

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: FACULTY RESEARCH PROPOSAL REVIEWS

DATE EFFECTIVE: February 11, 2014

LAST REVIEWED/REVISED: May 27, 2014

POLICY: All faculty research proposals planned for submission to any funding agency (internal or external) must receive both external scientific review and budget approval. Proposals that do not follow this policy are at risk of not being accepted by the University upon award. The purpose of this policy is to ensure the quality of research proposals submitted by faculty researchers from the School of Nursing. For external scientific review outside the University, the Office of Research Submission Form for the Evaluation of Research Confidentiality /Non-Disclosure Agreement (CDA/NDA) must be completed.

PROCEDURE:

Core elements of procedures for submitting grants are presented below.

1. The Principal Investigator (PI) meets with the department Vice Chair for Research (VCR) preferably at least 2-3 months prior to the SON Office of Grants Management submission deadline to discuss the proposal, departmental processes of submission, required documents, and development of the budget. The Grant Submission Timeline is given to the PI and reviewed with particular attention to the information needed to begin development of the budget. The department grants analyst is notified of the planned submission. If the application is for an educational training grant (HRSA, ACIE), the Associate Dean for Clinical Education is notified. Policy 408B should be followed.
2. The PI schedules an appointment with the department grants analyst to meet and discuss the submission process and begin development of the budget.
3. The PI and VCR will meet throughout the submission process.
4. The PI and VCR discuss the review process and the PI is responsible for identifying at least two external reviewers who are approved by the VCR. Once the PI emails the proposal to the VCR, the proposal and SON Scientific Review Form is emailed to reviewers who are asked to complete and return the review form and comments to the PI and VCR within an agreed upon timeframe.
5. The VCR will discuss reviews with the PI and will
 - a. If minor or no revisions are suggested by reviewers: provide scientific approval or
 - b. If major revisions are suggested by a reviewer: Inform the PI that the application may require substantial revision and re-review.
6. The department chair where the PI resides is responsible for providing written final approval of the budget and budget justification.
7. Grants analysts should be 1) notified in writing that scientific and budget approval have been granted, and 2) receive final proposal documents from the PI at least 10 business days prior to the funding agency deadline. Proposals that do not meet this deadline are at risk of not being submitted by the funding agency deadline.
8. For external scientific review outside the University, the Office Of Research Submission Form for the Evaluation of Research Confidentiality /Non-Disclosure Agreement (CDA/NDA) must be completed.

Reference: Policy 408B - Guidelines For Submitting Educational Proposals

Attachments: Review Form, Proposal Acceptability Form, Research Confidentiality /Non-Disclosure Agreement

Approved by Administration: 05/08, 02/14

Reviewed: 01/97, 03/99, 12/01; 03/04, 04/08, 02/14

Revised by Administration: 04/04; 11/04, 05/08, 02/14

SCHOOL OF NURSING SCIENTIFIC REVIEW FORM

Confidentiality and Conflict of Interest: Application and review materials are confidential. If you feel you have a conflict of interest or cannot review the proposal objectively, please inform the department Vice Chair of Research so that another reviewer may be assigned.

Please check here if you wish to remain anonymous

Application Title _____

Principal Investigator (s) _____

Funding Agency _____ Award Mechanism (if pertinent) _____

Date Sent to Reviewer _____ Review Due Date _____

Impact	Score	Strengths	Weaknesses
High Impact	1. Exceptional	Exceptionally strong	Essentially no weaknesses
	2. Outstanding	Extremely strong	Negligible weaknesses
	3. Excellent	Very strong	Only some minor weaknesses
Moderate Impact	4. Very Good	Strong	Numerous minor weaknesses
	5. Good	Strong	At least one moderate weakness
	6. Satisfactory	Some strengths	Some moderate weaknesses
Low Impact	7. Fair	Some strengths	At least one major weakness
	8. Marginal	A few strengths	A few major weaknesses
	9. Poor	Very few strengths	Numerous major weaknesses

Overall Impact: Provide an overall impact score to reflect your assessment of the likelihood for the project to exert a sustained, powerful influence on the research field(s) involved, in consideration of the five core review criteria and the additional review criteria. Please pay particular attention to the specific aims and ensure that they mesh with the proposed work.

Overall Impact Score (circle) 1 2 3 4 5 6 7 8 9

Core Review Criteria (circle)

Significance 1 2 3 4 5 6 7 8 9

Investigators 1 2 3 4 5 6 7 8 9

Innovation 1 2 3 4 5 6 7 8 9

Approach 1 2 3 4 5 6 7 8 9

Environment 1 2 3 4 5 6 7 8 9

Additional Review Criteria (circle)

Statistical Analyses 1 2 3 4 5 6 7 8 9

Clarity and Organization 1 2 3 4 5 6 7 8 9

Human Subject Protection 1 2 3 4 5 6 7 8 9

(circle) Acceptable as is Acceptable with minor revisions Needs substantial revision and re-review

Please return review form and comments via email to department Vice Chair of Research and the PI

SCHOOL OF NURSING PROPOSAL ACCEPTABILITY FORM

Proposal Number:

PI: _____

Title: _____

This proposal has been reviewed by:

Yes No

Reviewer 1: _____ _____ _____

Reviewer 2: _____ _____ _____

Department Vice Chair for Research: _____ _____ _____

This proposal is acceptable for submission: _____ _____

This proposal is not acceptable for submission at this time _____ _____

Department Vice Chair for Research _____
Date

Department Chair _____
Date

Reviewers: Name, University, School or Department

Reviewer 1:

Reviewer 2

