

*Description of the Lake Tahoe SNPLMA  
Round 9 Science Proposal Review Process*



August 27, 2008

## **I. Peer Review Process for Science Proposals**

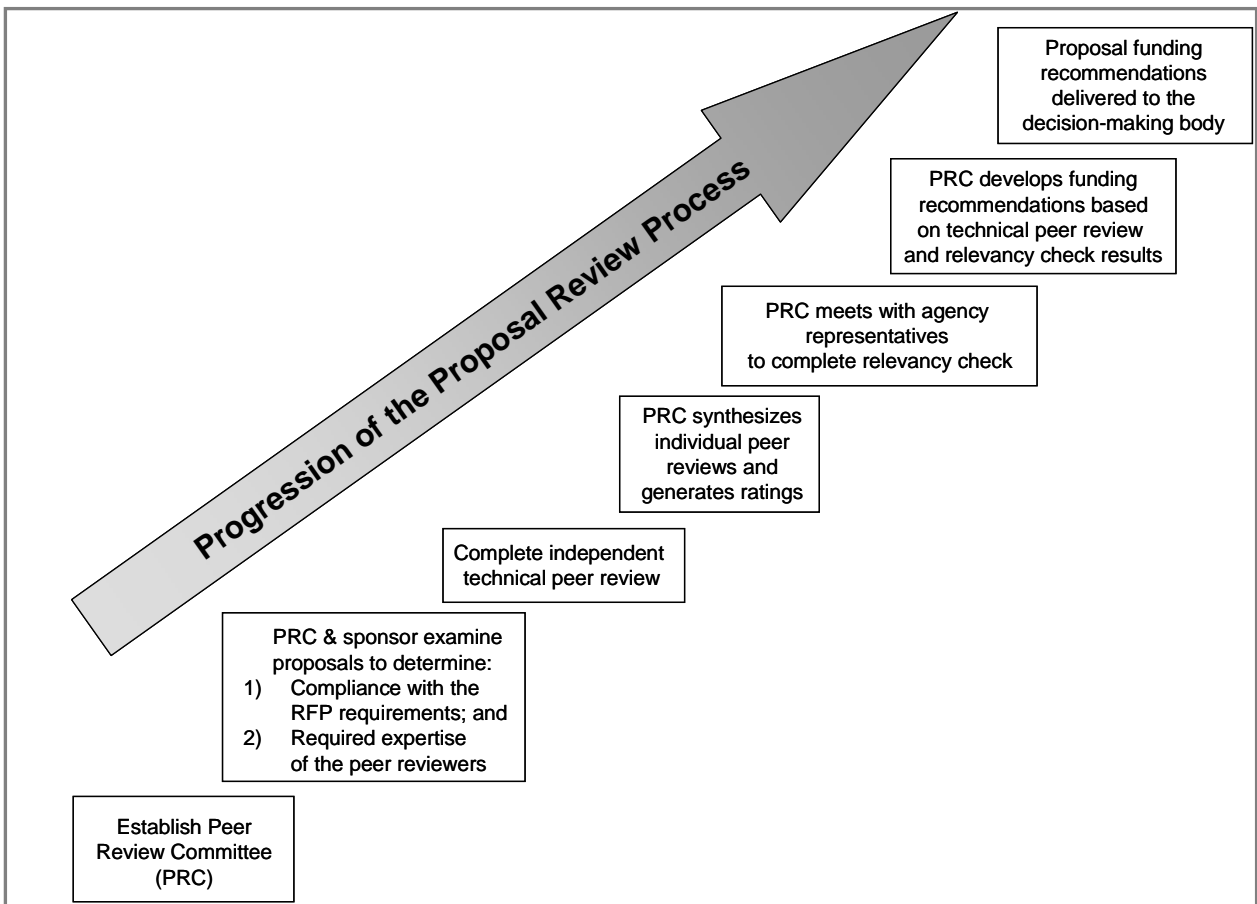
The management and conservation of complex ecological systems require projects and programs that obtain information to inform decision-making and support management actions. Funding agencies often use competitive processes or special initiatives to solicit for proposals aimed at obtaining information that addresses gaps in knowledge and reduces uncertainty. Their goal is to fund proposals that are high priority from a programmatic standpoint (i.e., address key uncertainties or knowledge gaps) and high quality from a technical standpoint.

