**Puerto Rico IDeA Networks of Biomedical Research Excellence**

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| **Activity Coordination Checklist** |

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| 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** * Contact your Core Director (email or telephone) and let him/her know about the activity.
* Complete online the **PR-INBRE Activity Evaluation Request Form** [**https://forms.gle/k1dQBPn81xFWMEYeA**](https://forms.gle/k1dQBPn81xFWMEYeA)The link is also available at PR-INBRE webpage.
* Contact the administrative staff by phone or email to:
	+ Verify the activity date does not concur with another INBRE activity (see INBRE Calendar
	+ Confirm budget expenditure
	+ Request location and travel arrangements (if necessary)
	+ Coordinate activity registration (if necessary) using the **PR-INBRE** **Eventbrite account (https://www.eventbrite.com)** Please contact the evaluation team to access the account.
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| **Step #2 Dissemination*** When the promotional materials (*i.e.* flyers) are ready, please upload a copy in the Evaluation Request Form online.
* If you need assistance to develop the promotional materials, please contact Evelyn (evelyn.rivera14@upr.edu) or Sandra (sandra.charriez@upr.edu).
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| **Step#3 Final Arrangements*** Contact the Administrative staff for final arrangements
* Download and customize the **PR-INBRE attendance sheet** (available at INBRE webpage)**.** *If the activity will be online, please contact the evaluation team to coordinate the online attendance.*
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| **DURING the activity** | **Step#4 Implement** * Remember to use the INBRE attendance sheet or collect the email (pre-registration)
* At the end of the activity, remind participants that they will receive the evaluation survey by email.
* Take 2-3 pictures of the activity (required). If virtual, please take screenshots and save as image.
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| **AFTER the activity** | **Step#5 Evaluation - Post Feedback*** Send a copy of the INBRE attendance sheet to the evaluation team. The evaluation team will send the evaluation by email to the activity participants.
* Complete the **POST Activity Feedback Section** on your *Eval Request Form*. Attach the pictures of the activity to the online form.
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 Note: Institutions in the metropolitan area *(i.e. UPR-MSC, UPR-Rio Piedras, Inter-Metro, Ana G. Mendez)* should not coordinate activities for the

 same date. Please, refer to PR-INBRE calendar, available at INBRE webpage.

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