**Subject: Starting a Work-in-Progress Group**

[Your program] is launching a research Work-in-Progress.

We will use this time to review and critique our scholarly work. This will be a regular forum for practical input with senior faculty on hand. WIPs are designed to promote near-peer mentorship and cross-discipline insights. All forms of work-in-progress are eligible for review and advice, including abstract drafts, grant materials, figures & tables, aims pages, manuscripts, cover letters to journals, responses to reviewers, talks, etc. [Names of faculty members] will be on hand for [statistical/study design] consultation.

Meetings will be held:

**[Dates (include recurrence pattern), locations, whether refreshments are provided]**

**Agenda for Meetings**

\* Share wins

\* Scholar work-in-progress (1 to 3 items per session)

\* Set [SMART](https://www.ucop.edu/local-human-resources/_files/performance-appraisal/How%20to%20write%20SMART%20Goals%20v2.pdf) goals for accountability

\* Wrap up: questions and needs for trouble shooting, including [statistical/other] expertise

**If you have a** **time-sensitive need** such as [review of a response to an upcoming NIH resubmission], let us know and we will put you at the front of the line. Otherwise scheduling will be first-come, first served. Let us know if you’d like to opt in or out.Initial meetings may be quite small, so we recommend taking advantage of this early.

Topical Career Coaching Seminars will be provided as requested by the group – let us know if you have requests.

Mark your calendar now, and [**please RSVP for [date]** so we can schedule the right size room for next week.]