The purpose of the proposal peer review process is to obtain independent and credible evaluations of a proposal's technical merits. Using independent experts to evaluate the technical quality of research and project proposals is standard practice within organizations such as the U.S. Environmental Protection Agency, National Science Foundation, and National Institutes of Health. An objective, technical peer review process is essential to identifying the highest quality proposals and avoiding biases that can result from reviews by a small group of "in-house experts" who might not have the required level of technical background. The collective results of this peer review process are used to generate objective ratings of technical quality for the entire group of proposals.

It is increasingly common to see an independent peer review process embedded in the overall proposal selection process. In addition to informing funding agencies about the technical quality of submitted proposals, the peer review process can help to promote funding decisions that are transparent and fair to all applicants. This section describes the processes for the independent peer review of science proposals received both through an open solicitation (hereafter referred to as a request for proposal or RFP) and through an agency-sponsored special initiative. Overall, the processes are identical with the exception of the steps to determine programmatic relevance.

### **A. Review of Science Proposals Received in Response to Requests for Proposals**

A multi-staged, independent peer review process is used to evaluate and prioritize science proposals received in response to a request for proposal. Figure 1 provides an overview of the major steps in this process. Details associated with each step are described below.



**Figure 1.** Diagram illustrating the major steps in the peer review process for science proposals submitted in response to an RFP.

- (i) Establish a Peer Review Committee (PRC). The PRC is responsible for overseeing and administering the proposal peer review process. The PRC is composed of the TSC Executive Director and three members of the TSC Committee of Scientists (COS) or their designees. The PRC is a standing committee. The Executive Director is a permanent member of the PRC, while COS representatives will change over time. To avoid conflicts of interest and maintain high ethical standards, PRC members will be required to:
  - (a) Recuse themselves from involvement in any TSC administered peer review that includes a proposal, work product, or technical program in which they have materially contributed<sup>1</sup>.

<sup>1</sup> A person is considered to have materially contributed to a proposal, work product, or technical program if they: 1) are listed as an investigator or co-investigator, 2) directly contributed to the production of the document undergoing review, or 3) received funding to complete any work that directly contributes to the product undergoing review.

- (b) Recuse themselves from the consideration of any proposal submitted from their home institution.
- (c) Complete conflict of interest, confidentiality, and non-disclosure forms (Appendix A) for any proposal review they complete.

The PRC will administer the review of science proposals and is responsible for the following tasks:

- (a) One or more PRC representative(s) will work with representatives from the agency sponsoring the RFP to examine the submitted proposals to ensure they fulfill all requirements stated in the RFP. This is an administrative step to ensure each proposal contains the information necessary for a thorough peer review. Only proposals fulfilling all RFP requirements will be distributed for external peer review.
  - (b) The PRC will examine the RFP and the submitted proposals to determine the areas of scientific expertise that must be represented by the peer reviewers. The PRC will select the peer reviewers based on: 1) required expertise, 2) reviewer independence and standing in the scientific community, and 3) reviewer availability. Reviewers may be selected from academia, government or private consulting companies, and may or may not have worked in the Lake Tahoe Basin.
  - (c) The PRC will establish the technical review criteria. These review criteria will be used by all peer reviewers to evaluate individual proposals. The review criteria will normally include all of the factors listed in Appendix B; however, the criteria may be adjusted depending on details specified in the RFP or in consultation with the sponsoring agency.
  - (d) The PRC will establish the overall review timeline. The timeline will largely be determined by the number of proposals requiring review and the number of peer reviewers.
- (ii) Establish the group of independent peer reviewers and obtain reviews of each proposal. The PRC will develop a list of potential reviewers and contact individuals to confirm their willingness to serve as a peer reviewer. Each proposal will be evaluated by a minimum of three reviewers. The independent technical reviewers must not have a direct affiliation (past or present) with the authors of the proposal(s) they review, or have other associations with the authors that might

raise a conflict of interest issue. All reviewers will be required to sign conflict of interest, confidentiality, and non-disclosure forms (Appendix A). The reviewers also must be knowledgeable about the research area in the proposal; however, to avoid a conflict of interest, they cannot have current involvement in any Lake Tahoe Basin research project. Steps to obtaining the peer reviews are as follows:

