

External (non-MUSC*) Scientific Review of Extramural Grant Application

PURPOSE

- To provide help for the MUSC investigators who are submitting extramural grant applications such as NIH K-series, R-series, and NSF applications.
- To increase the quality of the extramural grant application submissions and success of getting them funded.

** SCTR will make decisions if an application should be sent out for an external expert review. If SCTR approves the application for external expert review, SCTR will send it out to the requested external reviewer. More details are listed below. Please note that SCTR is not liable if your application is not funded.*

INSTRUCTIONS

- Applicants should read all instructions listed in here before submitting an application.
- Applications must be provided 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 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 must be **done by the applicant** before the applicant provides the application to SCTR for review.
- **Once the external reviewer is confirmed**, the applicant should provide the confirmation and the external reviewer's contact information (see below) with the application to SCTR. Investigators should not directly send out the applications to the external reviewer.
 - Name, Credentials, Academic Rank, Department, Institutional affiliations, Contact Information including phone and email address. Biosketch of the reviewer is preferred but not required.
- All application related materials as listed below or as requested by the appropriate funding agency must be provided to SCTR via SPARCRequest (see below) as a single file and in a final format that can be sent to the External Reviewer.
 - Project Title Page – including project Principal Investigator's (PI's) name, Co-PI and/or Co-Investigators names, Mentor(s) names (if applicable), their credentials, ranks, departments, potential date of submission to the funding agency, and funding opportunity announcement weblink
 - 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 (if the weblink is not available)

** If the application is a resubmission, Summary Statement and Introduction to Resubmission are required to be added before the Project Description Page.

*** If the PI is an Early Stage Investigator (ESI) applicant, the required components for the ESI should also be submitted.

How to submit a SPARCRequest:

Please note that SPARCRequest system is undergoing some changes that may affect/change these steps slightly. If you need help, please contact Dayan Ranwala at ranwala@musc.edu.

Adding a 'Scientific Review of Extramural Grant Application' as a new SPARCRequest:

- Go to <https://sparc.musc.edu/> and log in with your MUSC net ID and password
- Select 'South Carolina Clinical and Translational Research Institute (SCTR)' from the menu on the left
- Select 'Scientific Review of Extramural Grant Application' from the drop-down menu (towards the bottom of the page)
- Select 'External (non-MUSC) Scientific Review of Extramural Grant Application' from the Scientific Review of Extramural Grant Application page (towards the top of the page)
- Select 'Add' to put the service in your cart
- Choose 'Yes' when you receive the 'New or Existing' popup
- Select 'continue' (on your right)
- Log in with your MUSC net ID and password and then select 'New Research Study' (towards the middle of the page)
- Complete all of the starred (*) fields and then click 'Save'
 - Select 'Pending Funding' for the 'Proposal Funding Status' question
 - Select 'Potential Funding Source' from the drop down menu and fill in follow up questions as appropriate
 - Select 'Yes' or 'No', as it is appropriate for your proposed research, to see details for the 'Publish Study in Epic' question. Then select 'Yes or No' from the drop down menu (on your right)
 - Add primary PI's name at the bottom of the page where it is required, and click 'Save'
- Review the information and then click 'Save and Continue' (bottom of the page, to your right)
- Complete the 'Estimated Start Date' and 'Estimated End Date' fields (For example: 4/1/2020 to 3/31/2021)
- Then move directly to 'Step 5' (listed on top of the page) by clicking the arrow to upload the application.
- Select 'Add a Document'.
- Select 'Other' from 'Document Type' drop down menu.
- Write your file name as 'Last Name of the applicant_Grant Type' (i.e. Smith_R01 Application) where it is indicated as 'Please Specify'
- 'Browse' and add you application under 'Document' and click 'Upload'
- Click 'Save and Continue' (bottom of the page, to your right)
- Review your request and click '**Submit Request**' (at the bottom of the page, to your right). This step must be completed to provide your application to SCTR and to receive a confirmation email from the SPARC system.

Adding a 'Scientific Review of Extramural Grant Application' to an existing SPARCRequest:

- Go to <https://sparc.musc.edu/dashboard> and log in with your MUSC net ID and password
- Select the appropriate Protocol ID from the list on your dashboard
- Then click on 'Add/Modify Request' (middle of the page, towards your left)
- From the 'Browse Service Catalog' (menu on the left) select 'South Carolina Clinical and Translational Research Institute (SCTR)'
- Then select 'Scientific Review of Extramural Grant Application' from the drop-down menu (towards the middle of the page)
- Select 'External (MUSC/ SCTR) Scientific Review of Extramural Grant Application' from the Scientific Review of Extramural Grant Application page (towards the top of the page)
- Choose 'No' when you receive the 'New or Existing' popup.

