

GPCAH Pilot/Feasibility Project Proposals Solicitation and Selection Process Summary, FY2010

- Internal review and creation of draft request for proposals (RFP) Dec 2008
- Draft RFP to Regional Advisory Cmte (RAC) for preview and comment Jan 2009
- RFP advertised and distributed (internally, RAC, others) Feb-Mar 2009
- Resource materials for reviewers revised (criteria, scorecards, etc.) Feb-Mar 2009
- Proposal applications due 31 Mar 2009
- Prepare information, recruit reviewers, and arrange selection finale Apr-May 2009
 - Set final selection meeting date
 - Summary lists of proposals and intranet postings
 - Recruit 1st, 2nd, and 3rd reviewer for each proposal (IREH faculty/researchers, plus...RAC, External Advisors, others)
- Scoring criteria, proposals or access, and scorecards to all reviewers (Criteria as described in accordance with content of RFA) 24 Apr 2009
- Scorecards for each proposal due from each reviewer 25 May 2009
- Final selection meeting 28 May 2009
(All 1st, 2nd, and 3rd reviewers attend and recuse when on or advisor to a project proposal. Reviewer 1 presented proposal, score and reasons. Reviewer 2 added comments and score followed by reviewer 3. Reviewers of all proposals participated in Q-n-A. Process repeated for each proposal. Proposals rank ordered, discussed collectively and relatively, by the assembly of reviewers. Each reviewer then ranked the top five fundable proposals (near same score). The top three proposals were offered funding subject to its availability, contractual agreement, IRB approval, etc.)
- Proposal applicants notified 29 May 2009
- Acceptances received Completed
- Review comments and feedback applicants of proposals not funded Jun 2009
- Details of subcontracts/agreements, accounting set-ups, etc.
- IRB approval (if applicable)
- Funding available for selected projects 1 Oct 2009