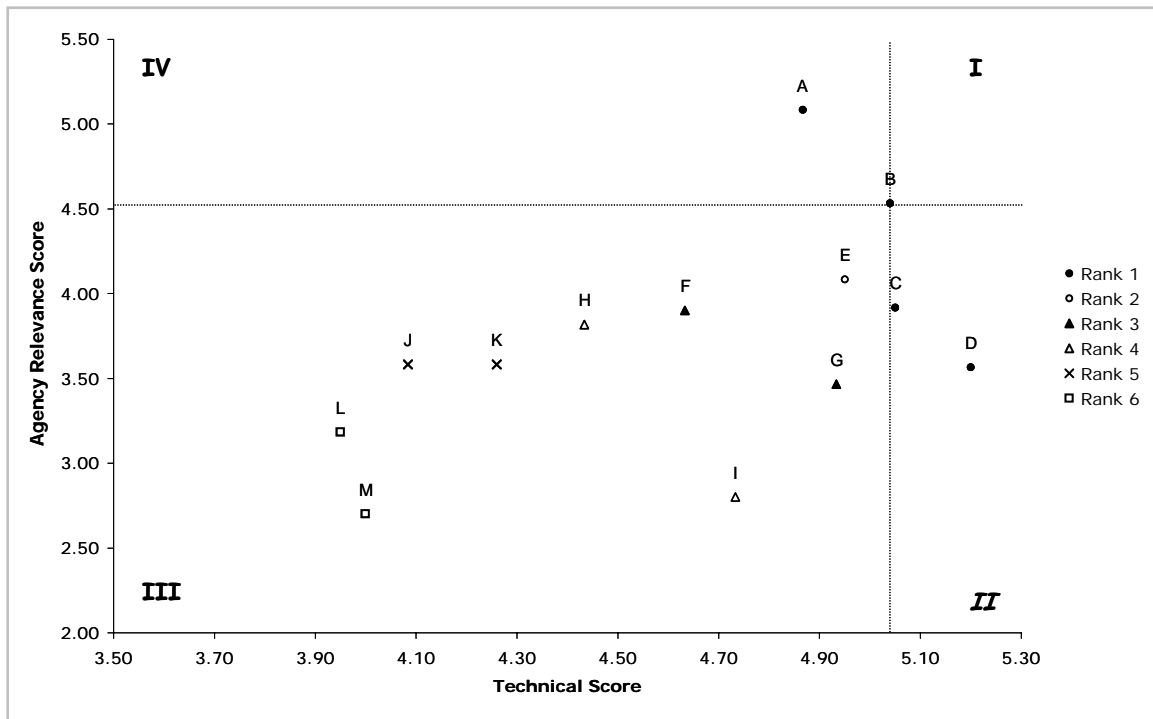
- (a) The proposals and review criteria will be sent by email or surface mail to the assigned reviewers. The reviewers will complete a critical review of the technical merits of each assigned proposal, using a standardized scoring form based on the review criteria (Appendix B).
  - (b) Reviewers will return the proposals, the completed review forms, and completed conflict of interest forms to the PRC. Reviewers will be compensated approximately \$75 for their time to complete each proposal review.
- (iii) Synthesize the individual peer reviews to determine the technical rating of each proposal. The PRC will examine all of the peer reviews to ensure they are complete and supportable. The PRC will calculate an average numerical technical rating using the overall rating values provided by the individual reviewers. Highly divergent reviews (i.e., overall rating values that differ by two or more) will receive additional examination either by the PRC or by another independent reviewer. Once the PRC accepts all of the individual reviews, the average technical ratings will serve as the final technical ratings of all proposals. The final technical ratings will be used to determine whether each proposal receives further consideration or not according to the categories and considerations described in Appendix C. For RFP's that identify multiple research theme areas, the PRC reserves the option to group proposals and the associated ratings by theme area.
- (iv) Evaluate proposal relevancy to management and regulatory agency information needs. The proposals passing the technical review step will be forwarded to management and regulatory agency representatives for a relevancy review. Agency representatives will review each proposal and provide written review comments according to the considerations described in Appendix D. Agency representatives will return completed review forms to the PRC. Agency representatives will not receive outside compensation for their reviews.
- (v) Synthesize agency reviews to determine the relevancy rating of each proposal. The PRC will calculate an average numerical relevancy rating for each proposal using each agency representative's overall

rating value. All agency ratings and the average relevancy rating will be entered into a single spreadsheet. These results will be provided to the agency representatives participating in the relevancy review. Agency and PRC representatives will discuss the proposals and associated agency ratings in a meeting generally referred to as the “relevancy check.” The purpose of this meeting is to allow agency representatives to clearly communicate their thoughts on the relevancy of individual proposals to the PRC and to each other. Agency representatives may adjust their relevancy scores based on these discussions. The outcome of this meeting is a final set of agency relevancy scores for use by the PRC in developing its funding recommendations. Relevancy check discussions will be led by a PRC representative, who is responsible for ensuring the discussions are balanced, fair, and comprehensive.

