**Suggested tasks for work bucket: Biosketches (numbered)**

1. Determine whose biosketches you need
2. Obtain their agreement
3. Send letter of request; emphasize importance of personal statement, when you need the document returned, ensure they have the latest form
4. Set up checklist
5. Track receipt
6. Review each biosketch, especially the personal statements to ensure they are congruent with your proposal
7. Work with owner to revise as needed
8. Collect completed biosketches in single file
9. Create pdf for upload