

Procedure for Merit Review of ISRC and TLT Proposals
Office of Academic Affairs
New York Institute of Technology

Rev. 01/14/22

Please note that by agreeing to serve on the ISRC-TLT Review Committee, members consent to sign a confidentiality agreement (Exhibit A) under which they agree to keep:

- All proposals confidential**
- All proposal reviews and deliberations/discussions confidential**
- All proposal scores confidential**
- All ideas and potential intellectual property contained in these proposals confidential**

Proposals received by NYIT's Office of Sponsored Programs and Research (OSPAR) are checked by OSPAR staff for completeness and conformance with ISRC and TLT Program guidelines, and the budgets are checked for accuracy. All proposals deemed ready for review are then routed to members of the ISRC-TLT Review Committee for peer review. Committee recommendations are made to the Provost by the Chair, and the Provost makes final funding decisions.

Funding Priorities

Priority will be given to high quality proposals submitted by new investigators and/or investigators conducting highly innovative work that represents a significant change in research direction or tests new methods or techniques.

Review Process

Every effort is made to conduct an impartial, competitive, and transparent merit-review process. All ISRC-TLT proposals are evaluated through the use of specified merit review criteria. Each criterion includes suggested considerations that help to define it. While not all of these considerations will apply to any given proposal, reviewers are asked to address those considerations that are relevant to the proposal at hand and for which the reviewer is qualified to make judgments. Reviewers unqualified to review a particular proposal, due to a conflict of interest, are required to recuse themselves from deliberating, and scoring that proposal. Review Committee members are appointed by the Provost, both for their specialized knowledge of their respective fields, and for their general knowledge, including their familiarity with the different scholarly, creative, and pedagogical approaches that are practiced at NYIT, and knowledge of the grants arena. While committee selection is designed to ensure that all proposals receive conscientious review by experts who can make recommendations in accordance with specified review criteria, it is recognized that non-specialist reviewers can provide vital perspectives on proposals outside their particular fields. Therefore, absent any conflict, Review Committee members are expected to evaluate, and vote on, most proposals.

Each Review Committee member is expected to review all proposals received (a total of 32 proposals were received for the 2022 round) in advance of the Review Committee meeting. Before the review meeting, Review Committee members will be provided a PDF of all proposals received. The Reviewers are expected to (a) read all proposals; (b) score each proposal according to either the ISRC or the TLT Request for Proposal Guidelines; ; (c) provide comments about the key elements; strengths or weakness, (d) A lead reviewer will kick off the discussion, and members will discuss each proposal at the Zoom meeting on February 11, 2022 and (e) e-mail your completed scores and comments to egazzola@nyit.edu **after the Review Meeting, but no later than Tuesday February 22, 2022.**

At the Review Committee meeting, which will be held on **Friday, February 11, 2022**, the Chair will invite comments about each proposal. Reviewers will no longer vote, but will send their individual comments along with their numerical scores, after the review meeting.

Committee members are expected to remain present at the review meeting until deliberations have been completed. If more time is required, additional review meetings will be convened.

Summary Statements will be prepared by OSPAR and the Chair, who will transmit these to the Provost with the Review Committee's recommendations and the final budgets prepared by OSPAR. The Provost will then make funding decisions; OSPAR will prepare award and declination letters to all applicants; and a decision letter, budget, and Summary Statement (with reviewers' names redacted) will be e-mailed to each PI and Co-PI.

Appeals of Initial Review

Proposals are privileged communications that cannot be shown to or discussed with unauthorized individuals. Reviewers will respect the privacy of the investigators' ideas and intellectual property. Any PI who believes that the review of his/her proposal was procedurally flawed, and who wishes to contest his/her score and/or funding decision, may do so by writing a letter of appeal to the Provost within 30 days of the date of issuance of the summary statement. The appeal letter should (a) describe the flaws in the review process for the proposal in question, (b) explain the reasons for the appeal, and (c) present evidence for either (i) bias on the part of one or more peer reviewers, (ii) conflict of interest, (iii) lack of appropriate expertise within the Review Committee, and (iv) factual errors on the part of one or more reviewers, that could have altered the outcome of review. The Provost will consult with the Review Committee Chair and with other parties as needed, and will make a final determination.

Scoring Methodology

Prior to the Review Committee meeting, the Reviewers will prepare brief written comments of key elements strengths and weaknesses, and assign a score to each proposal.

Reviewers will consider points depending on the questions listed in the Request for Proposal dependent on which grant the PI is applying for, ISRC or TLT. A proposal need not be strong in all categories in order to be judged meritorious/fundable.

