**PRE-SUBMISSION REVIEW PROGRAM**

**OVPR has a NEW APPLICATION PROCESS FOR ALL INTERNAL FUNDING REQUESTS:**
Starting September 1, 2014, all internal funding requests will be submitted through eProp. We have developed our standard eProp system to accommodate internal funding submissions. Each internal funding program will still have its own application guidelines to be followed to prepare a PDF application that will be uploaded into eProp. All approval signatures will be routed through the eProp system.

The Office of the Vice President for Research (OVPR) will consider requests to cover the expense of an internal or external scientific review of a grant proposal. New this year, OVPR will also provide support for proposal editing services provided the applicant has attended one of OVPR’s Write Winning Grants seminars, participated in the Pre-Submission Review Program, or provides evidence of participation in some other grants development activity.

**Internal or External Scientific Review**
OVPR will provide $300 for an internal review, to be placed in the reviewer’s indirect cost account, and $600 for an external review. For departments and colleges that conduct mock study section reviews, we will provide $500 per reviewed proposal into the indirect cost account of the department or college.

**Editorial Services**
OVPR will provide up to $500 for editorial services for a grant provided the applicant has attended one of OVPR’s Write Winning Grants seminars, offered two times a year, or used our Pre-Submission Program in the past for a scientific grant review. Dates for this year’s Write Winning Grants seminars are listed on our Grant Writing Seminars website at [http://www.research.wayne.edu/seminars-training/grant-seminars.php](http://www.research.wayne.edu/seminars-training/grant-seminars.php). Potential grant editors are listed on our Internal Funding Opportunities web page at [http://www.research.wayne.edu/funding/internal-funding.php](http://www.research.wayne.edu/funding/internal-funding.php). This list simply provides options; these are not endorsements and you may use an editor not on this list. If you would like to add additional grant editors to the list, please contact Sarah James at sjames@wayne.edu.

**How to Participate**
Address the request in memo format to Gloria Heppner, Associate Vice President for Research, with approval from the appropriate chairperson. For **external or internal scientific reviews and editorial reviews**, include the name of the researcher or editor whom you would like to review your proposal, the reviewer’s institutional affiliation and title, area of specialization, and a brief statement as to why this is the appropriate person to review your proposal. For **mock study section reviews**, please provide the names of review panel, their titles and areas of specialization, the names of the applicants whose proposals will be reviewed, and the date of the mock study section review.

**For ALL pre-submission review types**, also include the targeted agency for the proposal(s), funding mechanism, title of project, and anticipated date of proposal submission. Requests should be submitted as one PDF through our eProp system. Log-In to eProp requires a WSU Access ID and Academica (Pipeline replacement) password. To submit your internal funding proposal, please follow the steps in the [Unite! Internal e-Prop user guide](http://www.research.wayne.edu/unite_e-Prop_user_guide). When submitting to eProp, please select Sponsor Code 810021 for Pre-submission Review Program. If you have questions about entering and uploading your internal funding proposal, please contact Tim Foley at tfoley@wayne.edu or 313-577-8357. If
you have questions about the particular funding program, contact Sarah James at sjames@wayne.edu or 313-577-8997. If you have questions about transfer of funds for any of our programs, contact Lilly Hatzis at ab1625@wayne.edu or 313-577-2245. If assistance is required with technical issues, please contact Research_IT@wayne.edu.

If the request is approved, the review should follow the review criteria outlined by the relevant funding agency and should be submitted through eProp when received. For external and editorial reviews, if approved, the investigator’s department administrator should complete necessary paperwork (including e-mail confirmation from reviewer agreeing to the honorarium amount, which is required by Disbursements) and our office will transfer funds to cover the cost of the review. For internal reviews, the funds will be deposited into the indirect cost account of the internal reviewer.

If you need additional information on the participation process, please e-mail sjames@wayne.edu or call 577-8997.