

## **Pre-Submission Peer Review Process**

OADR will provide an honorarium to have their grant proposals peer reviewed by an outside source, ideally by an experienced reviewer. Rigorous grant review prior to the submission of an application to a funding agency is an essential component of successful applications.

The objective of the pre-submission peer review is to provide useful feedback regarding the strengths and weaknesses of the research narrative in order to aid the investigator in submitting the strongest application possible.

### **Requirements**

- Funding proposals must be investigator-initiated responses to a specific RFA/PA
- Only one per PI per fiscal year (will consider more than one on a case by case basis)

### **Timeline & Guidelines**

**Step 1:** In order to begin the pre-submission peer review process, the PI will need to fill out the required Request Form (see below), Abstract, and Research Strategy/Plan Narrative of their grant application. On the Request Form, the PI will need to indicate the reviewer of their choice along with their rate of pay, and RFA/PA for the grant. Any resubmission applications should include any agency reviews (i.e. “pink sheets”). **This information will be needed no later than 30 days prior to the application deadline.**

**Step 2:** OADR will arrange for the review to be completed within 10-14 days by the reviewer. The standard NIH review format should be used; however, general comments on the proposal will be acceptable.

**Step 3:** Approximately 15 days before the grant application is due, the peer review will be complete and reviewer comments and suggested amendments to the application will be sent back to OADR and then provided to the applicant for incorporation.

### **Checklist**

- **Signed Application Request Form**
- **Abstract**
- **Research Narrative/Plan**
- **RFA/PA**
- **Agency Reviews if Resubmission**

# OADR Pre-Submission Peer Review

## REQUEST FORM

**Project Title:** (not to exceed 81 characters)

**Agency:**

Title of RFP/PA:

**Type of Grant/Mechanism:**

**Name & Degree:**

**Position Title:**

**Phone:**

**Email:**

**Reviewer and contact information:**

**Name:**

**Rate of Pay:**

**Email:**

**Institution:**

**Phone:**

**Signature & Date:**

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*Investigator Signature*

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*Date*

**OADR Pre-Submission Peer Review**

**PI Survey on Reviewer Performance**

- 1) Would you recommend this reviewer?**
  
- 2) Would you use this reviewer again in the future?**
  
- 3) What did you find to be the most helpful with this process?**
  
- 4) What did you find to be the least helpful with this process?**
  
- 5) Please provide further comments on the reviewer below:**

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