necessary) using the <b>PR-INBRE Eventbrite account</b> (<a href="https://www.eventbrite.com">https://www.eventbrite.com</a>) Please contact the evaluation team if you need assistance.</li></ul></li><li><input type="checkbox"/> After submitting the form,<ul style="list-style-type: none"><li><input type="checkbox"/> the administrative staff will contact the Core Director for a final approval (Vo.Bo.)</li><li><input type="checkbox"/> the evaluators will contact the activity coordinator to arrange the evaluation.</li></ul></li></ul>
	<b>Step #2 Dissemination</b> <ul style="list-style-type: none"><li><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 through INBRE mailing list and webpage <i>***at least two weeks before the activity date***</i></li><li><input type="checkbox"/> If you need assistance to develop the promotional materials, please contact Evelyn or Sandra.</li></ul>
	<b>Step#3 Final Arrangements</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Contact the Administrative staff for final arrangements</li><li><input type="checkbox"/> Download and customize the <b>PR-INBRE attendance sheet</b> (see link below) <a href="http://newinbre.hpcf.upr.edu/wp-content/uploads/2017/02/Hoja-Asistencia-v2.pdf">http://newinbre.hpcf.upr.edu/wp-content/uploads/2017/02/Hoja-Asistencia-v2.pdf</a> . If the activity will be online, please contact the evaluation team to coordinate the online attendance</li></ul>
DURING the activity	<b>Step#4 Implement</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Remember to use the <b>INBRE attendance sheet</b></li><li><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: <a href="http://inbre.hpcf.upr.edu/activity-coordination-docs/">http://inbre.hpcf.upr.edu/activity-coordination-docs/</a></i></li><li><input type="checkbox"/> Take 2-3 pictures of the activity</li></ul>
AFTER the activity	<b>Step#5 Evaluation</b> <ul style="list-style-type: none"><li><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 evaluation by email to the activity participants.</li></ul>

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.

Evaluation Team (Nicole/Sharon): [inbre.pr@gmail.com](mailto:inbre.pr@gmail.com), Administrative Team: [evelyn.rivera14@upr.edu](mailto:evelyn.rivera14@upr.edu), [sandra.charriez@upr.edu](mailto:sandra.charriez@upr.edu)