

Initial Review Presentation Guidelines

The principal objective of the First-Year Review is to evaluate the organizational and scientific progress made by the Leducq Transatlantic Networks at approximately one-quarter of the way into the five-year grant term. Network coordinators will give an oral presentation at the review meeting before members of the foundation's Scientific Advisory Committee, providing a summary of the network activities to date. This presentation should cover organizational and scientific developments, addressing specifically the progress made with respect to benchmarks for the first year set out in the original proposal. The specific aims for the coming year should be discussed and any proposed changes to the composition of the network or to the research program should be brought to the attention of the SAC.

Each network will submit a written progress report prior to the meeting. This report allows network coordinators to provide greater detail about network organization, activities and accomplishments. It will be made available to the reviewers from the Scientific Advisory Committee before the review meeting. (Please see www.flcq.org for instructions about preparing the written progress report)

Although the structure and organization of the presentation remain at the discretion of the coordinators, all presentations should include, at a minimum, the information contained in the outline below. Please remember that some of the people in attendance, who include the coordinators of networks selected in the current calendar year and new members of the SAC, may not be familiar with the network, and would benefit from some background information about scientific underpinnings of the network program.

Items to be covered in the presentation

1. Provide a brief background about the scientific theme of the network, and the research questions that the network has taken up. What are the main scientific objectives of the program? What are the broad outlines of the research plan?
2. How has the network been organized to meet the scientific objectives? Where do you see, or hope to see, the added value of the collaborative network effort?
3. What were the original scientific objectives to be attained during the first year? How have these objectives been met? If they have not been met, what are the plans for meeting them? If they have been changed, please discuss.
4. What were the specific objectives for the first year regarding the organization and function of the network? Please comment on your progress to date, your face-to-face meetings, and communication plan, including mention of any problems encountered.
5. What scientific or administrative problems or challenges do you foresee in the year ahead, and what are your plans for addressing them?
6. What lessons regarding the implementation of this network program would be important to share with those who are just beginning a Leducq network?

Organization of the review meeting

Each network will be allotted a total of **40 minutes**. The presentation to the Committee should be *30 minutes*, with *10 minutes* reserved at the end for questions. Following the four network presentations, the SAC will meet in closed session to discuss the progress of the networks, and may choose to pose further questions to network coordinators in a closed-door session. Any concerns about the network will be addressed at this time. Following this session all network coordinators are invited to join members of the SAC for lunch. For network coordinators, the meeting should be concluded by about 2:00 p.m.

Tentative schedule for the Spring Leducq meeting

8:00-8:15	Opening Remarks
8:15-8:55	Coordinators from 1 st TNE
8:55-9:35	Coordinators from 2 nd TNE
9:35-10:15	Coordinators from the 3 rd TNE
10:15-10:30	Break
10:30-11:10	Coordinators from the 4 th TNE
11:10-11:50	Coordinators from the 5 th TNE
11:50-12:45	SAC closed session with Network Coordinators
12:45-1:45	Lunch
2:00	Meeting ends for Network Coordinators - SAC Meeting continues