

# Reviewing a Proposal

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- The aims should be clear and doable. If they are too ambitious then you should say so.
- You should be convinced that the research is important for the field. If it is doable, but not apparently very important, then you should say so and not give a good score. The PI has responsibility of convincing you of the importance of the proposed research.

# The Review

- Should be 1-2 pages long. Include a section for Strengths and a section for Weaknesses. End with a summary where you give your overall evaluation.
- Do not indicate in the review whether or not you think the proposal should be funded. This is decided by the NSF after the review panel.
- You are expected to be critical, but should not say anything that could offend the PI.
- You should refer to the proposal writer as the PI. Typically best not to include his/her name.

# The Review

- The writing style of the PI is important. If you feel that the proposal is not well written then say so, and give an example of a particularly badly written portion of the proposal.
- The writing style of the reviewer is important. Use good grammar and check spelling. Remember that your review will be read very carefully by the NSF and the PI of the proposal.

# The Review Panel

- For each proposal there is a **Lead Reviewer**. This person starts the discussion by summarizing the proposal. He then gives his opinion of the strengths and weaknesses of the proposal. The lead is responsible for taking notes of the discussion and writing the **Panel Summary**. This is based on the discussion notes and on the reviews from the panel members (including his own review).
- After the Lead Reviewer speaks, others on the panel take turns describing their views of the strengths and weaknesses of the proposal.

# What we will do

- For the proposal of person X all others in the class will be reviewers. Person X will leave the room and I will pick a lead reviewer. Each person on the panel will discuss the proposal, and the lead reviewer will take notes.
- Each person on the panel must have a type-written Review for the proposal of person X. These will be given to the lead reviewer, who will type up the Summary statement and give it, along with all other reviews (including his own), to person X on the first class after spring break.
- Please make copies of reviews for me also. The quality of your reviews will help determine your grade for the course.