

INSTRUCTIONS FOR REVIEWING SBIR PHASE I PROPOSALS

Conflict of Interest: It is imperative that SBIR avoid even the **appearance** of conflict of interest. Therefore, you must disqualify yourself as a reviewer if 1) the applicant or consultants (if any) is employed at your home institution; 2) you have ever served either as thesis advisor or postdoctoral advisor, 3) you served as a collaborator on a research project or coauthor on a joint publication with the applicant within the past three years; 4) you acted or will act as a paid consultant to the company, or will gain some benefit from the project; or 5) you have any affiliation or financial interest in the firm or the investigators submitting this proposal. If you have a situation about which you are uncertain, please contact the SBIR office at 202/401-4002 for an opinion.

Confidentiality: The Department of Agriculture receives research proposals in confidence and is responsible for protecting the confidentiality of their submission and contents. For this reason, confidentiality must be maintained -- **therefore DO NOT copy, quote, or otherwise use material from this proposal.** If you believe that a colleague can make a substantive contribution to the review, please consult us before contacting your colleague. When you complete the review, **please destroy this proposal and maintain its confidentiality. If you are unable to review, please contact the SBIR office, destroy all printed and electronic materials related to the application and maintain its confidentiality.**

Reviews: The SBIR program will be utilizing the new Web-Based Peer Review System (PRS) that has been developed by USDA-CSREES. Information about the PRS system is contained in the cover letter that accompanies each proposal for review.

If you are accustomed to reviewing academically-oriented proposals, you will find SBIR proposals to be different; they are narrowly oriented, have a more applied focus, and most deal with a product or service. You may have expert knowledge of the subject, or you may be able to judge the proposal only in a general way. Both judgments are important. The following points should be considered in preparing your review.

Scientific and Technical Feasibility: This is the most important criteria for ranking proposals **and should carry twice the value of the other items.** Are the stated objectives logical and will they lead toward proving the feasibility of the approach or concept? Proposals should concentrate on those aspects of the research that will significantly contribute to establishing technical feasibility. Discuss the scientific and technical quality of the research plan. Is the approach valid, relevant and innovative? The most useful reviews for both the peer panel and the applicant point out the proposal's strengths and weaknesses and include specific criticisms that you feel are warranted.

Importance of the Problem: Briefly discuss the importance of the problem or opportunity and the anticipated economic or social benefits of the proposed research. In your opinion can the proposed work be judged to be in the public interest by satisfying one or more of the following objectives: 1) develop sustainable agricultural production systems; 2) protect natural resources and the environment; 3) create a safe, nutritious and affordable food supply; 4) develop value-added food and non-food products from agricultural materials; 5) enhance global competitiveness; and 6) enhance economic opportunity and quality of life, especially for people in rural areas.

Investigator and Resource Qualifications: Discuss the principal investigator's qualifications and those of his/her staff and consultants (if any). Do they have the necessary training to carry out the experimental plan? If the PI is currently employed by an employer other than the small business submitting this proposal (e.g., university), is it clear that the PI would be employed for a minimum of 51% of his(her) time by the small business during the period of the grant? (While the PI must work more than one-half of his/her time for the small business during the entire grant period, there is no

minimal time requirement for what percentage of the PI's time is spent working on the proposed research.) Is the necessary instrumentation available, or is it obtainable within the time and budget constraints of Phase I? Are adequate facilities available that the small business either owns or controls for the duration of the grant through a rental or lease arrangement? If a consultant or sub-contractor is involved, is there a letter from him(her) verifying his(her) willingness to participate in the project? If a Cooperative Research and Development Agreement (CRADA) exists, is there a letter from the CRADA partner verifying the existence of the CRADA agreement? For an applicant to gain full credit in the review process for the involvement of consultants, sub-contractors or CRADA partners, letters verifying these arrangements must be attached to the proposal.

Budget: Comment only if you feel one or more budget items are unclear, inappropriate, or substantially insufficient or excessive. There are two budget items you do not need to address. First, SBIR applicants are allowed by law to request a small fee or profit (not to exceed 7%) because they are for-profit organizations. They do not have to specify how these funds will be spent. Secondly, Congress has exempted the USDA SBIR program from any restrictions on indirect cost reimbursement rates. If an SBIR applicant has previously negotiated an indirect cost reimbursement rate with government auditors they are required by law to use that same rate in all grant applications. If they do not have a previously negotiated rate, they are free to ask for whatever rate they feel that they can justify. For small business firms, indirect cost rates of over 100% are not uncommon.

Use of Vertebrate Animals or Human Subjects at Risk: If the proposal involves either 1) the use of vertebrate animals, or 2) human subjects at risk, has this been indicated on Form RR_OtherProjectInfo and has IACUC approval been obtained for use of vertebrate animals (or is IACUC approval pending) and/or has IRB approval been obtained for the use of human subjects (or is IRB approval pending).

Format: Proposal guidelines call for 1 inch margins with font size no smaller than 12 point in the text of the proposal (Project Summary and Project Narrative). Some sections such as the budget forms will have font much smaller than 12 point. This is due to the grants.gov forms and not the fault of the applicant. Due to the new forms required by grants.gov there is no overall page limit for the application. However, the Project Narrative is limited to 16 pages. All proposals will have many appendices. Some will be important while others may be of little interest. Please use your judgement when deciding whether you need to read a particular appendix.

Duplication: Does the proposed research substantially duplicate any ongoing or previous research that you are aware of? Would the proposed research result in the development of a technology or product that already exists? If the PI has received or has applied for patent(s) pertaining to the proposed technology, does the proposed research constitute a legitimate feasibility study, or does it substantially duplicate earlier work carried out by the PI?

Reviewer's Recommendation: Summarize your recommendation in terms of the final action that SBIR should consider. **Please do not give your score in the text of your review**, but instead check your score at the top of the review screen that you will access through the PRS system (excellent, very good, good, fair or poor). A rating of excellent implies a high priority for funding, while a rating of good suggests a low priority for funding. Lower ratings will have little chance of funding.