

Junior Anesthesiology Faculty Requirements for Submitting Federally Sponsored Individual Research Awards

Purpose

It is a responsibility of department chairs to maximize the potential for funding of grants submitted to external sponsors. A scientific pre-submission review process has been shown to improve the quality of applications seeking research support. It is a responsibility of senior faculty to provide mentoring to junior and mid-level researchers. For junior and mid-level faculty, scientific pre-review of grant proposals is part of the departmental mentoring plan.

Process

1. Pre-review of grant proposals is mandatory for non-tenured junior faculty members.
2. Grant proposals need to be prepared well in advance of sponsor deadlines in order to provide ample time for internal review and revision. The minimum time for pre-review prior to the submission deadline is three weeks. For specific time-table, please see <http://www.med.umich.edu/anesresearch/pdfs/timeline.pdf>
3. Completed applications should be submitted three weeks prior to submission deadline to the Anesthesiology Research Administrator. The Research Administrator will route the proposal to designated departmental reviewers.
4. Scientific pre-reviewers are individuals with a reasonable knowledge of the field and with demonstrated expertise in grant writing. Individuals outside the department, emeritus faculty and scientists from other universities may provide review. Use of external (outside U of M) reviewers may be preferred if internal experts are not available. In this case, the department will consider providing a \$100-\$200 honorarium for such a review.
5. The Associate Chair for Research will sign-off on application processing forms to indicate that a grant has been pre-reviewed. Proposals for junior faculty will not be submitted to the Medical School Grants Office and DRDA without authorization from the Associate Chair for Research.
6. In cases where Co-Investigators are in different departments, the Co-Investigators should decide which department handles the review process (usually the one that has the highest percent effort on the grant).