- (vi) Evaluate technical and relevancy review results to develop funding recommendations. The PRC will evaluate all review results to derive a set of proposals recommended for funding. The Peer review and Agency Relevancy review processes result in a Technical Score (range 1.0 – 5.9) and an Agency Relevancy Score (range 1.0 – 5.9) for each proposal. A Pareto ranking approach (Yapo et al., 1998) is used to evaluate proposals grouped within the same theme (e.g., air quality or climate change) to guide the funding recommendation process. The Pareto approach is useful in objectively evaluating the relative ranking of a group of proposals where two review factors have equal weight. The Pareto ranking approach is described in the following example.

In Figure 2, thirteen proposals (A-M) are plotted based on the corresponding Technical and Agency Relevance Scores resulting from the review process. The Pareto ranking procedure requires an evaluation of each proposal in terms of the Technical and Agency Scores to determine the “dominance” of each proposal. A given proposal is classified as dominated (inferior) if there are any other proposals that have higher values for both the Technical and Agency Scores. Alternatively, a given proposal is classified as nondominated (superior) if there are no other proposals with both Technical and Agency Scores higher than the given proposal under consideration. This concept is highlighted in Figure 2 using Proposal B. Notice that there are no other proposals with both Technical and Agency Scores higher than those for Proposal B (upper right quadrant I). Proposals C and D both have higher Technical Scores than proposal B, but have lower Agency Scores than Proposal B (lower right quadrant II). Similarly, Proposal A has a higher Agency Score than Proposal B, but has a lower Technical Score than Proposal B (upper left quadrant IV). Proposals E-M all have lower Technical and Agency Scores (lower left quadrant III) and are thus dominated by proposal B. As a result of this analysis, Proposal B is determined to be a

nondominated proposal (also termed a Pareto Rank 1 proposal). A similar analysis of Proposals A, C, and D reveals that these proposals are also nondominated (also Pareto Rank 1 proposals). The Pareto Rank 1, nondominated proposals (A-D) each represents a trade-off between the two criteria used to evaluate the proposals: Technical and Agency Scores. Without using an additional performance measure, none of these proposals can be considered to be “better” or “worse” than any of the other Pareto Rank 1 proposals and each should be considered for funding before any of the remaining dominated Proposals E-M.



**Figure 2.** Pareto ranking results for thirteen research proposals evaluated through technical peer review and agency relevancy review.

The Pareto ranking procedure can be continued to determine the dominance of the remaining proposals (E-M) to identify additional proposals for funding consideration after the Rank 1 proposals have been considered. This is accomplished by removing the Pareto Rank 1 Proposals (A-D) and reevaluating each of the remaining Proposals (E-M) for dominance. This analysis reveals that Proposal E is the only nondominated Proposal of the remaining Proposals and is termed a Rank 2 Pareto Proposal. The process can be repeated until all proposals have an associated Pareto Ranking.

- (vi) Present proposal funding recommendations. The PRC will present proposal funding recommendations based on the technical peer review results and relevancy check discussions to the agency sponsoring the RFP. Representatives of the sponsoring agency will

have the opportunity to ask questions about any step in the proposal review process including the relevancy check discussions. The sponsoring agency will use the information provided to adopt its own set of funding recommendations.



## Appendix A

### Conflict of Interest, Confidentiality and Non Disclosure Rules and Information for Reviewers<sup>2</sup>

As reviewers themselves are most familiar with their own situations, it is their personal responsibility to: (1) alert the Peer Review Committee (PRC) to any possible conflict of interest situation, whether real or apparent, that may impact the review, and (2) identify and certify on the pre-meeting and post-meeting Conflict of Interest Certification Forms associated with this information sheet, (a) any application where they have a conflict of interest, and (b) that they will not be, and have not been, involved in the review of any application where their participation constitutes a conflict of interest. Reviewers must also certify that they will maintain the confidentiality of the proceedings and associated materials and that they will not disclose to another individual any matter or information related to the review proceedings. In addition, the PRC may determine that a particular situation involves a conflict of interest and require that the potential reviewer not be involved in the review of the application(s) or proposal(s) in question. All reviewers are covered by this information sheet and associated Certification Forms.

