

INTRODUCTION

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			
<ul style="list-style-type: none"> Questionnaire – Goals, Audience, and Scope of Simulation Select a Simulation Type 	WEEK 1	WEEK 1	WEEK 1
PLANNING THE SIMULATION			
Logistics Planning <ul style="list-style-type: none"> Draft High-Level Timelines Select Location 	WEEK 1	WEEK 1	WEEK 1
Invite Facilitator and Committee Executives <ul style="list-style-type: none"> <i>(Optional)</i> Identify and invite Facilitator(s) Identify and Invite Committee Executives 	WEEK 2	WEEK 2	WEEK 2
Promote Mock Review Simulation <ul style="list-style-type: none"> Prepare Promotional Materials Send Promotional Materials 	WEEK 3-5	WEEK 3-5	WEEK 3-5
Select Applications <ul style="list-style-type: none"> Identify Where Applications Will be Sourced Select Applications 	WEEK 3-5	WEEK 3-5	WEEK 5-6
Select and Invite Reviewers <ul style="list-style-type: none"> Identify and Select Reviewers Invite Reviewers 	WEEK 4-5	WEEK 5-6	WEEK 6-7
Pre-Simulation Training <ul style="list-style-type: none"> At-Home Learning <i>(Optional)</i> Pre-Simulation Training Session <i>(Optional)</i> Drop-In Q&A 	WEEK 5	WEEK 7	WEEK 8

	LIGHT SIMULATION	FULL SIMULATION	INTERNAL SIMULATION
RUNNING THE SIMULATION			
Assigning Applications and At-Home Reviews	WEEK 6	WEEK 7-8	WEEK 8-10
<ul style="list-style-type: none"> • (Optional) Ability to Review Task • Assign Applications to Reviewers • Send Applications to Reviewers 			
Committee Meeting	WEEK 7	WEEK 9-10	WEEK 11-12
<ul style="list-style-type: none"> • Committee Meeting Agenda and Confirmation • Run the Committee Meeting 			
POST-SIMULATION			
<ul style="list-style-type: none"> • Debrief and Post-Simulation Survey • Feedback to Project Grant applicants – Internal Simulations 	WEEK 8	WEEK 10-11	WEEK 13-15