ISRC PROJECT DESCRIPTION REQUIREMENTS:

1. Cover Sheet

2. Budget (including Budget Narrative) (10 pts)

List and total your expenses. You can use the sample budget as a guide. Total costs on a representative budget will typically range from \$2,000 to \$15,000 for a 12-month project. Each expense should be briefly explained and justified. A narrative description of each item in your budget form must be included. If you would like to attach quotes or other evidence of costs of items they can be included in the Supporting Materials Section.

3. Abstract (200-word summary)

4. Project Description (90 pts total for a-h) (4 pages maximum which includes graphs, charts and figures. References should be added under Supporting Materials and will not be included in the 4-page limit for the Project Description.). Sections required depend on which grant you are applying for so please pay careful attention to the Description Requirements for each grant.

a. Proposed Scholarly Activity (20 pts)

Provide a description of the proposed scholarly activity. The description should be written in a manner understandable by those in different disciplines. Explanation of (i) the Significance, (ii) the Intellectual Merit, (iii) the Broader Impacts of your project, what is the research or scholarly or creative or pedagogical context for your project? What has been done previously by you or others on this subject? How will what you propose to do advance your field and/or be innovative? How will it enhance NYIT's reputation? Does this project align with NYIT's vision and mission? If so does NYIT have the resources to support this project? (training, technology or software, IT support, budget, etc.)

b. Target Population (15 pts)

Describe your plans to involve graduate and/or undergraduate students and how they will interact with the project. If a student-faculty research endeavor is proposed, the number of participating students (and their names and backgrounds/credentials if possible) should be identified. Note if the research project will involve participation of human subjects, it must undergo IRB review prior to the implementation of project assessment. Be sure to read about IRB guidelines on the OSPAR website. If this is a creative work indicate if there a role that a student could play in collecting information, providing social media services, researching background information or shadowing you in a way that they can learn the process of creating such work for example writing a book or creating a piece of work to display.

c. Statement of Objectives and Outcomes (15 pts)

Provide a statement of objectives and describe the intended outcomes, include information on how the proposed scholarly activity will enhance student learning or real-world experience.

d. Assessment Plan (15pts)

Provide a plan to determine how you will measure the success of the scholarly activity.

e. Prior Experience (5 pts)

Describe the PI's prior experience, training, or pertinent expertise (if any) with the activities being proposed.

f. Implementation Plan and Timetable (10 pts)

Provide an implementation plan and timetable for proposed activity to be completed over the 12-month funded period.

g. Dissemination Plan (5 pts)

Describe how you intend to disseminate and share results of this experience with an audience outside of NYIT. Do you intend to submit possible publications? If so provide samples of the journals you intend to target or if you plan to present at a conference provide information about the conference and whether you will invite students to participate in the conference activity.

h. Long Term Sustainability and Future Goals (5 pts)

Provide a description on any plans to continue the proposed project past funding or if you have any follow-on proposal submissions to external sponsors.

5. Curriculum Vitae for all investigators. The CV should be in National Science Foundation NSF Bio sketch Format which can be found at <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp> (3-page maximum). For those that would like to use the NEH Biosketch Format please see pg. 5 of this RFP.

6. Progress Report (1 page). Provide a **narrative report on progress** of your most recent ISRC or TLT Grant. Also include a list of all peer-reviewed publications and externally funded grants resulting from the award. (Maximum of 1-page total)

7. Dean's Letter of Support, expressing support for the project and approving any proposed reassigned time and/or use of NYIT facilities or other resources. This letter should be included in the application at the time of submission. **Please give your Dean ample notice and time to prepare. Co-PIs and additional faculty also need separate Dean's Letters.**

8. Supporting Materials (optional). Append any supporting material you wish to include.

TLT PROJECT DESCRIPTION REQUIREMENTS:

1. Cover Sheet

2. Budget (including Budget Narrative) (10 pts)

List and total your expenses. You can use the sample budget as a guide. Total costs on a representative budget will typically range from \$2,000 to \$15,000 for a 12-month project. Each expense should be briefly explained and justified. A narrative description of each item in your budget form must be included. Please include quotes for any single item over \$5,000. These and other evidence of costs of items can be included in the Supporting Materials Section.

