**STEP-BY-STEP INSTRUCTIONS FOR REVIEW**:

1. Review proposal in Word format, making comments using the Microsoft Word track changes tool.

2. Save and append the filename of the Word document with your last name.

*(i.e. Hatch proposal review\_your last name)*

*3.* Answer questions about review on the below form.

4. Return this form and your Word document, with track-changes, to the Project Director in approximately 1

 month from receipt.

|  |
| --- |
| Reviewer Name: Reviewer First & Last Name |
| Affiliation: Department/College/University |
| Project Title: Proposal Title |
| PI Name: Principal Investigator’s Name |
| Date: Select Review Date |

**NON-TECHINCAL SUMMARY**:

1. Does the non-technical summary clearly state the issue and why it is important?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Does the project list impact and/or anticipated economic importance to Virginia (and elsewhere)?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Does the non-technical section clearly provide an overview of the approach and anticipated outcomes?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

**MAJOR GOALS AND OBJECTIVES**:

1. Are the major goals and objectives clearly stated?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

**PROPOSAL TECHNICAL PORTION**:

1. Did Project Director (PD) provide sufficient details to help you understand the current status of the subject matter and the need to address the knowledge gap(s)?

[ ]  Yes

[ ]  No

Comments: Click or tap here to enter text.

1. Are the experimental design, methods, and potential statistical analysis appropriate for the proposed project?

[ ]  Yes

[ ]  No

Comments: Click or tap here to enter text.

1. Does the project evaluation plan describe the necessary steps to reach the proposed outcomes and products?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Is the project duration realistic for the proposed research?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Are the appropriate/desirable individuals cooperating on this project?

[ ]  Yes

[ ]  No

Comments: Click or tap here to enter text.

1. Does the project leader’s vita indicate the level of competence required to conduct the proposed research?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Did you make suggestions or comments in a Word document using track changes? *Please return the Word document with your comments and this form to the PD.*

[ ]  Yes

[ ]  No

**RECOMMENDATIONS:**

|  |
| --- |
| [ ]  Approve with no changes. |
|  |
| [ ]  Approve with minor changes. |
|  |
| [ ]  Approve with major changes. |
|  |
| [ ]  Revise and resubmit |
|  |
| [ ]  Reject |

**GENEARL COMMENTS AND SUGGESTIONS**:

Click or tap here to enter text.