eRA Meeting Support Request

Requestor's name: Today's date:

Name of meeting: Approximate number of attendees:

Is this a recurring meeting?   ☐ Yes   ☐ No *(**To make a selection double click desired box**)*

If yes, start date of meeting:

       ☐ Weekly   ☐ Bi-weekly   ☐ Monthly   ☐ Other, specify:

If no, date of meeting

Meeting time/duration (2:30, 1 hour):

Meeting location:

Type of meeting *(check one)*:

☐ User Group (Review   ☐ Institution Group   ☐ Requirements Review
    User Group)   (iEdison)   Group

☐ Technical Group   ☐ Project Team   ☐ Other (describe):
    (Architecture)
                         ☐ Joint Application
☐ Management Group   Development (JAD)
    (Steering Committee)   Team

What types of meeting support do you request? *(Check all that apply)*

Agenda: **Documentation:**   **Distribution:**

☐ Agenda creation   ☐ Notes (stream of   ☐ Email distribution list
                        conversation/thought)
☐ Agenda distribution   ☐ Posting on Web site
                        ☐ Minutes (summarized
Handouts: discussion points)   ☐ Send to meeting chair
                                       for distribution
☐ Preparation   ☐ Action items only

☐ Copying   ☐ Decision points only

                        ☐ Other (describe):

Expectation for documentation turn-around (no less than 3 business days):

What additional requirements or pertinent information do you request?

Send this request form (hard copy or email copy), preferably a week prior but no later than 3 days prior to the first meeting to the eRA Planning, Communications and Outreach Branch Documentation Team Lead, Felicia Shingler (shinglef@mail.nih.gov) and copy Manju Subramanya (subraman@od.nih.gov).

You will receive a response within 3 business days.

* The 1st Monday of each month from 10:00 AM to 12:00 PM and every Tuesday from 3:30 PM to 4:30 PM is reserved for PCOB Documentation Team meetings. The PCOB Documentation Team generally does not provide meeting support to a single DEIS branch or team, highly technical meetings, business process management (BPM) or meetings with no documented agenda.