

Coordination Event/Meetings	Frequency
Conference calls among investigators (discuss project status, address concerns and project risks)	Weekly
Technical exchange and coordination meetings using Skype, Bluejeans or another videoconference technology	At least twice a month and more frequently as needed
Face-to-Face meetings (prior to P/I and demonstration meetings)	At least every 3 months and more frequently (especially at the beginning of the project) as needed