Junior Faculty Grant Review Process

Purpose: In order to improve the success rate of submitted grants the Junior Faculty (JF) proposes to provide a system of internal pre-review and feedback.

Considerations:
- Senior staff already have high demands on their time and are not likely to be able to commit to regular review of proposals. Since many of the JF are experienced at writing grants, they can take on this role.
- Assisting in grant writing/success is one of stated objectives of the JF.
- There is often very limited time available between completion of a “good” draft and sending to finance for processing prior to submission date, which limits time available for review.
- Submission dates are variable throughout the year so it is difficult to propose a regular date for pre-reviews.
- Review of grants by members of JF provides an opportunity to reflect on how to write a good grant application, and is good for personal development.

Process:
- To review/discuss grant proposals when they are still at an early stage of development (and therefore have less time constraint).
- The JF should be notified by email of a person’s intention to present a proposal at least 1 week prior to the JF meeting. This email should ideally list the proposed grant title (or what the grant is for), co-applicants, grant body and call the application is submitted to (along with a link to the appropriate site), an approximate expected cost, and mention any relevant conflicts of interest.
- The presentation should be around 10-15 minutes, presenting the key grant aims and background.
- The JF will ensure at least 3 JF members attend the presentation, but the presenter is welcome to invite additional people to the presentation.
- The JF will offer to ‘proof read’ a close to final version of the grant (by at least one member of the JF)
- The intention is to provide constructive feedback, suggestions, ideas, and advice, while there still ample time, before submission, for the feedback to be taken on board.
- This pre-review is voluntary but open to anyone from ICS submitting a grant application.