

Internal Grant Review Guidelines

MU College of Engineering

September 2007

This document describes guidelines under which MU College of Engineering investigators may request and participate in an internal review of grant proposals. The purpose of this program is to assist junior faculty with the grant proposal process, and to improve the grant-seeking success and stature of the MU College of Engineering.

Participation as a PI and as a reviewer is completely voluntary.

Sam Kiger will help identify potential reviewers.

Shelley Hilton will assist with scheduling review sessions, enforcing timelines and implementing reviewers' suggestions.

The review will consist of three phases:

- A specific aims session not less than three months prior to the agency deadline.
- Distribution of a (full) draft proposal to reviewers and Shelley Hilton not less than six weeks before the agency deadline and not less than two weeks prior to the review session.
- A review session and discussion held not less than four weeks prior to the agency deadline.

Timeline

>3 months prior to deadline	Discuss potential reviewers with Sam Kiger (KigerS@missouri.edu) and Shelley Hilton (HiltonSA@missouri.edu)
3 months prior to deadline	Specific aims/objectives session
6 weeks prior to deadline	Draft proposal to reviewers and Shelley Hilton
4 weeks prior to deadline	Review session
2 weeks prior to deadline	Near final draft to Shelley Hilton for editing if desired.

Reviewers

The PI and Sam Kiger will identify 3-4 reviewers. The PI will personally request reviewer participation and obtain commitment to attend the review sessions and provide a written review. To the degree possible, reviewers should be familiar with the general area and approaches in the proposal. One reviewer should come from outside the PI's group and work in an area different from that covered in the proposal.

Specific Aims Session

Not less than three months prior to the agency deadline, a 60 minute session is scheduled during which the PI presents his/her current ideas for discussion. Prior to the session, the PI distributes a one-page summary of the specific aims and objectives. The purpose of this session is to articulate and discuss the aims and methodologies.

Draft Proposal

The PI is encouraged to meet with the reviewers to discuss the proposal as needed after the specific aims session. No less than two weeks before the review session and at least six weeks prior to the agency deadline the PI will distribute a full draft of the proposal. The draft should include all required sections, (approximately) within the page limits and prepared to a professional standard of clarity and usage. Reviewers are not expected to read poorly prepared work.

Review Session

A 90 minute review session will be scheduled not less than four weeks prior to the agency deadline. Reviewers will provide a formal type-written review of the draft proposal following the agency format. The session begins with all reviewers reading their reviews, followed by a general discussion and questions. If reviewers agree, the PI may invite others who have read the proposal to attend the review sessions.

Final Proposal Preparation

The PI leaves the sessions with the reviewers' comments and may contact reviewers for further discussion. If desired, the PI may ask Shelley Hilton for assistance in implementing any changes, though there is no obligation to change the proposal to conform to the reviewers' comments.