- Then move directly to 'Step 5' (listed on top of the page) by clicking the arrow to upload the application.
- Select 'Add a Document'.
- Select 'Other' from 'Document Type' drop down menu.
- Write your file name as 'Last Name of the applicant_Grant Type' (i.e. Smith_R01 Application) where it is indicated as 'Please Specify'
- 'Browse' and add you application under 'Document' and click 'Upload'
- Click 'Save and Continue' (bottom of the page, to your right)
- Review your request and click '**Submit Request**' (at the bottom of the page, to your right). This step must be completed to provide your application to SCTR and to receive a confirmation email from the SPARC system.

- SCTR has to internally approve the application before sending out to the external reviewer.
- Please allow at least 2 weeks for the SCTR review.
- SCTR approval will be 'yes or no' answer for the external review and may include brief constructive comments.
- If there are no major review critiques to be addressed, SCTR will send the application to the external reviewer (as confirmed by the applicant) to review it within 2 weeks.
- If there are major review critiques to be addressed, applicants are requested to address the comments, as appropriate, and send back the revised application as a single file to SCTR (via email to Dayan Ranwala at ranwala@musc.edu) for re-review within a week. Applicants should address the comments within the application with tracking similar to the NIH guidelines. If you do not agree with the review comments, you should justify.
- SCTR will convey the decision to the applicant within 1-2 business days after receiving the revised application.
- If SCTR approves the application for external review, applicants should send the final application to SCTR (via email) as a single file and in a final format that can be sent to the External Reviewer.
- SCTR will send the application to the external reviewer (as confirmed by the applicant) to review it within 2 weeks.
- SCTR will send the external review critique to the applicant once it is received.
- 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 to receive the honorarium.

RESOURCES AVAILABLE TO ASSIST WITH PROPOSAL DEVELOPMENTS

Applicants are strongly encouraged to obtain SCTR consultations before submission to strengthen the research proposal. The table below lists free consultations available from SCTR. Please visit <https://sparc.musc.edu/> to view consult descriptions and request those of interest. They are listed under the MUSC tab, and then under the SCTR tab on the left side of the screen.

<ul style="list-style-type: none"> ● Biostatistics, Design & Epidemiology ● SUCCESS Center: Grant Forms & Budget Services, Regulatory Services, Recruitment Services, Research Navigation Services and Special Populations Navigation ● Community Engagement & Research 	<ul style="list-style-type: none"> ● Nexus Research Coordination and Management ● Self-service Research Data & Feasibility ● Mobile Health and TACHL Center ● Research Data Requests ● Biomedical Informatics Center ● Intellectual Property & Commercialization Resources
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Palmetto Profiles at <https://profiles.healthsciencessc.org/search/> is a resource for finding collaborators.

OTHER USEFUL RESOURCES

- MUSC Office of Research Development (ORD): <https://research.musc.edu/resources/ord>
ORD has a proposal library which contains recent successful proposals from MUSC faculty
- MUSC Office of Research & Sponsored Programs (ORSP):
<https://research.musc.edu/resources/orsp>
- NIH online training modules on rigor and reproducibility:
<https://www.nigms.nih.gov/training/pages/clearinghouse-for-training-modules-to-enhance-data-reproducibility.aspx>

OUTCOME OF THE SCTR EXTERNAL SCIENTIFIC REVIEW SERVICE

SCTR will request the outcome of the grant review assistance services provided to the applicants to receive an update about application submission status, funding status etc.

SCTR ACKNOWLEDGMENT

As per the NIH guidelines, recipients of any SCTR services, resources and/or support are **required** to acknowledge the SCTR grant number as listed below on research publications, press releases, requests for proposals, bid invitations, and other documents supported in whole or in part with NIH/SCTR funds. We suggest the following acknowledgment.

"This publication (or project) was supported in whole or in part by the South Carolina Clinical & Translational Research Institute with an academic home at the Medical University of South Carolina through CTSA NIH/NCATS grant number UL1 TR001450. The contents are solely the responsibility of the authors and do not necessarily represent the official views of the NIH or NCATS."

The most important thing to remember is to cite the SCTR Grant Number UL1 TR001450.