

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: RESEARCH AND TRAINING PROPOSAL REVIEWS

DATE EFFECTIVE: November 11, 2004

LAST REVIEWED/REVISED: April 29, 2008

POLICY: All faculty research and training proposals planned for submission to any funding agency (internal or external) must receive approval through the University of Pittsburgh School of Nursing (SON) external or internal review process. All research proposals will be reviewed by at least two experienced researchers. The Associate Dean for Scientific and International Affairs will also review each research proposal prior to submission. The purpose of this policy is to ensure the quality of the research proposals submitted by faculty and students from the School of Nursing.

PROCEDURE:

1. The Principal Investigator (PI) meets with the Assistant Director, Research Administration and a Grants Assistant in the Center for Research and Evaluation (CRE) two to three months prior to the application submission deadline to discuss the development of the budget and to review grant application procedures.
2. The PI submits a copy of the proposal's narrative to a Grants Assistant one month prior to the agency submission due date. Electronic copies are preferred. A cover sheet is available on the Intranet to accompany the submitted proposal. The cover sheet permits the PI to name two competent potential reviewers who have agreed to review the application within five working days after receipt. If the proposal is a revision and an external critique (Summary Statement) is available, a copy of the critique is also included.
3. A Grants Assistant forwards the application, the cover sheet, a review form and other relevant materials to the two reviewers and the Associate Dean for Scientific and International Affairs.
4. Completed reviews are returned to the PI and the Grants Assistant, who forwards a copy to the Associate Dean for Scientific and International Affairs. The Associate Dean meets with the PI to discuss the critiques. If major revisions are recommended, the PI will be instructed to submit the revised application to the Associate Dean for final approval. If minor revisions are needed, the Associate Dean will issue an electronic statement on the "submission readiness" of the proposal to the CRE.
5. The Office of Research (OOR) requires that proposals and all accompanying documents be received 10 working days prior to the submission date if the application is to be submitted through Grants.gov. This applies to all federal grant applications (e.g., NIH, HRSA, etc.). If the application is not submitted through Grants.gov, the OOR must receive the completed proposal five working days prior to the submission date. The CRE will not submit grants to the OOR that are not in compliance with this policy.

Approved by Administration: 04/94; 11/04

Reviewed: 01/97, 03/99, 12/01; 03/04, 04/08

Revised by Administration: 04/04; 11/04, 05/08

COVER SHEET FOR PROPOSAL REVIEWS

Investigators: Please complete this form and submit it electronically along with your proposal to: Jean Zamzow, at jez15@pitt.edu. Applications are due no later than **one (1) month** prior to the due date of the agency for which the application is intended. ***NOTE:** If the proposal is a revision and external review critique (summary statement) is available, please include it with a copy of the introduction.

Title of proposal:

Names of 2 individuals who have agreed to review your proposal within five (5) business days:

Name	Area of Expertise	Email
_____	_____	_____
_____	_____	_____

Name	Phone #	Email
PI: _____	_____	_____
Co-I(s): _____	_____	_____
_____	_____	_____
_____	_____	_____

Consultants:

Internal _____	_____	_____
_____	_____	_____
External _____	_____	_____
_____	_____	_____

Source of Funds: _____ **Internal** _____ **External** _____

Name of Funding Source: _____ **Due Date:** _____

Type of Application: (e.g., Small grant, R01, center grant, training grant, individual fellowship, etc)

Estimated level of ANNUAL direct cost support to be requested:

_____ **Less than \$100,000** _____ **\$100,000-\$300,000** _____ **Over \$300,000**

Years of support requested: (circle one) 1 2 3 4 5

SCHOOL OF NURSING SCIENTIFIC REVIEW FORM

Proposal Number:

Delivered:

Due Back:

PI: _____

Title: _____

Specific Recommendations

Please evaluate the following components of the proposal by circling a number from 1 to 3.

Scientific Merit	Acceptable		Unacceptable
Significance	1	2	3
Innovation	1	2	3
Approach	1	2	3
Design	1	2	3
Eligibility Criteria	1	2	3
Sampling Procedure	1	2	3
Reliability and Validity of Instrumentation	1	2	3
Data Collection Procedures	1	2	3
Intervention (if Applicable)	1	2	3
Data Analysis	1	2	3
Sample Size	1	2	3
Environment (feasibility)	1	2	3
Risk/Benefit Ratio	1	2	3
Adequacy of Data Safety Monitoring Plan	1	2	3
Investigator (fit of skills with project)	1	2	3

Comments (If you need additional space, please attach a second page or narrative edited with Track Changes.):

General Recommendation

Please indicate your overall rating of this proposal by circling one of the following:

- 1 **Acceptable** in Present Form
- 2 Acceptable, but Needs **Minor Revision**
- 3 Needs **Substantial Revision and Re-review**

Please complete and return the form with a copy of the proposal to: Jean Zamzow (jez15@pitt.edu), 360 Victoria Building

Revised: April, 2008

SCHOOL OF NURSING PROPOSAL ACCEPTABILITY FORM

Proposal Number:

PI: _____

Title: _____

This proposal has been reviewed by:

	Yes	No
Reviewer 1: _____	_____	_____

Reviewer 2: _____	_____	_____
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Associate Dean for Scientific and International Affairs:	_____	_____
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If required: re-reviewed by Associate Dean for Scientific and International Affairs:	_____	_____
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This proposal is acceptable for submission:	_____	_____
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Janice S. Dorman, PhD
Associate Dean for Scientific and International Affairs

Date