Policy:

In order to enhance the competitiveness of external funding proposals, the Office of Grants and Contracts will provide assistance in obtaining peer review of grant proposals prior to submission.

Provisions:

• The Principal Investigator must have a complete draft of the proposal, including a detailed budget and budget narrative for all project years, at least five weeks prior to the proposal submission deadline.

• Two months prior to the submission date, the Principal Investigator must submit a completed Proposal Review Request Form (PRF), a list of experts in the proposal topic area, and, as applicable, a list of potential internal (USC) or external reviewer recommendations (see Procedure 1.b.).

• Compensation for reviewers will be provided by the Office of Grants and Contracts.
  ➢ Compensation for major proposal reviews will be $200. Major grant proposal typically contain most of the following elements:
    o Multiple (more than 2) Principal/Co-Principal Investigators
    o Covers a time period of more than one year
    o Involves the participation of external organizations (i.e.: other educational institutions, schools or school districts, community organizations)
    o Contains an evaluation component
  ➢ Compensation for all other proposal reviews will be $100.

Procedure:

1) At least two months prior to the submission deadline, the Principal Investigator submits the following to the Office of Grants and Contracts:

   a) The completed Proposal Review Request Form (PRF);
   b) For major proposals, a list of at least three recommended reviewers, preferably external to the College. For all other proposals, a list of at least three recommended reviewers, preferably from within the College; and
   c) A one-page concept paper or description of specific aims.
2) The Office of Grants and Contracts will locate a reviewer for the proposal.

3) At least five weeks prior to the submission deadline, the Principal Investigator will submit an electronic version of the complete proposal, including a detailed budget and budget justification for all project years, to the Director of the Office of Grants and Contracts. The Office of Grants and Contracts will review the proposal budget for adherence to University guidelines.

4) Four weeks prior to the submission deadline, the Office of Grants and Contracts will send electronic versions of the proposal, the program review criteria, and a Evaluation Form to the reviewer along with a request for feedback within 14 days. Requested feedback will include strengths, weaknesses, and suggestions for improvement of weaknesses.

5) The Office of Grants and Contracts will distribute reviewer feedback to the PI for consideration and/or incorporation of suggested changes.

6) The Office of Grants and Contracts will initiate payment to the reviewer for his/her services:
   a. Reviewers within the USC system will receive payment via a transfer of funds into his/her Professional Development account;
   b. Reviewers external to USC will receive payment in the form of a check.
Request for Proposal Review
Office of Grants and Contracts

P.I. Name

Date: ________________________
(No later than 2 months prior to submission deadline)

Position: __________________________

Dept: __________________________

Title of Proposal: (attach one-page concept paper or description of specific aims).

Prospective Funding Agency/Sponsor: __________________________

- Specific program area, funding announcement, or RFP:

- Proposal deadline: ________________ Proposed funding period: ________________

- Estimated direct costs for project: ________________ (year 1); ________________(total).

Signature
I, __________________________, Principal Investigator for the project named above, agree to submit a complete draft of the proposal, including budget, by _________________.

Signature __________________________
Date __________________________

Authorization
Office of Research Signature __________________________
Date __________________________

Submit form to: Office of Grants and Contracts and email copy to stepherw@gwm.sc.edu.

Attach: One-page concept paper or description of specific aims. List/contact information of at least 3 recommended reviewers.
## Proposal Review Form

<table>
<thead>
<tr>
<th>Criterion</th>
<th>1 = poor</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The outline (format) of the proposal matches the format required by the funding source.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The proposal clearly demonstrates the <strong>importance of the problem or issue</strong> to be addressed.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposal has few, if any, unsupported assumptions.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposal includes quotes from authority figures or clients and/or statistical evidence to support assumptions and statements.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposal is <strong>neat, clean, and easy to read.</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposal is <strong>brief, clear, and concise.</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposal is <strong>positive.</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposal has a <strong>professional look and layout.</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposal establishes the <strong>credibility</strong> of the applicant.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposal clearly specifies <strong>program objectives</strong> and <strong>measurable outcomes.</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

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**Proposal Title____________________________________________________________   Date_______________
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<th>Criterion</th>
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</tr>
</thead>
<tbody>
<tr>
<td>The proposal presents an adequate <strong>management plan</strong> to achieve the objectives of the project.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposal includes a <strong>timeline</strong> for program activities.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposed budget is <strong>adequate</strong> to support the project, includes <strong>detailed information</strong> and <strong>matches</strong> the objectives.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>The proposal includes a specific and measurable <strong>research design</strong>.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

What is your **overall evaluation** of the proposal? | 1 2 3 4 5 |

What are the **strengths** of the proposal? |

What are the **weaknesses** of the proposal? |

What **additional information** would you like to have as a reader? |

Evaluator’s Signature ___________________ Date ___________________