



**External Review Initiative  
2023 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 their potential funding success. The Division of Research facilitates and provides honoraria for the external peer-review of grant proposals with the **EXTERNAL REVIEW INITIATIVE**. Clemson faculty may receive external reviews of grant proposals on which they are the Principal Investigators (PIs). PIs will suggest external reviewers, and ORD staff will coordinate the receipt of written peer reviews. The Division of Research will provide matching funds as honoraria for the reviewers. Submissions of materials for the External Review Initiative must adhere to the timeline outlined below.

**Funding amount:** \$300 per reviewer, split by a 1:1 VPR/PI costshare  
**Deadline:** Proposals accepted on a rolling basis  
**Funding period:** Based on below timeline

**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 INITIATIVE**. A maximum of four reviews per PI in each FY funding cycle will be considered.

**FUNDING AND REQUIREMENTS**

A total of \$300 will be provided to each reviewer as an honorarium, 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 honorarium. 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. Please specify the specific cost-share source/chart string in the budget. Cost-share fund sources not allowable are Fund 18, Fund 20, Fund 22, and Fund 25. The cost-share funds must be available during the project period.

A maximum of two reviews will be provided for each proposal. Each review will be counted toward the maximum limit for the **EXTERNAL REVIEW INITIATIVE** funding cycle.

**TIMELINE**

External Review Initiative application due	At least 12 weeks before sponsor deadline
Full draft proposal to ORD	At least 8 weeks before sponsor deadline
Reviews delivered to PI	At least 4 weeks before sponsor deadline

External review requests are accepted on a rolling basis throughout the year.

## PROPOSAL PREPARATION AND SUBMISSION PROCESS

The **EXTERNAL REVIEW INITIATIVE** is managed through the Clemson InfoReady Research Portal (<https://clemson.infoready4.com/>). Applications 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 INITIATIVE**. Provide names and contact information for potential peer-reviewers and upload the following documents as part of your application:

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

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?

### B. Budget and Cost Share Detail [1/2 page]

Provide an estimated overview of the grant proposal budget. Also, detail the requested **EXTERNAL REVIEW INITIATIVE** budget and the cost-share source(s) for reviewer honoraria.

## DELIVERABLES

A two-page report must be submitted through InfoReady (<https://clemson.infoready4.com/>) within one month after grant proposal submission to the sponsor. The report should detail how participation in the **EXTERNAL REVIEW INITIATIVE** impacted the grant proposal and the proposal development process. A copy of the submitted grant proposal should be included with the report.

## 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 this initiative, the PI understands and accepts this risk.

## QUESTIONS

Questions about the R-Initiatives can be directed to [rifunds@clemson.edu](mailto:rifunds@clemson.edu), in the Division of Research.