**There are several bases for a conflict of interest: employment, financial benefit, personal relationships, professional relationships or other interests.** If applicable, any one condition may serve to disqualify a reviewer from participating in the review of an application or proposal. A **conflict of interest may be real or apparent.**

The following guidance and definitions, derived from federal regulations governing the Scientific Peer Review of Research Grant Applications and Research and Development Contract Projects (42 CFR Part 52h), will assist you in determining whether you are faced with a real or apparent conflict of interest. The guidance is not all-inclusive, due to the variety of possible conflicts of interest. Therefore, it is important that you should consult the PRC when there is any question about your participation in a review.

#### GUIDANCE AND DEFINITIONS

A **Conflict Of Interest** in scientific peer review exists when a reviewer has an interest in a proposal that is likely to bias his or her evaluation of it. A reviewer who has a real conflict of interest with a proposal may not participate in its review.

**Real Conflict Of Interest** means a reviewer or a close relative or professional associate of the reviewer has a financial or other interest in a proposal that is known to the reviewer and is likely to bias the reviewer's evaluation of that proposal as follows:

A reviewer shall have a real conflict of interest if he/she or a close relative or professional associate of the reviewer: (1) has received or could receive a direct financial benefit of any amount deriving from funding a proposal under review; (2) has received or could receive a financial benefit from the applicant institution, offeror or principal investigator that in the aggregate exceeds \$10,000 per year; this amount includes honoraria, fees, stock or other financial benefit, and additionally includes the current value of the reviewer's already existing stock holdings, apart from any direct financial benefit deriving from an application or proposal under review: or (3) has any other interest in the proposal that is likely to bias the reviewer's evaluation of that application or proposal.

Regardless of the level of financial involvement or other interest, if the reviewer feels unable to provide objective advice, he/she must recuse him/herself from the review of the application or proposal at issue. The peer review system relies on the professionalism and integrity of each reviewer to identify to the PRC any real or apparent conflicts of interest that are likely to bias the

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<sup>2</sup>Documents in this appendix follow forms and guidelines used by the National Institutes of Health, Office of Extramural Research.

reviewer's evaluation of an application or proposal.

**Employment:** A reviewer who is a salaried employee, whether full-time or part-time, of the applicant institution, offeror, or principal investigator, or is negotiating for employment, shall be considered to have a real conflict of interest with regard to an application/proposal from that organization or principal investigator. The PRC may determine there is no real conflict of interest or an appearance of a conflict of interest where the components of a large or multi-component organization are sufficiently independent to constitute, in effect, separate organizations, provided that the reviewer has no responsibilities at the institution that would significantly affect the other component.

**Financial Benefit:** See definition of Real Conflict of Interest above.

**Personal Relationships (Relatives):** A close relative means a parent, spouse, sibling, son or daughter or domestic partner. A conflict of interest exists if a close relative of a reviewer submits an application or proposal, or receives or could receive financial benefits from or provides financial benefits to an applicant or offeror. In such case, it will be treated as the reviewer's financial benefit.

**Professional Associates:** Professional associate means any colleague, scientific mentor, or student with whom the peer reviewer is currently conducting research or other significant professional activities or with whom the member has conducted such activities within three years of the date of the review.

**Standing Review Group Membership:** When a scientific review group meets regularly, a relationship among the individual members exists; therefore, the group as a whole may not be objective about evaluating the work of one of its members. In such a case, a member's application or proposal will be reviewed by another qualified review group to insure that a competent and objective review is obtained.

**Longstanding Disagreements:** A conflict of interest may exist where a potential reviewer has had longstanding scientific or personal differences with an applicant.

**Multi-Site Or Multi-Component Project:** An individual serving as either the principal investigator or key personnel on one component of a multi-site or multi-component project has a conflict of interest with all of the applications or proposals from all investigators or key personnel associated with the project. The individual should be considered a professional associate when evaluating applications or proposals submitted by the other participants in the project.

**Request For Applications (RFA) Or Request For Proposals (RFP):** Persons serving as the principal investigator or key personnel on an application submitted in response to an RFA or on a proposal in response to an RFP are generally considered to have a conflict of interest with all of the applications or proposals submitted in response to the RFA or RFP. However, if no other reviewer is available with the expertise necessary to ensure a competent and fair review, a waiver may be granted by the PRC that will permit an individual to review only those applications or proposals with which he/she has no conflict of interest that is likely to affect the integrity of the advice to be provided by the reviewer.

