

Office of Faculty Enrichment & Engagement

PROGRAM FOR FUNDING REVIEWS OF RESEARCH PROPOSALS

PURPOSE

The Office of Faculty Enrichment & Engagement (OFEE), in collaboration with the Office of Research & Sponsored Programs (ORSP), is pleased to announce the implementation of a new program to support faculty submitting proposals for extramural funding. Effective December 1, 2021, funds will be available for faculty and staff that wish to have a research proposal reviewed by an external evaluator. The criteria for this program are detailed below:

CRITERIA

- **Who May Apply:** Any faculty member that is on the tenure track, non-tenure track or is tenured. NEOMED staff are also welcome to submit an application,
- **Eligible Granting Agencies:** All granting agencies (government, public and private) will be given consideration,
- **Application:** A brief application that is intended to collect basic faculty or staff information, funding agency and evaluator information will be completed and submitted with a copy of the proposal. The application may be submitted up to three (3) months in advance of the agency deadline,
- **Submission Deadline:** A proposal must be submitted to OFEE at least 30-days prior to the deadline with the sponsoring agency. No exceptions will be made,
- **External Reviewer:** The submitting party will recommend up to two (2) external reviewers that are not on the NEOMED faculty. The external reviewer must be able to complete a proposal review with comments and recommended modifications within a 10-day period,
- **Communication:** All communication with the external reviewer will be completed by the faculty member with a “cc” to the OFEE. Our goal is to create an efficient system that is supportive of research efforts,
- **Maximum Support:** A faculty member may receive funds for up to two (2) proposals within any academic year for review by an external reviewer,
- **Compensation:** A grant reviewer will be compensated up to \$750 for their efforts. The external reviewer must complete and return an executed W-9 form via the NEOMED system and submit an invoice in order to receive compensation,
- **Number of Reviews:** Funding to support a total of twenty (20) grant reviews will be dedicated during the current academic year.

SUBMISSION INFORMATION

- **To Whom:** A [completed application](#) and copy of the grant proposal can be submitted to Janel Koellner via email at FacultyGrantReviews@neomed.edu.