

Research Council

Policies for Proposal Review

The Council recommended the following changes for all proposal reviews conducted:

- All Research Council members will receive all proposals electronically – this might be best accomplished by either sending a CD to reviewers or making the proposal downloadable from a Research Office web site.
- Each proposal will be assigned to three reviewers (primary, secondary, reader).
- Each reviewer will give a preliminary score prior to the meeting.
- The proposals will be initially ranked based on these preliminary scores.
- Proposals on which there is strong agreement between all three reviewers that the proposal is not sufficiently competitive will not be discussed further.
- During the Research Council review meeting, each reviewer will give their preliminary score for those proposals that will be reviewed, followed by a succinct summary of the merits and potential problems of the proposal.
- The floor will be opened to comments from the general membership.
- The entire Research Council membership will then record their scores confidentially on a scoring sheet that will be collected and tallied by the Research Office, Coordinator of Special Programs after the meeting.
- The Research Council chairperson will then make a recommendation to the Vice President for Research based on the final, ranked proposals.
- Reviewers who serve as PIs on proposals submitted for any Research Office funding mechanism shall be excused from reviewing proposals during that cycle so as to avoid a potential conflict of interest.
- Reviewers who are unable to attend the review meeting for any reason shall be excused from reviewing proposals for that cycle.

Approved AY 2006-07