

Supplement 4: Investigator Roadmap with Team Implementation Steps

CTSI COVID-19 Research Initiative: Pre-Ensemble Nucleating Plan (Draft v2.0)						
Tuesday, 4/7	Wednesday, 4/8	Thursday, 4/9	Friday, 4/10	Friday 4/10 – Tuesday 4/14	Wednesday, 4/15	Thursday, 4/16
Receipt of Invitation from CTSI to Self-Select into Research Teams	12:00 pm: Virtual Town Hall Meeting I	9: 00 am: Deadline for Self-Selection Per Invitation 11:00 am: Deadline for 1st Assignment	8:00 am – 5:00 pm: Enter Microsoft Teams Environment for COVID-19 Pre-Ensemble Team Introductions (Team meeting times will vary based on the availability of team members)	Research Project Development (Virtual within Microsoft Office Teams Environment and Offline as needed)	2:00 pm: Deadline 2nd Assignment	Next Steps To Be Determined by Teams
<ul style="list-style-type: none"> Invitation to either Virtual Town Hall Meetings on Wednesday, April 8th at 12:00 pm or 4:00 pm Per invitation, indicate research interest and self-select into research group of interest ASAP (deadline is Thursday, 4/9 by 9:00 am) 	Attend Virtual Town Hall Meeting Meeting Agenda: <ul style="list-style-type: none"> Call to Action Process to Nucleate around COVID-19 Research Questions 5-minute Primer on Pre-Ensembling – i.e, a process, not a grant-writing activity; leads to products (e.g., protocols/grants) Concise Research Question List 	<ul style="list-style-type: none"> Complete and submit Self-Selection choice(s) Upon receipt of results, CTSI Project Mgr. will make assignments to a Microsoft Office (MS) Teams Group, per research topic choice Submit SINGLE Slide PPT describing Research Interests and Resources 1st Assignment: <ul style="list-style-type: none"> Each investigator creates a SINGLE Slide PPT describing Research Interests & Resources 	<ul style="list-style-type: none"> Establish Research Team Lead(s) Future Meetings will be determined SINGLE PPT Slides will be reviewed and preliminary discussions will occur within Microsoft Teams environment Each team will have a CTSI Project Manager assigned to assist with project development and submission Post-meeting, consider research project strategy (specific aims, narrative/summary, etc.) 	<ul style="list-style-type: none"> Discussion on research projects (research ideas, opinions, human and technological resources etc) Work with CTSI Project Manager and research team members to continue describing unmet medical need, background, scientific and technical resources and potential products such grants, clinical trials, devices etc. Discuss project support needs (biostats., writing, pre-submission activities, etc.) Strategize on next steps and discuss timelines 	<ul style="list-style-type: none"> Submit research project summary (e.g., Significance Page describing Unmet Medical Need, Background & Scientific, Technical Resources, Expertise, Potential Products, etc.) Discuss and plan next steps and timelines for finalizing research projects 	<ul style="list-style-type: none"> Focus initial efforts/resource s on High Priority Research Questions COVID-19 Pre-Ensemble Microsoft Teams continue to meet & refine projects
	4:00 pm: Virtual Town Hall Meeting II					
	Attend Virtual Town Hall Meeting <ul style="list-style-type: none"> See Meeting Agenda above 					

Supplement 4: Investigator Roadmap (Continued)

<p>Deliverable:</p> <ul style="list-style-type: none"> Select research interest topic and submit by Thursday 4/9/20, 9:00 am 	<p>Deliverable:</p> <ul style="list-style-type: none"> Review of meeting agenda and attend one of the Virtual Townhall Meetings on Thursday, 4/9/20 	<p>Deliverable:</p> <ul style="list-style-type: none"> Due date for research topic self-selection Create a single ppt slide with research interest/resources and submit Submit Single ppt slide describing research interest and resources Prepare to participate and share ppt and Significance content/summary/narrative 	<p>Deliverable:</p> <ul style="list-style-type: none"> Enter Microsoft Teams environment as assigned and meet members and Project Manager for your team Participate in discussion, --planning, share ppt content, Significance content, etc. Choose Team Lead Participate in next steps and timelines discussion 	<p>Deliverable:</p> <ul style="list-style-type: none"> Participate in group Microsoft Teams and offline research development meetings Continue to develop research ideas with team members Connect with Project Manager as needed to stay on the same page with team lead/members, and on track with timelines Teams to discuss project needs and communicate these with team members and Project Managers Strategize and write—be clear about your assignments/roles 	<p>Deliverable:</p> <ul style="list-style-type: none"> Submit research project narrative—Significance Page describing Unmet Medical Need Background & Scientific, Technical Resources, Expertise, Potential Products is due Participate with Team activities, meetings, decision-making; and participate/interact with Project Manager 	<p>Deliverable:</p> <ul style="list-style-type: none"> Next Steps to be determined by Teams
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