

Applicant Guidelines

The applicant guidelines for the internal SSoE peer review program are outlined below. These are subject to change after assessment of the program. **Reviews will focus on content and are not intended to be used for English language editing.** English language review services, as well as critical content review, are available from the SSoE Grants Developer, Dr. Julie Myers-Irvin (jmm30@pitt.edu).

Three review models are available:

1. Specific aims, project summary, or similar one page overview of the proposal
 - a. Material must be received at least 10 days prior to the internal deadline (the internal deadline from here on refers to 5 days before the sponsor stated deadline)
 - b. Reviewers will complete reviews within 3 business days of receipt of material
 - c. Applicants will have 1 week to edit proposal
2. White papers (2-5 pages)
 - a. Material must be received at least 2.5 weeks prior to the internal deadline
 - b. Reviewers will complete reviews within 1 week of receipt of material
 - c. Applicants will have 1.5 weeks to edit proposal
 - d. White papers longer than 5 pages will be treated as a full proposal narrative
3. Full proposal narrative
 - a. Only the proposal narrative will be reviewed (no budgets, biosketches, facilities, human subjects, etc...)
 - b. Material must be received at least 4 weeks prior to the internal deadline
 - c. Reviewers will complete reviews within 2 weeks of receipt
 - d. Applicants will have 2 weeks to edit proposal

*Note: Ideally applicants will submit a one page specific aims or project summary 6 weeks or more before deadline, incorporate feedback into both the one page document and full proposal, and subsequently submit the full proposal for review within the 4 week timeframe. Attempts will be made (but not guaranteed) to return the full proposal to the same reviewers.

Proposal and applicant requirements

1. Applicants must be PI of proposal (multi PI is acceptable)
2. PI must have a full time primary SSoE faculty appointment
3. Proposal should be submitted through SSoE (if planning a multi PI submission through a school other than SSoE, please contact SSoE Grants Developer, Dr. Julie Myers-Irvin, for permission to utilize the review program)
4. Proposal must be submitted to an external funding agency
5. Proposals (or subcontracts for multi PI applications) must have a minimum of \$100,000 total direct costs (total for the span of the grant, not yearly)
6. Applicants may submit up to a maximum of 4 full proposals and 4 one page overviews per year

General instructions

1. For all requested reviews, applicants will choose 5 reviewers from the reviewer pool. Program staff will have discretion to choose reviewers other than those identified by applicants.
2. Applicant will fill out the request form on page 3 when requesting review services (can be imbedded into email or sent as a Word file)
3. Applicant will send completed request form, draft of proposal, biosketch of PI, and biosketches of collaborators (if possible) to Julie Myers-Irvin (jmm30@pitt.edu). Applicants can chose to send a budget justification (no specific salary figures).
4. 2-3 faculty will be assigned as reviewers
5. Reviewers will be asked to use agency review criteria when reviewing the proposal (For agencies other than NIH or NSF, applicants are asked to also provide a list of review criteria)
6. Reviews will be anonymous and applicants will not be informed of reviewer names
7. Reviewers will be asked to either recommend or not-recommend submission of proposal. However, the final decision to submit will be that of the applicant
8. If applicant has questions regarding the review they must contact Julie Myers-Irvin for assistance.
9. All faculty that participate in the program are required to inform Julie Myers-Irvin of the funding decision once available

*Note: All ethical codes and standards apply to this review process. The reviewer will not share or discuss the grant with any other individual. No portions of the proposal are to be copied or reproduced.

SSoE internal peer review request form

PI:

Department:

Funding agency:

Grant mechanism:

RFA link:

Proposal Title:

Type of request: Specific aims, White paper, or Full proposal

Proposal Internal due date:

Total direct costs:

Collaborators:

Suggested reviewers:

Completed review due date: to be filled in by administration