

Pre-Submission Review Program

The Office of the Vice President for Research will consider requests to cover the expense of an internal or external review of a grant proposal. We 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.

Address the request in memo format to Gloria Heppner, Associate Vice President for Research, with signature approval from the appropriate chairperson. Include the name of the researcher 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. In addition, include the targeted agency for your proposal, funding mechanism, title of project, and anticipated date of proposal submission. Requests should be sent to the attention of Sarah James and can be e-mailed as pdf attachments to sjames@wayne.edu, delivered to 5057 Woodward, Suite 6200, or faxed to 577-3626.

If the request is approved, the review should follow the review criteria outlined by the relevant funding agency and should be forwarded to sjames@wayne.edu when received. For external 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. If you need additional information, please e-mail sjames@wayne.edu or call 577-8997.