

## EXTERNAL SCIENTIFIC REVIEW OF EXTRAMURAL GRANT APPLICATION

### OBJECTIVES:

- To provide help for the MUSC investigators who are submitting extramural grant applications.
- To increase the quality of the extramural grant application submissions and success of getting them funded.  
*Please note that SCTR is not liable if your application is not funded.*

### CONTACT:

Dayan Ranwala, PhD, Associate Director, SCTR Pilot Project Program and Team Science Program, at [ranwala@musc.edu](mailto:ranwala@musc.edu)

### INSTRUCTIONS:

- External (non-MUSC) Expert Review\*  
*\* SCTR will make decisions if an application should be sent out for an external expert review.*
- SCTR, not the applicant, will send the application to the appropriate external reviewer.
- NIH K-series, R-series, P-series, U-series, NSF applications
- The application must be submitted to SCTR at least 6 weeks prior to the time it has to be submitted to MUSC Office of Research and Sponsored Programs (ORSP).
- Applicants should submit:
  - An application as requested by the appropriate funding agency via the SCTR Application System.
  - Applications should have the following Components as requested by the funding agency:
    - Project Description page
    - Research Proposal\* – Including the Specific Aims page and Research Strategy
    - Literature Citations
    - Biosketches of all team members
    - Funding agency's FOA/RFA, as applicable
    - Potential date of submission to the funding agency  
*\* If the PI is an Early Stage Investigator (ESI) applicant, the required components for the ESI should also be submitted.*
  - If the application is a resubmission, Summary Statements and Introduction to Resubmission are required.
  - Funding agency's FOA/RFA, if applicable
  - Potential date of submission to the funding agency
  - Applicants should identify potential external reviewers (2-3) and make the initial contacts as early as possible to ensure that one of the reviewers is willing to review the application within a time frame of 2 weeks. This step should be done by the applicant before the applicant submits the application to SCTR for review.
  - Once the external reviewer is confirmed, the applicant should submit the confirmation and the external reviewer's contact information (as listed below) with the application to SCTR. SCTR application system shows where to upload this document.

- Name, Credentials, Academic Rank, Department, Institutional affiliations, NIH biosketch, Contact Information including phone and email address
- Once an application is submitted, the applicant **SHOULD notify** Dayan Ranwala via email. This is in order to properly process your application for review on time.
- Investigators should not directly send out the applications to the external reviewer.
- SCTR has to internally approve the application before sending out to the external reviewer.
- Allow at least 2 weeks for the SCTR approval.
- If approved, SCTR will send the application to an external reviewer.
- SCTR approval will be 'yes or no' answer for the external review and may include brief constructive comments.
- If requested, applicants should address the SCTR's comments, as appropriate\*, and send back the revised application to SCTR (to Dayan Ranwala by email at ranwala@musc.edu) for re-review within a week.
  - \* *Address the comments within the application with tracking similar to the NIH guidelines. If you do not agree with the review comments, please justify. If there are no major review critiques to be addressed, applicants will be asked to send the application to SCTR in a final format that can be sent to the External Reviewer.*
- SCTR will convey the decision to the applicant within 1-2 business days after receiving the revised application.
- If SCTR approves for external review, applicants should send the application to SCTR in a final format to be sent to the External Reviewer.
- SCTR will contact the external reviewer (as confirmed by the applicant) and time frame for the review (not to exceed more than 2 weeks).
- SCTR will send the external reviewer the application, appropriate funding agency's RFA/FOA, NIH review template, and request review critiques accordingly.
- Once received, SCTR will send the external review critique to the applicant.
- SCTR will pay the external reviewer \$500 as an honorarium.
  - The external reviewer will have to fill and sign necessary forms and W-9 form as per MUSC guidelines.*

### **FREE CONSULTATIONS ARE AVAILABLE TO ASSIST WITH PROPOSAL DEVELOPMENT:**

The following free consultations are available from the SCTR Institute to help strengthen your pilot project (and other) applications. Visit <https://sparc.musc.edu/> to view consult descriptions and request those of interest:

- Science Consults
- Biostatistics, Design & Epidemiology
- Via SCTR SUCCESS Center: Grant Forms & Budget Services, Regulatory Services, Recruitment Services, Research Navigation Services and Special Populations Navigation
- Community Engagement & Research
- Comparative Effectiveness and Data Analytics Research Resource (CEDAR)
- Nexus Research Coordination and Management
- Self-service Research Data & Feasibility
- Mobile Health and TACHL Center
- Research Data Requests
- Biomedical Informatics Center
- Intellectual Property and Commercialization Resources
- [Palmetto Profiles webpage](#) at is a great resource for finding collaborators.

### **OUTCOME OF THE SCTR REVIEW ASSISTANCE:**

SCTR would like to know the outcome of the Review Assistance services provided to the applicants such as below. SCTR will send a REDCap Survey to the applicants to fill in the outcome data.

- The application status - submitted/pending funding/funding received etc.

- At 6 months and 12 months after submitting to the funding agency to receive an update about funding status/get funded/resubmitted etc.

### **SCTR ACKNOWLEDGEMENT:**

If you have received any SCTR services, funding and/or support, please remember to acknowledge the NIH/NCATS SCTR Grant Number **UL1 TR001450**.

### **OTHER USEFUL WEBPAGES/RESOURCES:**

[MUSC OFFICE OF RESEARCH DEVELOPMENT \(ORD\) RESOURCES](#)

[MUSC OFFICE OF RESEARCH & SPONSORED \(ORSP\) PROGRAMS RESOURCES](#)