External Grant Review Program for 2021

A critical step in developing a grant proposal is getting strong and useful feedback from reviewers. This external grant review program provides HHS faculty members financial support (a stipend of up to $500) to pay researcher(s) from outside Purdue to read and provide a detailed review of a faculty member's major external grant proposal. The expectation is that this review will lead to a stronger grant proposal with a greater chance of getting funded.

Eligibility
- Open to all faculty in HHS submitting a major external grant proposal in the near term. Major external grant proposal is defined as an NIH R01 or larger proposal or a proposal of similar level from another agency.
- Preference will be given to faculty who have not had any major external funding or who are submitting large center grants.

Submission Deadlines and Other Information
- Proposal deadlines (by 8 AM):
  - February 1, 2021, June 1, 2021, Nov 1, 2021
- Submit all proposal documents as a single PDF to hhsadresearch@purdue.edu.
- Decisions will be announced within 2 weeks of the submission deadline.

Proposal Guidelines
- Single-spaced
- One-inch margins on all sides
- Font: Arial 11 point
- Provide the following information:
  - Narrative describing the faculty member's program of research and the focus of the grant application, describing how the grant fits within the program (2-page max).
  - Please note the funding mechanism and the entity (federal institute, foundation) that you are targeting with your proposal. Provide a brief statement (a few sentences) describing how your proposal is a good fit for the entity and mechanism. All mechanisms, including parent mechanisms, are eligible.
  - Biosketch appropriate for the funding mechanism (NIH, NSF, etc).
  - Writing schedule indicating when the review(s) will occur (1-page max).
    - An internal review prior to the external review is highly encouraged.
    - It is fine to propose more than one review of the documents, but be cognizant of the workload on the reviewer.
    - Ensure the proposal draft will be shared with the external reviewer at least 1 month before the grant deadline.
    - Ensure you have time after receiving the external review to incorporate the feedback.
  - Identify the type of expertise you think you need for your review (1/2 page max).
Optional for large or particularly complex proposals (center-level proposals): If you will need to have more than one reviewer or to pay your external reviewer a higher stipend, provide a rationale and suggested stipend.

Review
Upon submission, all proposals will be reviewed by the Research Advisory Committee. On the basis of their feedback, the Associate Dean for Research will notify the faculty of the outcome.

Review Criteria:
1. Feasibility of the writing and review schedule
2. Match between the grant idea and the targeted announcement
3. Match with the goals of this program

Reporting Requirements
Each faculty member will provide the following information with respect to the proposal that was reviewed:
1. The date the proposal was submitted.
2. The outcome of the review of the proposal at the funding agency, including score and reviewer feedback.
3. The date the proposal was resubmitted (if applicable).

Implementation
1. Faculty will provide a list of 1-3 potential external reviewers for the Associate Dean for Research and the Lead Research Development Administrator to consider. We also can assist faculty in identifying external reviewers.
2. The faculty member will contact the external reviewer about participating.
3. Once the reviewer has agreed, a written agreement will be made between the faculty member and the reviewer about the timeline and expectations for the review. We will create a document template highlighting the expectations of the review. The document will include a place where the review criteria for the actual proposal can be inserted.
4. The external reviewer will be paid once the feedback has been submitted to the faculty member and the Associate Dean for Research.