Reviewer Guidelines

The reviewer guidelines for the SSoE internal peer review program are outlined below. These are subject to change after assessment of the program. **Reviews will focus on content and are not intended to be used for English language editing**. English language review services, as well as critical content review, are available from the SSoE Grants Developer, Dr. Julie Myers-Irvin (jmm30@pitt.edu).

We will pilot three review models:
1. Specific aims, project summary, or similar one page overview of the proposal
   a. Reviewers will receive $40 into an internal account to support scholarly activities (eg. travel, books, publication expenses) in return for their review of this one page document
   b. Reviewers will be expected to return their completed review to Julie Myers-Irvin (jmm30@pitt.edu) within 3 business days of receipt of file
   c. Reviews must be returned within the specified timeframe in order for funds to be transferred
2. White papers (2-5 pages)
   a. Reviewers will receive $75 into an internal account to support scholarly activities (eg. travel, books, publication expenses) for completion of review
   b. Reviewers will be expected to return their completed review to Julie Myers-Irvin (jmm30@pitt.edu) within 1 week of receipt of file
   c. Reviews must be returned within the specified timeframe in order for funds to be transferred
   d. White papers longer than 5 pages will be treated as a full proposal narrative
3. Full proposal narrative
   a. Only the proposal narrative will be reviewed (no budgets, biosketches, facilities, human subjects, etc…)
   b. Reviewers will receive $150 into an internal account to support scholarly activities (eg. travel, books, publication expenses) for completion of review
   c. Reviewers will be expected to return their completed review to Julie Myers-Irvin (jmm30@pitt.edu) within 2 weeks of receipt of file (we highly encourage turnaround within 1 week if possible)
   d. Reviews must be returned within the specified timeframe in order for funds to be transferred

   *Note: Ideally applicants will submit a one page specific aims or project summary 6 weeks or more before deadline, incorporate feedback into both the one page document and full proposal, and subsequently submit the full proposal for review within the 4 week timeframe. Attempts will be made (but not guaranteed) to return the full proposal to the same reviewers.

General Guidelines

- Applicants will be asked to suggest 5 reviewers from the pool of participating faculty
- 2-3 reviewers will be assigned for each review (potential reviewers will be emailed to inquire about availability and the first to respond will be given priority as reviewers)
- All reviews will be anonymous and the applicant will not be informed of who reviewed their documents
- For NIH and NSF proposals, reviewers are asked to use standard review forms (to be provided) and criteria. For other agencies reviewers will be provided with review criteria.
- Reviewers will be asked to either recommend or not-recommend submission of the proposal. However, the final decision to submit will be that of the applicant

- Funds will be transferred via interdepartmental journal entry: handled by Melissa Penkrot (mam266@pitt.edu) and the appropriate departmental administrator

*Note: All ethical codes and standards apply to this review process. The reviewer will not share or discuss the grant with any other individual. No portions of the proposal are to be copied or reproduced