Internal Grant Review Process

Background

In an effort to help faculty submit highly competitive grant applications to extramural funding agencies (e.g., NIH, AHA, DoD, NSF, etc.), the Office of the Vice Dean of Research offers a mechanism to have the grant "pre-reviewed" in an effort to provide the PI with critical and constructive feedback on their proposed application.

The Process

The PI must submit the "request for grant review" form along with the components listed below to the office of the Vice Provost for Research via InfoReady. The complete application package should be submitted **at least 35 days prior** to the sponsor's deadline to allow proper time for the assigned reviewers to read the application carefully and provide meaningful feedback. Our office will plan to have the review completed and critiques returned to the PIs at least 7 days prior to the submission date.

Please provide the following components of the grant when requesting an internal review:

a) Introduction (if submitting a revised application or competitive renewal)
   a. If an Introduction is included, consider also submitting the prior review's critiques to help a reviewer assess whether the application is responsive to the prior review.
b) Specific Aims
c) Project Narrative (to include such elements as Significance, Innovation and Approach)
d) Optional: include a short personnel justification narrative (so the reviewer can assess whether the right complement of expertise has been recruited to ensure the successful completion of the studies proposed).

External Review

The PI should indicate whether he/she will allow the grant application to be externally reviewed. If so, the PI should list the names of those individuals who should **not** be solicited as peer-reviewers.

Internal Grant Review

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Principal Investigator (PI)

Co-PI(s) (if applicable)

Grant Title

Keywords (to facilitate distribution of grant to appropriate reviewers)

Funding Agency Targeted

Submission Due Date

Key Personnel Justification (to help a reviewer gauge if the work is staffed sufficiently)

Will you allow the grant application to be externally reviewed?

If yes, list the names of those individuals who should <u>NOT</u> be solicited as peer-reviewers.