

## External Scientific Review of Extramural Grant Applications

### PURPOSE

- Assist MUSC investigators submitting extramural grant applications, such as NIH K-series, R-series, and NSF applications.
- Increase the quality of extramural grant application submissions and chance of potential funding

### INSTRUCTIONS

All applications must be sent to SCTR at least six weeks prior to the MUSC Office of Research and Sponsored Programs (ORSP) deadline.

Upon receipt of your application materials, SCTR will review the application and then send it to the external reviewer. Please allow two weeks for SCTR's review.

*SCTR is not liable if your application is not funded.*

### How to prepare for your external scientific review

1. Identify and reach out to 2-3 potential external reviewers and ensure at least one reviewer is willing to review the application in a 2-week timeframe.
2. Submit a [SPARCRequest](#) (Medical University of South Carolina > South Carolina Clinical and Translational Research Institute > Scientific Review of Extramural Grant Application)

### What to provide to SCTR

After SCTR reviews your SPARCRequest, someone will reach out to you and request the following:

1. Name, contact information, and biosketch (optional, but preferred) of external reviewer(s) willing to review the application within a 2-week timeframe.
  - a. Contact information:
    - i. Name
    - ii. Credentials
    - iii. Academic Rank
    - iv. Department
    - v. Institutional affiliation(s)
    - vi. Email address
2. Link to funding agency's FOA/RFA/NOFO (provide PDF if link is not available)
3. Application and related materials, as required by the funding agency (send all as a single file)
  - a. Project title page
  - b. Project description
    - i. *If the application is a resubmission, Summary Statement and Introduction to Resubmission are required.*
  - c. Research proposal, including Specific Aims and Research Strategy
    - i. *If the PI is an Early-Stage Investigator (ESI), submit required components for ESIs*
  - d. Literature citations
  - e. Biosketches of all team members
  - f. Funding agency's FOA/RFA/NOFO

## Revision process

If SCTR determines the application has major review critiques that must be addressed:

1. SCTR will return the application to the applicant with comments
2. Applicant will be asked to address the comments and send back the revised application within a week. If the applicant does not agree with a review comment, please justify.

## After the review

1. SCTR will send the external review critique to the applicant
2. SCTR will pay the external reviewer a \$500 honorarium.
  - a. *The external reviewer will be required to fill out a W-9 and other necessary forms to receive the honorarium.*
3. SCTR will request the outcome of grant application submission (feedback on external scientific review service, submission status, funding status)

*All recipients of SCTR services, including external scientific grant reviews, are required to acknowledge the SCTR grant number (UL1 TR001450) on research publications, press releases, requests for proposals, bid invitations, and other documents support in whole or in part with NIH/SCTR funds. [Learn more about citing the SCTR grant.](#)*

## HELPFUL RESOURCES FOR PROPOSAL DEVELOPMENT

- [SCTR SUCCESS Center](#)
- [SPARCRequest Service Library](#)
- [MUSC Office of Research Development \(ORD\)](#)
- [MUSC Office of Research & Sponsored Programs \(ORSP\)](#)
- [NIH online training modules on rigor and reproducibility](#)