College of Nursing and Health Innovation
Center for Research and Scholarship

Mock Review Process Guidelines

Purpose

The goal of the mock review is to provide constructive comments on a proposal written by faculty in the College of Nursing and Health Innovation prior to submission to the official grant agency. The Center for Research and Scholarship (CRS) will schedule the review and provide enough time for the faculty member to consider the comments and make changes before the submission deadline to the sponsor.

When identifying a date for a mock review, the CRS will prioritize the individual schedules of the potential reviewers. Faculty should be prepared with draft materials at least 2 weeks before the date of the review. Once a faculty member submits a request, the CRS will contact them with a definitive timeline.

Proposed Timeline

Four (4) weeks prior to the proposal submission deadline, the specific aims page of the grant is to be submitted by the PI to the CRS. The Mock Review Panel will be formed based on grant content and type and will have two (2) weeks to compete their reviews.

Three (3) weeks prior to the proposal submission deadline, the research strategy must be submitted for distribution to the Mock Review Panel.

Two (2) weeks prior to the proposal submission deadline, (i) all other proposal materials (i.e. budget, biosketches, facilities/resources, etc.) will be submitted for review to the CRS staff, and (ii) the Mock Review Panel will have concluded their review and provided the PI with the critiques and summary statement via email. The PI will have one (1) week to address the critiques.

One (1) week prior to the proposal submission deadline, the PI will submit the complete scientific proposal to the CRS for compliance and technical review.
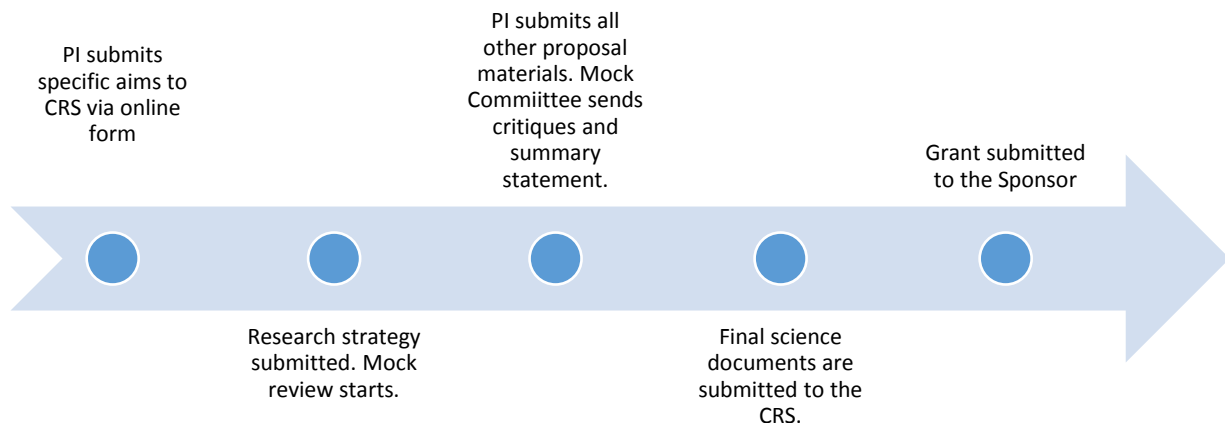
Confidentiality

All reviewers are reminded that the materials under review are confidential and should not be shared with anyone outside of the mock review panel.

Click here to request Mock Review.