February, 2016

**Department of Psychiatry and Behavioral Sciences**

**Internal grant review program**

The function of the grant review program is to create a mechanism to facilitate review of grant ideas in their formative stages, and provide feedback to investigators in order to aid the quality of the final, submitted grant proposal. The review program is mandatory.

*Materials will be submitted no later than 6 weeks prior to the application due date. The process will become active 1 March 2016, thereby affecting all grants with due dates on or beyond 12 April 2016.*

**Review Process:**

Step 1) The applicant will submit:

* Specific Aims page
* Significance (1 paragraph)
* Innovation (1 paragraph)
* Method (1-2 paragraphs, must including a data analytic plan)
* Key personnel (PI and Co-I’s)
* A list of any questions or concerns the PI would like reviewers to consider.

Step 2) Two faculty members will spend up to one hour reviewing the proposal, providing suggested edits and comments, and answering any specific questions/concerns provided by the applicant. Ideally, reviewers will be composed of (1) one associate or full professor with past/current grant funding; and (2) a faculty member with content and/domain knowledge.

Reviewers will provide feedback no later than one week following receipt of the proposal.

Feedback will take the form of (abbreviated) NIH review, highlighting strengths and weaknesses.

Step 3) A face-to-face meeting will be held to discuss the written feedback, no later than two weeks following receipt of the proposal.

\* This process is designed to minimize burden and enhance quality. Faculty members who submit proposals for review also have to agree to review other faculty member’s proposal (everyone chips in to make the process work).