6-4-3-2 Review Process
Framework

PURPOSE

This document outlines a framework for supporting researchers applying for external research funding while ensuring sufficient time for review by staff within the Office of Research and Innovation Services (ORIS).

BACKGROUND

ORIS is the central support for uLethbridge's research community and is critical to ensuring that research activity at the University continues to grow. ORIS provides more than 'just a signature' on external grant applications, but rather a wealth of support services to help researchers develop a strong grant application: for example, a prioritized grant review process, an internal peer review exercise, and a 2-week internal review deadline. However, some researchers disregard the opportunities for grant review and more troubling, the internal review deadline.

Researchers who do not adhere to these deadlines place ORIS staff and the University in an awkward position. ORIS staff are forced to work overtime to accommodate unplanned, last-minute submissions. At times, it also puts pressure on staff to manage new funder platforms that may require additional steps that are not possible at the last minute. This also becomes an equity issue: Staff are obligated to dedicate extra time and energy to a researcher who pushes to become a priority without notice, which causes those researchers who have followed the guidelines to be pushed aside. Moreover, the institution is obligated, via research administrators, to submit applications that are often unprepared and/or have not been given time for institutional oversight to ensure compliance with institutional policies and funders' guidelines. Ultimately, the failure to enforce an internal deadline leads to low staff morale, a misrepresentation of the institution in the funding environment, higher stress levels and stress leaves, cultivating a culture of disdain for research administrators' expertise and the institution itself.

REVIEW PROCESS

External review (Voluntary)
At least 6 weeks before the external deadline

Researchers wishing to send their application for external review by peers or grant writing experts must submit a draft of their full application by this date. ORIS will fund up to $1,000 for this external review per application. Note: this option is only available for applications requesting more than $100,000.

Internal peer review (Voluntary)
At least 4 weeks before the external deadline

Researchers wishing to have ORIS coordinate the review of their application by a peer at the U of L should submit a draft of their full application by this date. ORIS will work with the tri-agency representative on campus to match applications with peer reviewers.

EDI Inclusion content review (Voluntary)
At least 3 weeks before the external deadline

Researchers who wish to have feedback on integrating equity, diversity, and inclusion principles in their grant application should submit a draft of their full application by this date. ORIS will review the application and/or seek feedback from the Office of Equity, Diversion, and Inclusion.

Compliance Review (Mandatory)
At least 2 weeks before the external deadline

The full application is due to ORIS by this date. ORIS will review the application to ensure it complies with the competition guidelines and aligns with institutional policies. The Grant Facilitation team may be flexible on a case-by-case basis if researchers need more time or can only provide a partly completed application. A substantive

review may not be possible at this stage but may be accommodated depending on the number of applications under review for the competition. ORIS may request some changes based on the review.

<u>Submission (Mandatory)</u>
At least 3 business days in advance of the deadline.

Researchers must submit the final version of their grant application to ORIS by this date.