**Appearance Of A Conflict Of Interest** means that a reviewer or close relative or professional associate of the reviewer has a financial or other interest in an application or proposal that is known to the reviewer or the PRC and would cause a reasonable person to question the reviewer's impartiality if he or she were to participate in the review. The PRC will evaluate the appearance of a conflict of interest and determine whether or not the interest would likely bias the reviewer's evaluation of the proposal. Where there is an appearance of conflict of interest, but not sufficient grounds for disqualifying the reviewer, the PRC will document: (1) that there is no real conflict of interest; and (2) that, at the time of the review, no practical alternative exists for obtaining the necessary scientific advice from the reviewer with the apparent conflict.

**Waivers** If no other reviewer is available with the expertise necessary to ensure a competent review, a waiver may be granted by the PRC to allow participation in the review.

## **CONFIDENTIALITY AND NON-DISCLOSURE OF MATERIALS AND PROCEEDINGS**

The applications and proposals and associated materials made available to reviewers, as well as the discussions that take place during review meetings are strictly confidential and must not be disclosed to or discussed with any one who has not been officially designated to participate in the review process. In addition, disclosure of procurement information prior to the award of a contract is prohibited by the Procurement Integrity Act.

## **CERTIFICATION**

All reviewers must certify that they have read the Conflict of Interest, Confidentiality, and Non-Disclosure Rules." The reviewer must certify that, to the best of his/her knowledge, he/she has disclosed all conflicts of interest that he/she may have with the proposal or its authors and he/she fully understands the confidential nature of the review process and agrees: (1) to destroy or return all materials related to it; (2) not to disclose or discuss the materials associated with the review, their evaluation, or the review meeting with any other individual except as authorized by the PRC; (3) not to disclose procurement information prior to the award of a contract; and (4) to refer all inquiries concerning the review to the PRC.

**PRE-REVIEW CERTIFICATION FORM**  
**REGARDING CONFLICT OF INTEREST, CONFIDENTIALITY, AND NON-DISCLOSURE FOR**  
**REVIEWERS OF SCIENCE PROPOSALS**

Name [Last, First]: \_\_\_\_\_  
(Please print)

Address:

Other Employers (if applicable)

Title of Proposal Reviewed: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of review: \_\_\_\_\_

**Check only one** (and provide any comments or explanations on reverse side):

I have read the attached "Conflict of Interest, Confidentiality, and Non-Disclosure Rules and Information for Reviewers" and hereby certify that, based on the information provided to me, **I do not have a conflict of interest in the proposal listed above or the proposal authors.**

**OR**

I have read the attached "Conflict of Interest, Confidentiality, and Non-Disclosure Rules and Information for Reviewers" and hereby certify that based on the information provided, **I have a conflict of interest in the specific proposal or proposal authors listed above** and hereby recuse myself from the review of this proposal.

**Certification**

I certify that I have read the attached "Conflict of Interest, Confidentiality, and Non-Disclosure Rules and Information for Reviewers." I certify that to the best of my knowledge I have disclosed all conflicts of interest that I may have with proposals or proposal authors and I fully understand the confidential nature of the review process and agree: (1) to destroy or return all materials related to it; (2) not to disclose or discuss the materials associated with the review, my evaluation, or the review meeting with any other individual except as authorized by the Proposal Review Committee (PRC); (3) not to disclose procurement information prior to the award of a contract; and (4) to refer all inquiries concerning the review to the PRC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**POST-REVIEW CERTIFICATION FORM**  
**REGARDING CONFLICT OF INTEREST, CONFIDENTIALITY, AND NON-DISCLOSURE OF**  
**INFORMATION FOR REVIEWERS OF SCIENCE PROPOSALS**

**Title of Proposal Reviewed:** \_\_\_\_\_

**Date(s) of review:** \_\_\_\_\_

**A. Confidentiality and Non-Disclosure:** I fully understand the confidential nature of the review process and agree: (1) to destroy or return all materials related to the evaluation; (2) not to disclose or discuss the materials associated with the review, my evaluation, or the review meeting outside of that meeting or with any other individual except as authorized by the Proposal Review Committee (PRC); (3) not to disclose procurement information prior to the award of a contract; and (4) to refer all inquiries concerning the review to the PRC.

**B. Conflict of Interest For Non-Federal Reviewers:** This is to certify that in the review identified above, I did not participate in an evaluation of any application or proposal: (1) from any applicant institution or offeror where I am a full- or part-time salaried employee or where I am negotiating for such employment; (2) from any applicant institution or offeror where I have received or could receive a direct financial benefit in relation to the application or proposal under review or have received or could receive a financial benefit from the applicant institution or offeror or principal investigator valued at \$10,000 or more per year that is unrelated to the application or proposal under review; (3) submitted by a close personal relative, a member of my household, or professional associate, or if such person receives financial benefits from or provides financial benefits to an applicant or offeror. If there was an appearance or real conflict of interest, or (4) any application submitted by my former (within the past year) employer I recused myself from the review of the application/proposal or was granted an appropriate waiver.

