PHT180 Grant Review Round Table

Objective: Regular pre-submission peer-review of research proposals that will increase the quality and scientific rigor of proposal writing, and enhance proposal success with external funding agencies.

Process:
- PHT180 Grant review round table occurs at noon of the last Friday of each month. PHT180 will reserve a location and provide refreshments (when circumstances permit).
- Proposal review requests must be submitted **a minimum of two weeks** prior to the scheduled round table session. Two kinds of review requests are accepted:
  - **One-page project summary / specific aims:** for this type of review requests, a PI should:
    - Email pht180@rit.edu the one-page summary and target solicitation a minimum of two weeks prior to the scheduled round table session
    - Attend the round table session and prepare a short presentation (up to 15 mins) for the round table covering key review criteria specific to the funding agency being considered (*e.g.*, Significance, innovation, investigator, environment, and approach for a NIH proposal)
  - **Full proposal:** for this type of review requests, a PI should
    - Email pht180@rit.edu the full proposal and target solicitation a minimum of two weeks prior to the scheduled round table session
    - Attend the round table session
  - For **resubmission of a prior proposa**l, please include prior panel review / study section critiques as well.
- Round table discussion will happen in small groups of sub areas, coordinated by the Area Chair and the Chair
  - Not all sub areas will be active at each round table session, depending on whether there are proposal review requests submitted to that area.
  - Round table members will review the submitted proposal documents in advance to the scheduled meeting time, and participate in discussion.
  - PIs submitting the proposals will be responsible for taking notes of the round table discussion.
  - Ideally at the end of each round table session, PIs interested in submitting a review request for the next session will already be identified.
- Round table roster will be organized with:
  - several **Area Chairs** with successful track records of external funding and reflecting the diversity of PHT180 faculty's research interests, who will help coordinate the review requests within a specific area and ideally help maintain a recurring proposal peer-review process for (a small group of) members within that area.
  - **Review Members** associated with one or several areas.

Member Roster and Responsibilities
- **Chair:**
  - Oversee and coordinate the monthly PHT180 Grant Review Round Table including
    - Solicit proposal review requests
    - Identify appropriate Area Chairs to handle the proposal review
    - with the assistance of the Area Chairs, identify a minimum number of reviewers for each proposal. Other members are welcome to join the review.

- **Area Chairs:**
  - For a proposal submitted to his/her specific area, help the Chair identify reviewers.
  - Remind identified reviewers and other members associated with the specific area to review the proposals in advance to the scheduled round table meeting
  - Coordinate the discussion during the round table meeting
  - Help maintain a routine of peer review of proposals for the members associated with the specific area
- **Review Members:**
  - Participate in review and round table discussions of submitted proposals

To become Area Chairs or Review Members
- Faculty interested in becoming a **reviewer member** or PHT180 Grant Review Round Table should send an email to pht180@rit.edu
- **Area Chairs** are selected from PHT180 faculty members with successful track records of external funding and reflecting the diversity of PHT180 faculty's research interests. Faculty interested in becoming an Area Chair for PHT180 Grant Review Round Table should send an email with their CV to pht180@rit.edu

Current list of Area Charis and Review Members:

Role	Name
Round Table Chair	TBD / PHT180 Research Development Specialist
Area Chair – Nanotechnology, biomedical devices, materials science	Ke Du
Area Chair - Experimental Cell Biology and Materials Science	Tom Gaborski
Area Chair – AI/data science & applications	Linwei Wang
Area Chair – Behavioral health & clinical research	Caroline Easton
Area Chair – Biology, Bioinformatics, Genomics, Amino Acid Metabolism, Structural Biology, Infectious Diseases.	André Hudson