



EXTERNAL REVIEWER SUPPORT PROGRAM GUIDE

(Revised Summer 2021)

Program Description

Provides support for expenses associated with the external review of external sponsored project proposals. Specifically, the Principal Investigator/Project Director should have identified an expert in their field, who is a recipient of external funding, preferably a current or former reviewer of the same sponsor. Sponsored Projects Administration (SPA) can assist in the identification of potential external reviewers. Funding is negotiable, but is typically in the \$200-300 range and includes a detailed narrative review and follow-up call/video chat.

Eligibility

- Tenured and Tenure Track Faculty pursuing a significant, typically federal, sponsored project
- Contract Faculty-Full time contract appointment faculty members
- Professional Personnel-University professional personnel members with research-oriented duties

Application Process

There is no formal proposal required for this internal funding. Instead, please work with your assigned Proposal Manager to provide the Director of Sponsored Projects Development with the following:

- The funding opportunity being pursued
- Information on the chosen reviewer and amount requested
- A timeline to allow ample time for proposal drafting, external review, editing, internal approvals, and submission of the proposal (according to [SPA External Proposal Submission policy](#)).

Application Deadline

- The deadline for external reviewer funding is rolling.
- Applications should be submitted to allow ample time for drafting, external review (often 6-9 weeks), editing, internal review, and submission.

Funding Award Stipulations

- Typical award amounts range from \$200-300, although higher amounts will be considered, depending on the scope of work for the reviewer. BSU employees are not eligible to serve as external reviewers for this program.
- Receipt of an ASPiRE Research or Creative Arts award does not affect eligibility of an External Reviewer award in the same fiscal year; however, grant recipients failing to submit acceptable final reports for any award will be declared ineligible for further support from ASPiRE programs.
- Failure to submit the external sponsored project proposal may affect future internal funding opportunities.

Final Report/Grant Closeout

- There is no final report required for this grant program; instead, submission of the external sponsored project suffices.
- Funding will be coordinated by SPA, in cooperation with the PI.
- External reviewers will be asked to complete a BSU Independent Contractor Agreement for their work, detailing the specific tasks to be delivered, timeline, and amount for services provided.
- As part of that process, external reviewers will be required to be set-up as vendors in BSU's SciQuest system and, as such, will need to submit a W-9 or W-8BEN (for non-US citizens).

If you need further assistance with this process, please contact ASPiRE at 765-285-1600 or aspire@bsu.edu