3. Abstract (200-word summary)

4. Project Description (90 pts total for a-h) (4 pages maximum which includes graphs, charts and figures. References should be added under Supporting Materials and will not be included in the 4-page limit for the Project Description.). Sections required depend on which grant you are applying for so please pay careful attention to the Description Requirements for each grant.

a. Proposed Scholarly Activity (20 pts)

Provide a description of the proposed scholarly activity. The description should be written in a manner understandable by those indifferent disciplines. Explanation of (i) the Significance, (ii) the Intellectual Merit, (iii) the Broader Impacts of your project, what is the technology that you intend to integrate with your teaching and how do you hope it will enhance student learning? What has been done previously by you or others with this technology? How will what you propose, advance using technology in your pedagogical techniques in your field and/or be innovative? How will it enhance NYIT's reputation? Does this project align with NYIT's vision and mission? If so, how? Does NYIT have the resources to support this project? (training, technology or software, IT support, budget, etc.)

b. Target Population (15 pts)

Describe your plans to involve graduate and/or undergraduate students and how they will interact with the project. Describe whether your activities will include technological curriculum development, and how the projects design will help students become involved in research, and whether it will have applications to broader groups and what those groups might be.

c. Statement of Objectives and Outcomes (15 pts)

Provide a statement of objectives and describe the intended outcomes, include information on how the proposed technology integration will benefit student learning or impact their experience at NYIT.

d. Assessment Plan (15 pts)

Provide a plan to determine how you will measure the success of the integration of the technology into your teaching and how you intend to measure student learning gains. Identify and describe at least one assessment strategy or technique that you will use some examples can be found at <https://salgsite.net/>.

e. Prior Experience (5 pts)

Describe the PI's prior experience, training, or pertinent expertise (if any) with the activities being proposed.

f. Implementation Plan and Timetable (10 pts)

Provide an implementation plan and timetable for proposed activity to be completed over the 12-month funded period.

g. Dissemination Plan (5 pts)

Describe how you intend to disseminate and share results of this experience with an audience outside of NYIT. Do you intend to submit possible publications? If so provide samples of the journals you intend to target or if you plan to present at a conference provide information about the conference and whether you will invite students to participate in the conference activity.

h. Long Term Sustainability and Future Goals (5 pts)

Provide a description on any plans to continue the proposed project past funding or if you have any follow-on proposal submissions to external sponsors.

5. Curriculum Vitae for all investigators. The CV should be in National Science Foundation NSF Bio sketch Format which can be found at <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp> (3- page maximum). For those that would like to use the NEH Bio sketch Format please see pg. 5 of this RFP.

6. Progress Report (1 page). Provide a **narrative report on progress** of your most recent ISRC or TLT Grant, if any. Also include a list of all peer-reviewed publications and externally funded grants resulting from the award. (Maximum of 1-page total)

7. Dean's Letter of Support, expressing support for the project and approving any proposed reassigned time and/or use of NYIT facilities or other resources. This letter should be included in the application at the time of submission. **Please give your Dean ample notice and time to prepare. Co-PIs and additional faculty also need separate Dean's Letters.**

8. Supporting Materials (optional). Append any supporting material you wish to include.

Exhibit A

ISRC/TLT Grant Proposal Review
Proposal Reviewer Work and Confidentiality Agreement

The undersigned reviewer agrees to adhere to the following scope of work, confidentiality, and conflict of interest requirements in connection with ISRC/TLT Grant Proposal Review managed by the Office of Sponsored Programs and Research (OSPAR) of the New York Institute of Technology.

I. Scope of Work

- a) Before reviewing or scoring any grant proposal, carefully read the evaluation criteria, the explanations thereof and the instructions for scoring, all of which will be provided along with a PDF copy of the proposal;
- b) Carefully review the whole of each grant proposal transmitted pursuant to this agreement;
- c) In accordance with the priorities, criteria, explanations and instructions, solely on the basis thereof and of the content of the grant proposal, score each grant proposal;
- d) Score each proposal according to the rubrics; provide substantive comments to support such scores; and return the scores and comments to the OSPAR Representative in a timely manner.

II. Confidentiality

OSPAR requires each reviewer to treat proposals with strict confidence before, during, and after the review process. Except for panel discussions, reviewers are not to discuss information contained in the proposals or learned during panel meetings with anyone not included in the immediate panel. Reviewers are allowed to reproduce grant materials for the purpose of the proposal review. I understand and agree the maintenance of confidentiality also includes the destruction of confidential review materials at the conclusion of the review session. This includes any printed copies of the proposals, notes from the proposal review and all other confidential information in my possession. I also acknowledge that OSPAR will not cover or provide reimbursement for printing and disposal expenses incurred by the Reviewer.

III. Conflict of Interest

Conflict of interest is defined as any action by a reviewer in the grants review or awarding process which would affect, or could appear to affect, the reviewer's financial interest; or would cause the reviewer's impartiality in the grants process to be questioned. Based on the information provided to me, I do not have a conflict of interest in any of the proposals. If during the review there is an appearance of or actual conflict of interest, I will recuse myself from the review of that proposal.

Panel Member:

Signature:
Please Print Name:

Date: