IPR Planner for New Grants

The Planner provided here incorporates best practices for effective internal peer review (IPR) that we have seen in the faculty, and will help you establish a timeline for IPR. We have found that setting milestones makes grant writing and the IPR process more manageable. Note that these are suggestions based on practices we have seen work. Be sure to check with your Research Institute to see if they have a different form of IPR they would like you to follow.

Milestone	Time before internal deadline	Target Date	Confirmed Date	Details and considerations (for *New Grants*)
Review competition guidelines, create a project outline or summary, and identify the types of reviewer expertise required for your internal peer review	6 months			• What types of reviewers will review your application*? • Who has reviewed for the agency/competition/committee in the past**? • Who has been funded by this competition in the past**? • What methods and approaches do you plan to propose? • What pillar of research are you working within? * Remember, your reviewers are unlikely to be experts in your exact area of research. At least one reviewer is likely to be more of a generalist than a specialist. ** Guidelines and criteria change often so ensure that your internal reviewers are aware of the most up-to-date requirements.
Contact your IPR Review Lead and confirm reviewers	5.5-6 months			• Who is the Review Lead for your Research Institute? • Your Review Lead can help you select reviewers and identify a committee chair.
Invite reviewers & chair and schedule meetings	5-6 months			• Let your internal reviewers know why you are asking them (e.g., what expertise/experience do you hope to draw on). • Tell reviewers what competition you are applying to and a bit about your research. • Be clear about what you are asking of them (e.g., how many meetings, the purpose of each meeting, how long will they have to provide their feedback). • Invite your internal reviewers to provide the same honest, constructive feedback they would give if they were committee members reviewing for the competition. Asking them to provide an actual score provides the most important information. • Confirm your commitment to meet deadlines and carefully consider their feedback.

Meeting #1 – Chalk Talk/Test Your Concept	4-6 months			Send your internal reviewers the following **1 week prior to the meeting**: • Competition guidelines/objectives, evaluation criteria, committee mandates • Peer review committee you plan to send your grant to • Your project summary Ask your internal reviewers the following: • Does my project fit (the agency, the competition, the chosen peer review committee)? • Am I asking the right question(s) and are my specific aims appropriate? • What is currently missing? • Is my project ready? • What is the most serious criticism that could be leveled at the project at this time?
Meeting #2 – First Draft	2-3 months			Send your internal reviewers the following **1 week prior to the meeting**: • Competition guidelines/objectives, evaluation criteria, instructions for each section of the grant • Your full draft application — it is also important to obtain feedback on sections like your summary of progress, HQP training plan, EDI plan, commercialization plan, etc. At the meeting: • Let the peer review criteria for your competition guide the meeting. • Start by asking your reviewers about your grant's strengths and weaknesses. • Ask for feedback on both the scientific content and the grantsmanship.
3rd review (written feedback and/or external review)	3-4 weeks			Send your reviewers the following **1 week prior**: • Your revised application • Summary of feedback from your last meeting • Competition guidelines, instructions, and evaluation criteria
Send to the CSM Grant Development Office for review	2-3 weeks			Send the following: • Your full application, including the budget (not just the proposal) • Any specific questions or areas to focus on
Submit to RSO – Final Internal Deadline	0 weeks			• Your Department Head and the Associate Dean Research Grants must approve your RMS record <u>before</u> the internal deadline. • You must submit your final complete application to RSO by the internal deadline — typically noon, 3 business days before the agency deadline; watch for weekends/long weekends ahead of the agency deadline. • See External Grant Application Requirements and RSO's Research Opportunities Database for more details on how to submit your application and internal deadlines.