Department of Medicine Grant Presubmission Review

Instructions for Review

As a service to DOM faculty and staff, and to enhance research grant application success, the DOM Research Committee is offering a pre-grant submission review process. The goal of this process is to provide a “peer review” quality scientific critique of to-be-submitted research grant applications or grant resubmissions. Targeted research grant applications are those being submitted for federal (NIH) and professional society peer-review funding.

The Research Committee will provide one or more scientific critiques from, 1) members of the DOM Research Committee, 2) appropriate faculty or staff within DOM, 3) appropriate faculty or staff on campus, or 4) appropriate outside reviewers. As with the NIH, reviewers will be paid a honorarium for their time.

To utilize this service, the PI must submit a complete grant application at least four weeks before the actual grant submission due date. Grant applications submitted later than this may not receive a full review.

The timeline is as follows:

1. If you intend to submit a grant application for pre-review please indicate this to Betty Weiss 6-8 weeks in advance of the actual grant submission due date. Please email a draft of the specific aims to Betty Weiss, DOM, Director of Research Services (baw@medicine.wisc.edu).
2. At least 4 weeks before the actual grant submission due date:
   • Send a draft of your application to Betty Weiss.
   • The DOM-Presubmission cover page information must be filled out (see form, Cover Page).
   • The application should include the scientific portion which includes specific aims, abstract, background, preliminary data, experimental plan, methods, potential limitations, etc. It is not necessary to include face page, budget/justification, resources/environment or appendix/reprints.
   • The application should be submitted electronic (Word or PDF).
   • A list of suggested internal and/or external reviewers MUST be included (see form, Cover Page).
   • The DOM Research Committee may decline to review a research grant application that is incomplete or submitted for review too late.
3. The Chair of the DOM Research Committee (or designee) will assign one or more reviewers within 1 week of receipt of the research application. Reviewers will be asked to respond within 1-2 weeks. Reviewers will receive a modest honorarium. A specific review form is provided to each reviewer (see form, Research Grant Review Form).
4. Reviewer comment(s) will be returned to Betty Weiss. These will then be reviewed by the Chair of DOM Research Committee (or designee) and returned to the PI. A copy of the review will be retained in DOM Research Committee files. It is anticipated that the review process will be completed 2 weeks prior to the actual grant submission date.

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