**OPA Analysis Worksheet**

**Date:**

**IC/Division:**

**IC Contact:**

**Background to Analysis**

*Please provide some background to the analysis. Highlight the goals of the analysis, and* ***define*** *the questions that you want to address.*

*Will the analysis be used for decision making, and if so how?*

**OPA Consultation**

*Please describe the help you need from OPA*

**Timing/Deadline**

1. *Is there a deadline, and if so, when is the analysis due?*

**Data Gathering**

1. *Which data is going to be used for the analysis?*
   1. *Grants, publications, patents, etc.?*
   2. *Which timeframe are you considering?*
   3. *Are you interested in projects that are funded, unfunded, or both?*
   4. *Do you have access to the data through NIH, or do you need to consult external sources?*
2. *If you haven’t already defined your portfolio, what is the main field of research to be analyzed?*
   1. *What are the keywords that define this portfolio?*
   2. *Is there an RCDC category/categories that can be used to define this portfolio?*
   3. *Is there any IC coding that can be used?*

**Other Information**