**Suggested tasks for the work bucket: Biosketches (un-numbered)**

* Set up checklist
* Create pdf for upload
* Send letter of request; emphasize importance of personal statement, when you need the document returned, ensure they have the latest form
* Obtain their agreement
* Determine whose biosketches you need
* Review each biosketch, especially the personal statements and contributions to science section to ensure they are congruent with your proposal
* Track receipt
* Collect completed biosketches in single file
* Work with owner to revise as needed