

K23/R01 Submission: Mock Review Procedures

- **t-10 Weeks before submission:**
 - a. Complete and submit mock review application
 - b. Dr. Rubio will invite reviewers, who are recommended by the applicant in the original mock review application.
 - c. Mock review date is finalized.
- **8 Weeks before submission:**
 - a. Mock review materials should be sent to and reviewed by mentors
 - i. Mandatory for K-awards
 - ii. Strongly suggested for R's
- **7 Weeks before submission:**
 - a. Mock review materials must be sent to Dr. Rubio and program coordinator for distribution to reviewers
 - i. Mock review materials should be comprehensive and include as much information as possible.
 - ii. Please note:
 - 1. If you want to track changes, use Word document
 - 2. If you do not wish to track changes, use PDF
 - 3. "Investigators" refers to biosketches
 - 4. Including a budget in the materials is optional.
- **6 Weeks before submission:**
 - a. Attend mock review provided by CTS/PCOR program.
- **4 Weeks before submission:**
 - a. Suggested to send a thank-you note to reviewers for the mock review.
- **After submission:**
 - a. Suggested to send an update to mock reviewers on the outcome of the submission.