



## Pre-Review Process

- Fill out Grant Pre-Submission System **(GPS)**
- Fill out the **online application** to hire the reviewer
- Send expert the **UNC Independent Contractor forms**
- Send **review form** to expert reviewer

## Post-Review Process

- Submit **completed review forms**
- Submit **invoice**

Detailed Instructions on pp. 2-4

# DAHS External Grant Review

## External Grant Review: The Value

If you are a Department of Allied Health Sciences (DAHS) investigator seeking a large grant (one with an award amount of at least \$100,000), we encourage you to utilize this opportunity to enhance the competitiveness of your proposal. An external grant review can provide you with the opportunity to receive feedback on grant applications from an expert in your topic area prior to submitting it to a funder.

As an investigator, and one most familiar with your topic, you are responsible for suggesting an expert reviewer who would be best suited to review your proposal. Choose an expert reviewer who has published extensively in your topic area, has received prior grant funding in that area and/or who has served on review panels similar to those which will be reviewing your application for funding.

For providing an expert review, the DAHS Office of Research and Scholarship (OORS) will compensate the reviewer \$500 --- IF the investigator and reviewer work together to adhere to the following procedure.

Here's how it works:

## External Grant Review: The Process

**Fill out the GPS.** At least 2 months before your grant is due, submit information about your proposal through the required DAHS Grant Pre-submission System - the **GPS**. The GPS must be filled out before the OORS will consider your request to pay an expert reviewer. Indicate on the GPS all of the DAHS OORS resources you are requesting for your proposal submission, making sure to check "External Review" and to specify your proposed reviewer's name and institutional affiliation. You also will be asked whether the person has already agreed to complete the review. We encourage you to get started as soon as possible. As soon as you think you want an external review, begin conversations to gauge the reviewer's level of interest. Check with the reviewer to make sure they're available to do the review, and that they're not applying for the same funding source.

**Apply to hire an expert reviewer.** Next, **apply online** to the DAHS OORS for the review/funding for your expert review. The online application requires you to (1) upload your proposed expert reviewer's CV or NIH biosketch, and (2) provide no more than a paragraph outlining: (a) why you are requesting the review, and (b) why you have chosen this individual as an expert reviewer. You'll receive an email upon completion of the GPS asking you to fill out the application, along with a link to it. The application also can be found at the link above.

Subject to availability of funding, the size of the grant award, an OORS assessment as to the strength of your argument and a cursory review of expert's CV, the OORS will grant you pre-approval to proceed with the paid external review.

Per university policy, approval to begin work is also subject to the expert's having been approved as an independent contractor (IC) (see next section). You should not give your reviewer the go-ahead to begin reviewing your narrative (with expectation of payment) until you receive OORS sign-off (within 2 business days) AND have completed the appropriate paperwork to add the reviewer as an IC (you will receive the IC forms from Kevin Castle in the DAHS

business office). You may want to wait until the individual has been officially approved before sending them your proposal to review.

**Complete Paperwork for the Expert to become a UNC Independent Contractor.** DAHS external reviewers are paid as ICs, and as such must complete various forms required by the University to become an IC (*for a specified payment amount and for this purpose only*). Until approval as an IC is granted, the reviewer may not wish to begin their work.

Once you have received sign-off from the Associate Chair for Research to proceed, email your reviewer the IC forms, which you will be emailed upon submission of your GPS. The email will come from OORS Contracts Manager Kevin Castle, and will contain his contact information if you have any questions during the IC process. Be sure to use only the forms you will receive upon submission of your GPS, as these are the most up-to-date forms. Using out-of-date forms may lengthen the process.

Forward the IC forms to your proposed reviewer immediately upon approval to proceed from the Associate Chair for Research. As getting a new IC into the UNC system can take up to a month, we suggest getting the IC forms to your reviewer with more than 2 months to spare before your due date.

Note that approval at this stage to proceed with the review does NOT constitute an approval for final payment. See below for guidelines as to the required deliverables the reviewer must provide.

**Finalize your draft for the reviewer.** Once your expert has submitted their paperwork for processing in the UNC system as an IC, you can send your draft for review (again, final payment cannot be made until they have been officially been added as an IC). As an investigator, you are responsible for properly preparing your draft for submission to your external reviewer. Drafts should be complete, readable narratives with very few editing errors. It is your responsibility, as the investigator, to ensure the completeness of the draft. If you need editing assistance, the OORS has a dedicated grants editor who, given adequate turn-around, can help you prepare a draft free of editing errors. The OORS' dedicated research methodologists are also here work with you. *Your initial completion of the GPS is what sets these OORS support services into motion.*

**Set a timeline with your reviewer and adhere to it.** As the investigator, it is also your responsibility to work with your reviewer to set mutually agreed-upon due dates for return of their IC forms and for return of their proposal review and invoice. It is highly recommended that you supply your reviewer with a draft one month from the proposal due date (after receiving approvals to move forward with him/her), and that you choose a reviewer who will be able to turn around written feedback at least 2 weeks prior to your submission date. This timeline should allow ample time for you to make changes to the narrative and budget as needed.

**Complete the appropriate forms.** To ensure consistency between reviews, reviewers must supply their comments on a **review form** similar to those used by various funding agencies' panel reviewers. You must supply a copy of the review form to the reviewer with a draft of your narrative. Together, you and your reviewer can also arrange for additional feedback about your proposal outside of this review form, in a mutually agreed-upon manner you find to be beneficial. Just be aware that the OORS does not need to receive any other reviewer feedback from you aside from the "official" review sheet, nor does the OORS need to see your grant proposal.

To receive reimbursement, (1) the reviewer must provide comments using the review form you have provided and (2) the review must be substantive, i.e., all major sections of the review form are complete (e.g., significance, innovation, and approach) and comments allow for constructive feedback as to changes for you to consider. You should inform your

reviewer at the time you request their services that payment will not be processed until their review has been received and their feedback has been deemed to be substantive (based on completion of the major sections of the review form) as this is the deliverable that they are expected to provide as an independent contractor of UNC. Along with the review sheet, the reviewer must also submit an invoice in order for final payment to be processed.

**Email the DAHS OORS for final approval/payment.** You will submit (via email) the reviewer's completed review form to the **Associate Chair for Research**, for approval for payment. The Associate Chair for Research will email you with further questions or indicate his/her approval to forward on the materials for processing of payment. If your submission is approved, you will email the reviewer's completed invoice (and any outstanding IC forms) to Contracts Manager **Kevin Castle** for processing. You will receive notification when payment has been processed. You will also receive an email with a link to a brief follow-up questionnaire to provide the OORS with feedback about the value of the review and process.

**Make revisions and submit your proposal!**

### **External Grant Review: The Criteria**

- Only faculty and post-doctoral fellows based in DAHS can request this funding.
- Applicants can serve either as PIs or co-PIs. The applicant can be a Multiple PI (MPI) or co-PI on a grant being led by a PI from outside DAHS.
- Reviewers must be external to the university.
- The award amount requested must be at least \$100,000 in direct costs.
- Grants that are to be administered through DAHS, if funded, will be given priority.
- Investigators and their contracted reviewers must follow the process, as outlined above, or payment to reviewers will not be processed.

For questions or comments about this external grant review process, please contact the **Associate Chair for Research**, Department of Allied Health Sciences Office of Research.