

The UWI, CAVE HILL CAMPUS

GRANT PROPOSAL PEER REVIEW GROUP (GPR)

The Need

During a recent workshop on grant development at Cave Hill Campus, participants expressed the need for individual guidance when preparing proposals. To facilitate this, a system was piloted which engaged colleagues, who were successful in gaining grants, to provide the individual assistance needed. The trial was found to be of value.

This has led to the creation of the **Grant Proposal Peer Review Group (GPR)**: an informal, virtual group of UWI colleagues who are able to provide valuable insight on proposal development to improve its chances of success. The scope of the **Group** is to provide general comments as well as some technical support, such as advice on budgeting, logical framework, risk analysis and mitigation and sustainability strategies. The scope does not include document editing, rewriting, conducting research or finding relevant institutional information.

The **GPR** consists of UWI academics and administrators who have significant experience in developing proposals that have successfully attracted funding and who have volunteered to be part of the **Group**. The **GPR** has, at least, one representative from each Faculty and the Bursary and Risk Management departments.

Who Will Benefit

The service of the **GPR** is geared towards employees of Cave Hill Campus, either as individuals or groups/teams, and who are proposing a research or other project. The review assistance is not intended for individuals or groups outside of the Campus' remit or for employees who are preparing proposals which fall outside of The UWI's Policy on Intellectual Property and Commercialisation. The **GPR** reviews the following types of grant proposals:

- proposals for grant funding which are to be submitted to organisations external to The UWI
- response to 'Calls for Proposals' and projects in need of funding
- research proposals and non-research project proposals
- proposals which involve collaborators (other universities or institutions)

Please note that proposals where the funder requests a single application from the UWI (or a certain amount) and or where the grant is over US\$500,000 are to be coordinated through the University Office of Graduate Studies and Research (pvcresearch@cavehill.uwi.edu).

The Process

The proposal review process is voluntary. A draft proposal submitted for review is reviewed by one or more individuals from the **Group** rather than by the entire **Group**. The intention is that the individual(s) selected

to conduct the review is familiar with the topic of the proposal.

Throughout the review process, the parties agree to keep the contents of the proposal confidential.

Draft proposals are reviewed according to the following steps.

STEP 1

Proposal Author prepares a draft proposal or a Concept Note.

STEP 2

Proposal Author contacts Research Support (ResearchSupport@cavehill.uwi.com) requesting assistance of the **GPR** and providing the following information:

1. the draft proposal or Concept Note,
2. application deadlines (if applicable) and
3. indication of funder or proposed funder.

STEP 3

Research Support identifies a suitable **GPR** Reviewer(s) and discusses this with the Proposal Author before contact is made with the Reviewer(s). Once the Author agrees, Research Support will request the assistance of the proposed Reviewer(s) and send them the information provided (in points 1-3 above).

STEP 4

Once the proposed Reviewer(s) agrees to review the work, Research Support puts the Author and Reviewer(s) in contact with each other and the remainder of the process is worked-out by them. All things being normal, steps 3 and 4 should take less than 2 working days.

If the proposed Reviewer(s) is unavailable, alternatives are suggested to the Author and step 3 is repeated.

STEP 5

Below are some items that the Author and Reviewer(s) might discuss before proceeding:

1. Time-lines for the review process
2. How to communicate: face-to-face, electronic, telephone
3. How to codify comments: MS Word Tracked Changes feature, typed-up comments, discussion
4. Approach of the review: general- where the Reviewer(s) gives comments on any aspect of the proposal or Concept Note; or informal- where the Proposal Author asks for specific input
5. Whether the review will include several iterations of the document.

Colleagues are encouraged to give themselves enough time prior to the application deadline for an effective review, since the review process often requires some re-working.

The GPR service is an initiative of the Office of the Principal, Cave Hill Campus. For additional information, contact Dr. Yolande Cooke, ResearchSupport@cavehill.uwi.edu or call (246) 417 7530.