



EXTERNAL REVIEW PROGRAM 2021-2022 CALL FOR PROPOSALS

SUMMARY

External reviewers of proposals provide valuable feedback that investigators can use to strengthen proposals prior to submission to funding agencies, thus increasing the potential funding success of the proposal. The Division of Research will facilitate and provide honoraria for the external peer-review of grant proposals with the **EXTERNAL REVIEW PROGRAM**. Clemson faculty may participate in this program to receive external reviews of grant proposals on which they are the Principal Investigator (PI). PIs will suggest external reviewers, and ORD staff will coordinate the receipt of written peer-review in a timely manner. The Division of Research will provide matching funds as honoraria for the reviewers. Submissions of materials for the External Review Program must adhere to the timeline outlined below.

ELIGIBILITY

All Clemson University faculty and staff who are eligible to serve as PIs on grant proposals are eligible to participate in the External Review Program.

A maximum of four reviews per PI in each year funding cycle will be considered.

FUNDING AND REQUIREMENTS

A total of \$300 will be provided to each reviewer as honoraria, split evenly between the VPR office and the investigator/department/school/college.

A 1:1 cash cost share is required for all applications. The Division of Research will provide matching funds, up to \$150, for each review honoraria. The balance of the requested review budget must be covered by the PI, the PI's department/school, the PI's college, or other relevant source. Matching funds must be allowable under federal and state guidelines. Unallowable matching funds are costs on another federal project or any other committed funds. Additionally, fund sources not allowable are Fund 18 and Fund 20.

A maximum of two reviews will be provided for each proposal. Each review will be counted toward the maximum limit for the External Review Program funding cycle.

TIMELINE

<i>External Review Program application due</i>	At least twelve weeks before sponsor deadline
<i>Full draft proposal to ORD</i>	At least eight weeks before sponsor deadline
<i>Reviews delivered to PI</i>	At least four weeks before sponsor deadline

For the 2021-2022 cycle of the External Review Program, grant proposal sponsor deadlines should fall between August 1, 2021 and July 31, 2022. Hence, the earliest submission date for External Review Program applications is May 9, 2021 and the latest application submission date is May 8, 2022.

SUBMISSION PROCEDURES

The External Review Program will be managed through the Clemson InfoReady Research Portal (<https://clemson.infoready4.com/>). Applications to the program, electronic approval signatures, and proposal drafts for review must be submitted through InfoReady. Please note that, for the submission of the final grant proposal to the sponsor, PIs should contact their college OSP Support Centers.

APPLICATION PREPARATION

Applications that are not in compliance with the requirements and instructions will be returned without review.

Visit InfoReady (<https://clemson.infoready4.com/>) to view and complete an application for the External Review Program. As part of your application, you will need to provide names and contact information for potential peer-reviewers. Additionally, please upload the following documents as part of your application:

1. Overview of Grant Proposal and Expected Benefit of External Review [1 page maximum]

Briefly describe the need, objectives, methods, and expected outcomes of the anticipated grant proposal. Also, address the following questions:

- What areas of concern do you have in your grant proposal?
- What are you expecting to gain from external peer-review of your grant proposal?

2. Budget and Cost Share Detail [1/2 page at most]

Provide an estimated overview of the grant proposal budget. Also, detail requested External Review Program budget and the cost-share source(s) for the reviewer(s) honoraria.

DELIVERABLES

A two-page report must be submitted through InfoReady within one month after grant proposal submission to the sponsor. The report should detail how the participation in the External Review Program impacted the grant proposal and the proposal development process. A copy of the submitted grant proposal should be included with the report.

REVIEW PROCESS

The Division of Research will review applications to the External Review Program and make funding decisions. The Division of Research may seek input from Associate Deans for Research or department chairs.

Evaluation Criteria:

- ✓ Likely impact of funding on scholarship and productivity
- ✓ Probability of increased extramural funding
- ✓ Other factors that demonstrate potential benefit to the University

CONFIDENTIALITY DISCLAIMER

The scientific content of the grant proposal will be sent to the identified reviewers. The Division of Research cannot guarantee confidentiality of this information or non-disclosure by the reviewers. By participating in the External Review Program, the PI understands and accepts this risk.

QUESTIONS

Questions about this program can be directed to Kelly McSwain, at kmcswai@clemson.edu, 864-656-0260, in the Division of Research.