

## Research Studios – Frequently Asked Questions

TOPIC	Answer
<b>Format</b>	<ul style="list-style-type: none"> <li>• Zoom</li> </ul>
<b>CTR Staff Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review request, approve and ask for more information, if needed.</li> <li>• Arrange studio scheduling for all participants: investigator, mentor, experts, statistician, and moderator.</li> <li>• Connect investigator with additional resources when appropriate.</li> <li>• Share biosketch and any relevant materials with all studio participants: Professional Development Leadership and Experts.</li> <li>• Moderate the session.</li> <li>• Provide a recording of the session.</li> <li>• Collate feedback from experts and send to the investigator.</li> <li>• Send a satisfaction survey to the investigator and experts.</li> <li>• Follow up with the investigator at 6-months and 12-months post-studio for a progress update.</li> </ul>
<b>Investigator Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare and submit the necessary materials in a timely fashion (see Timeline below)</li> <li>• Ensure your primary mentor, if relevant, is in support of the project and available to attend.</li> <li>• Provide the names of experts in the field(s) relevant to your project. We encourage investigators to inform any potential experts or participants in advance that the GP CTR staff will be contacting them to participate in a studio. We encourage the participation of experts from outside the CTR network (virtual participation).</li> <li>• The investigator can ask the CTR for assistance in identifying experts, although this approach is generally less successful than those directly identified by the applicant, mentor or other team members.</li> <li>• Provide NIH (or appropriate funding agency) formatted biosketch, or other relevant documents for your request: Aims Page(s), Grant Application, Supporting documents.</li> <li>• Provide the grant deadline.</li> <li>• Provide availability – preferred days and/or times.</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>• Ideally, <u>studio requests should be made at least 2-3 months prior to the funding agency's submission deadline</u>; this allows for scheduling (which can take up to 4-8 weeks to coordinate attendee schedules) and sufficient time for edits to the application.</li> </ul>
<b>Mentors</b>	<ul style="list-style-type: none"> <li>• Your primary mentor, if appropriate, is required to participate in your research studio (required for all K-grant or other Career Development applications). This ensures that mentors are aware and supportive of the project and provides an opportunity to discuss structured goal setting and potential roadblocks of the proposal.</li> </ul>
<b>Research Team</b>	<ul style="list-style-type: none"> <li>• Members of the research team (e.g., collaborators, consultants, co-investigators) are welcome to attend the studio session as observers. We request that you extend the invitation to them.</li> </ul>
<b>Experts</b>	<ul style="list-style-type: none"> <li>• Experts outside of the CTR network will receive a \$250 consultation payment for their time (paid by CTR).</li> <li>• Experts are asked to work with CTR personnel in efforts to promote timely scheduling of studios.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experts are asked to provide timely feedback to the applicant and to provide requested assessments of their studio experience by completing a brief post-studio survey.</li> </ul>
<b>Materials</b>	<ul style="list-style-type: none"> <li>• Materials to be reviewed by experts should be in near final form.</li> <li>• The Research Studio is a time to strengthen your work and identify what is missing or needs to be expanded upon. The more thorough your studio materials, the more helpful the feedback will be.</li> <li>• For requested “Brainstorming Studios”, we ask that the applicant provide a list of specific questions to be addressed by the expert panel (or discuss precise needs with CTR personnel prior to making a studio request).</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• The CTR provides research services for biostatistics, research design, and epidemiology as well as an array of core facilities and equipment to assist with your research.</li> </ul>