

RDO External Review of Grant Proposals

INTRODUCTION

The Research Development Office (RDO) assists University of Iowa researchers with preparing ambitious, collaborative, and successful proposals. In this regard, RDO facilitates external reviews of proposals to external funding agencies. External review of proposals prior to submission will provide critical feedback in order to strengthen the proposal and improve the overall likelihood of success.

EXTERNAL REVIEW PROCESS

The PI will provide RDO with at least two potential external content experts to review the proposal. RDO will facilitate arrangements with **one** of those reviewers to complete a review of the proposal. Using agency-specific review criteria, external reviewers will provide a written critique of the proposal's strengths and weaknesses as well as its overall impact and significance to the field. In addition to a written critique, the PI, external reviewer, and RDO representative will participate in a 30-60 minute call to discuss the evaluation. The external reviewer will receive an honorarium of \$500 for completing the review process.

TIMELINE CONSIDERATIONS

- At least 12 weeks before due date: PI contacts RDO with at least two potential reviewers.
- At least eight weeks before due date: PI provides full draft proposal (e.g., narrative, biosketch, budget, etc.) to RDO to send to reviewer.
- At least six weeks before due date: PI receives written critique from reviewer as well as phone call to discuss review.
- After agency review and funding decision: PI informs RDO about status of proposal and provides reviewer comments.

ELIGIBILITY CRITERIA

All University of Iowa faculty and staff for whom research and scholarship are assigned as one of their primary job responsibilities and have at least a 50% university appointment may utilize this program. Each fiscal year, PI's are allowed only one review request.

Please note that funds are limited and will be available on a first-come, first-served basis.