**CERTIFICATION**

I fully understand the confidential nature of the review process and agree to confidentiality and non-disclosure (Paragraph A) and certify that in the review above I did not participate in an evaluation of any application or proposal with which I knowingly had a conflict of interest (Paragraph B).

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date Signed**

## Appendix B

### Technical Review Criteria Used for Individual Peer Reviews of Science Proposals and Instructions to Reviewers

#### Instructions to reviewers:

Please provide a brief written summary of your review findings for each review criterion listed below. Please provide an overall numerical rating of the proposal based on your review. Use the rating definitions below to determine your overall rating. Please do not report numerical ratings with greater than two significant figures. Please provide a brief written justification for your overall rating.

Rating	Definition
5 – 5.9 (Superior)	All aspects of the proposal are clear and well described. All technical review criteria are affirmatively met and there is a high probability of success. No substantive flaws are noted, although some minor errors or omissions may be noted.
4 – 4.9 (Good)	All aspects of the proposal are clear and well described. A majority of the technical review criteria are affirmatively met, although there may be some minor questions related to some aspects of the proposal. Reviewers may identify one substantive flaw, but there is a clear resolution to that flaw. Some minor errors or omissions also may be noted.
3 – 3.9 (Average)	The proposal is sound overall, but some deficiencies are noted. Reviewers may identify up to two substantive critical flaws, and at least half of the technical review criteria are affirmatively met.
2 – 2.9 (Below Average)	The proposal presents a cogent description of the project but serious deficiencies are noted. Reviewers may identify three or more substantive critical flaws, and less than half of the technical review criteria are affirmatively met.
1 - 1.9 (Inferior)	The proposal does not present a cogent description of the project and serious deficiencies are noted. Reviewers may identify three or more substantive critical flaws, and less than half of the technical review criteria are affirmatively met.

## **Technical Review Criteria:**

**Goals.** Are the goals, objectives, and hypotheses clearly stated and internally consistent? Is the idea timely and important? Does the proposal directly address one or more important research questions targeted by the RFP to which it was submitted?

**Justification.** Is the study justified relative to existing knowledge? Is the conceptual basis clearly stated in the proposal and does it explain the underlying basis for the proposed work?

**Approach.** Is the approach well designed and appropriate for meeting the objectives of the project? Are the results likely to add to the base of knowledge? Is the project likely to generate novel information, methodologies, or approaches?

**Feasibility.** Is the approach fully documented and technically feasible? Are the underlying assumptions reasonable? What is the likelihood of success? Are the scale, budget, and timeline of the project consistent with the goals and objectives and within the grasp of the authors?

**Products.** Is the project likely to yield products of value? Are interpretative (or interpretable) outcomes likely from this project? Will the information ultimately be useful to decision makers?

**Capabilities.** What is the track record of the authors in terms of their past work? Is the project team qualified to efficiently and effectively implement the proposed project? Do they have the infrastructure and other aspects of support necessary to accomplish the project?

**Overall Rating.** Please provide a numerical score using the rating table and provide a brief justification for your overall rating.

## Appendix C

### Proposal Rating Categories and Considerations Used by the Peer Review Committee

Average Rating	Interpretation	Further Consideration
5 – 5.9 (Superior)	The proposal received top scores from all reviewers, with an average score ranging from 5 to 5.9. No substantive flaws noted, although some minor errors or omissions may be noted.	Yes. All proposals with an average rating $\geq 5$ will be considered in the agency relevancy review.
4 – 4.9 (Good)	The average score from three reviewer's ranges from 4 to 4.9. Reviewers may identify one substantive flaw, but there is a clear resolution to that flaw. Minor errors or omissions also may be noted.	Yes. All proposals with an average rating $\geq 4$ will be considered in the agency relevancy review. A recommendation to fund a proposal in this category is contingent upon satisfactory revision to address all technical review comments.
3 – 3.9 (Average)	The average score from three reviewer's ranges from 3 to 3.9. Reviewers may identify up to two substantive critical flaws. Minor errors or omissions also may be noted	Yes/No. Proposals with an average rating $\geq 3$ are generally not considered in the agency relevancy review. However, the PRC may opt to include these proposals in the agency relevancy review, depending on the uniqueness of the subject or the number of superior and good proposals receiving further consideration. A recommendation to fund a proposal in this category is contingent upon satisfactory revision to address all technical review comments.
2 – 2.9 (Below Average)	The average score from three reviewers ranges from 2 to 2.9. Reviewers may identify three or more substantive critical flaws. Minor errors or omissions also may be noted.	No. Proposals with an average score $< 3$ will not receive further consideration.
1 – 1.9 (Inferior)	The average score from three reviewers ranges from 1 to 1.9. The proposal does not provide a cogent description of the project. Reviewers may identify three or more substantive critical flaws. Minor errors or omissions also may be noted.	No. Proposals with an average score $< 2$ will not receive further consideration.



