

Pilot & Feasibility (P&F) Review Process

P&F RFA Distribution

1. Post request for application (RFA) to website, and include a link to the full RFA PDF document, deadlines, expected award date, application submission contact (coordinator), and scientific information contacts.
2. Distribute RFA announcement to members and affiliates via email.

Application Processing

1. The coordinator collects applications, and enters them into the 'applications' internal database.
2. From the 'applications' internal database of applicants, reports are printed on total numbers of applicants, and 1 of each hardcopy applications submitted is distributed to the key P&F administrators for reviewer assignment.
3. The P&F administrator reviews the applications and assign applications (3-5) per BCBC reviewer. BCBC reviewers are selected based on their membership status and expertise in the area of the submitted application.
4. The P&F reviewers are first notified by email that they are requested to participate in the application review process, and that application assignments will be following by mail.
5. The P&F reviewers are sent a copy of each application that they have been assigned to review, along with a printout of their review assignments containing a list of applicants and application titles, as well as an instructional cover letter providing a deadline for review scores and comments.
6. The P&F reviewers return all scores and comments in NIH format by email to the coordinator by the designated deadline. The coordinator enters the scores and comments into the 'applications' internal database, and prepares reports that outline the cost for each project, ranked score, and comments. The final reports are distributed to all P&F administrators for review.
7. The coordinator sets up a conference call for the P&F administrators to review the final reports and make final funding decisions.

Notice of Award

1. Acceptance and rejection letters, as well as anonymous comments providing feedback are drafted, and mailed to applicants after the final funding decision has been reached.
2. The new P&F recipients and their abstracts are posted to the website.
3. The grants administrator begins to initiate contact with each new P&F institution to initiate the new subcontracts.