



A. Purpose

The Office of the Dean is creating a program to assist faculty to write strong grant proposals for external funding. The program will facilitate external review of eligible grant proposals by senior scholars outside of the University of Miami. This document outlines the process for obtaining external review prior to a research proposal submission.

B. Policy

- **The College will provide an honorarium for external review of qualified research proposals prior to submission.**

C. Eligibility

- Any proposal to a major agency such as NIH, NSF, NEH, DOE, etc. that is submitted by a College of Arts and Sciences faculty member as Principal Investigator.
- The proposal must be for \$50,000 total costs (Direct and Indirect) or greater.
- The Department Chair must classify the proposal as review ready prior to request.

D. Application Process

- The Senior Associate Dean for Research and Graduate Education, Angel Kaifer, is contacted within a reasonable time of the submission deadline with the grant program announcement number (if applicable), deadline and abstract of the proposal.
- The Principal Investigator identifies an external or internal reviewer or provides criteria for selection of an external reviewer to the Senior Associate Dean for Research and Graduate Education. The ideal person would be someone who has reviewed at the agency level.
- The Senior Associate Dean will allocate the funding (\*Please note in years of high submission volume amounts may be smaller to accommodate increased submissions).
- Once the Principal Investigator has identified the reviewer, the PI's department will execute an honorarium or consulting arrangement using the funds provided.
- It is the PI's responsibility to initiate the entire process in a timely fashion, allowing enough time to make all arrangements before the submission deadline.