How to Prepare for a CEAR Core Consultation

There are important ways in which you can best prepare for your initial consultation meeting. In order to gain the most from your meeting with our expert consultants, it is important that you provide the consultation staff with key background materials so they can come to the first meeting well prepared to assist you in reaching your goals.

While every consultation is different, certain documents are relevant to any initial meeting and should be sent (usually by email) at least a week prior to the consultation appointment. These documents could include:

- A summary of the goals of your consultation including a few key questions you’d like assistance in answering;
- If applicable and you already have a research proposal: a full copy of your research proposal (whether funded or in progress), including all tables, figures, and appendices;
- For early stage projects, your written summary of the existing literature in this area;
- A time line of when your project needs to be completed – what you need by when;
- Also, if applicable (for example, in working on a revision of a grant application): the critique you received about the prior submission. If the consult relates to a publication that was not accepted, a copy of reviewers’ comments should be provided.

When you attend your first consultation, it is important to come prepared to clearly and concisely discuss your research project. You should have your ideas in writing and provide copies at least a week prior to the initial consultation.

**If more in-depth follow-up assistance is desired:**

- After the initial consultation, if applicable, we may provide you with a brief proposal for further consultation services. This proposal will include staffing information, tasks to be completed, time lines, and budget estimates for each deliverable.
- It is essential that all parties are clear on a time line for when the consultation proposal is needed, and how quickly you will respond to the proposal. We require at least two weeks to prepare a proposal and ask that you respond to our proposal within two weeks, so that we can most effectively allocate our staffing resources.

We hope you find these guidelines helpful in organizing your request for consultation and for providing an efficient and transparent process. We look forward to working with you.