## Appendix D

### Review Criteria Used for Agency Relevancy Review of Science Proposals and Instructions to Reviewers

**Instructions to reviewers:**

Please provide a brief written summary of your review findings for each review question listed below. Please provide an overall numerical rating of the proposal's relevancy based on your review. Please do not report numerical ratings with greater than two significant figures. Use the rating definitions below to determine your overall rating. Please provide a brief written justification for your overall rating.

Rating	Definition
5 – 5.9 (Extremely Relevant)	<p><b>High end of range:</b> Proposal is extremely relevant based on all of the review criteria, no substantive issues are noted.</p> <p><b>Low end of range:</b> Proposal is extremely relevant based on a majority of the review criteria and highly relevant for other review criteria. No substantive issues noted.</p>
4 – 4.9 Highly Relevant)	<p><b>High end of range:</b> Proposal is highly relevant based on all of the review criteria. One or more substantive issues may be noted for which there is/are clear resolution(s).</p> <p><b>Low end of range:</b> Proposal is highly relevant based on a majority of the review criteria and moderately relevant for other criteria. One or more substantive issues may be noted for which there is/are clear resolution(s).</p>
3 – 3.9 (Moderately Relevant)	<p><b>High end of range:</b> Proposal is moderately relevant based on all of the review criteria. Substantive issues may be noted, but there are clear resolutions to those issues.</p> <p><b>Low end of range:</b> Proposal is moderately relevant based on a majority of the review criteria and of low relevance for other criteria. Substantive issues may be noted and resolutions to those issues may be possible.</p>
2 – 2.9 (Low Relevance)	<p><b>High end of range:</b> Proposal is of low relevance based on a majority of the review criteria and moderate relevant for other criteria. Substantive issues may be noted and resolutions to those issues may be possible.</p> <p><b>Low end of range:</b> Proposal is of low relevance based on all of the review criteria. Substantive issues may be noted and resolutions to those issues may be possible.</p>
1 - 1.9 (Not Relevant)	<p><b>High end of range:</b> Proposal is of low relevance based on all of the review criteria. Substantive issues may be noted and resolution of those issues is considered unlikely or impossible.</p> <p><b>Low end of range:</b> Proposal has no relevance to the information needs of the agency.</p>
No Score	Agency reviewer chooses not to review the proposal. Choosing this option means the reviewer has relinquished their input on proposal relevancy to other agency reviewers.

Proposal Number: \_\_\_\_\_ Date of Review \_\_\_\_\_

Agency Providing This Review \_\_\_\_\_

**Agency Need:** Does the subject area of this proposal address an issue or information gap of relevance to a management or policy issue your agency is concerned with?

**Reviewer Response:**

**Timeliness:** Will the results of this work provide information on a timeline that supports the information needs of your agency?

**Reviewer Response:**

**Products:** Does the project propose products that would be useful to your agency? Does the proposal provide means to communicate project results in ways that are useful to your agency?

**Reviewer Response:**

**Engage Agency and Stakeholder Representatives:** Does the proposal demonstrate that it was designed in response to agency needs? Does the proposal include provisions to ensure that relevant agency and stakeholder representatives are sufficiently engaged with the project?

**Reviewer Response:**

**Conflict or Redundancy:** Would implementation of this project conflict with the implementation of another science or capital improvement project? If so, please describe the conflict. Does the project unnecessarily duplicate another project? If so, please describe the extent to which the proposal is unnecessarily duplicative with other work.

**Reviewer Response:**

**Cost Effectiveness:** Do you think the project is a cost-effective way to answer the questions or test the hypotheses posed?

**Reviewer Response:**

**Other Considerations:** Please list any other relevant considerations.

**Reviewer Response:**

**Overall Justification Rating:** Please provide a numerical score using the rating table and provide a brief justification for your overall rating.

**Reviewer Response:**