AGENDA

Moderator: Ted Yank  
Dan L. Duncan Cancer Center

Panelists:  
Judith Epstein  
Lauren Hackett  
Karen Kharasch  
Roswell Park Cancer Institute  
Vanderbilt-Ingram Cancer Center  
Siteman Cancer Center

1. **Pre-Planning**  
   a. Timelines  
   b. NCI Pre-Application Visit  
   c. Determining the High Level Budget  
   d. Organizing for ASSIST

2. **Production of the Application**  
   a. Creating the Draft Templates for:  
      i. Programs  
      ii. Cores  
      iii. CDPM  
      iv. Administration & Senior Leaders  
      v. Planning & Evaluation  
      vi. Developmental funds  
      vii. Directors Overview  
   b. Documenting Collaborations  
      i. Collaborative Grants  
      ii. Retreats, Meetings, Seminars  
      iii. Publication Manipulations  
         1. Total Count  
         2. Selecting Publications for  
            a. Programs  
            b. Cores  
         3. Agree on Standard Citation Format  
   c. Data Table Wisdom

   d. A Brief History of Submitting in ASSIST

3. **The Site Visit**  
   a. Decision: Do You Want a Site Visit?
   b. Preparing for the Site Visit  
      i. Setting the Agenda with NCI SRO  
      ii. Program Presentation Template Tips  
      iii. Script: Yes or No  
      iv. Posters?
   c. Selecting the Venue
   d. Practice, Practice, Practice  
      i. Time is of the Essence  
      ii. Coaching and/or Coaches  
      iii. Dress Rehearsals
   e. Of Note:  
      i. Stage Management  
      ii. Managing the Day  
      iii. Administrative Review  
      iv. The Clinical Trials Visit

4. **Additional Discussion/Questions/Answers**  

   *Now for the Party then the waiting!*