MOCK REVIEW SIMULATION AT A GLANCE

The graphic below provides a high-level overview of how to select, plan, train for, and run one of the three types of mock simulation covered by the Toolkit.

	LIGHT SIMULATION	FULL SIMULATION	INTERNAL SIMULATION
SELECTING A SIMULATION			
 Questionnaire – Goals, Audience, and Scope of Simulation Select a Simulation Type 	WEEK 1	WEEK 1	WEEK 1
PLANNING THE SIMULATION	0		
Logistics Planning • Draft High-Level Timelines • Select Location	WEEK 1	WEEK 1	WEEK 1
Invite Facilitator and Committee Executives • (Optional) Identify and invite Facilitator(s) • Identify and Invite Committee Executives	WEEK 2	WEEK 2	WEEK 2
Promote Mock Review Simulation Prepare Promotional Materials Send Promotional Materials	WEEK 3-5	WEEK 3-5	WEEK 3-5
Select ApplicationsIdentify Where Applications Will be SourcedSelect Applications	WEEK 3-5	WEEK 3-5	WEEK 5-6
Select and Invite Reviewers Identify and Select Reviewers Invite Reviewers	WEEK 4-5	WEEK 5-6	WEEK 6-7

	LIGHT SIMULATION	FULL SIMULATION	INTERNAL SIMULATION
PRE-SIMULATION TRAINING	0		
 At-Home Learning (Optional) Pre-Simulation Training Session (Optional) Drop-In Q&A 	WEEK 5	WEEK 7	WEEK 8
RUNNING THE SIMULATION	0		
 Assigning Applications and At-Home Reviews (Optional) Ability to Review Task Assign Applications to Reviewers Send Applications to Reviewers 	WEEK 6	WEEK 7-8	WEEK 8-10
Committee MeetingCommittee Meeting Agenda and ConfirmationRun the Committee Meeting	WEEK 7	WEEK 9-10	WEEK 11-12
POST-SIMULATION			
 Debrief and Post-Simulation Survey Feedback to Project Grant applicants – Internal Simulations 	WEEK 8	WEEK 10-11	WEEK 13-15