Please use the following guidelines to prepare written comments on research proposals assigned to you. Use of these guidelines should assure coverage of all aspects essential for careful substantiation of the recommendations made by the Research Committee. Expectations regarding proposal quality should be comparable to that for an extramural proposal.

**DESCRIPTION:** Prepare a concise description of the proposal including aims and procedures, as each is appropriate to a clear description of the project proposed.

**CRITIQUE:** Discuss the strengths and weaknesses of various aspects of the proposal. (Are the aims logical? Is the approach valid and adequate? Are the procedures feasible? Will the research produce new data and concepts or confirm existing hypotheses? What is the significance and pertinence of the proposed study with regard to the state of the field and importance of the aims?) Provide specific examples of these questions to document your evaluation.

**INVESTIGATORS:** Discuss the competence and background of the investigators, including any special attributes of the personnel who would be associated with the project. Does the investigator have direction to his/her research that will build a research program having sufficient merit to attract extramural support?

**RESOURCES AND ENVIRONMENT:** Discuss special aspects of the facilities, equipment, and extent of departmental and interdepartmental cooperation. Comments on the availability of such resources as special animal species, tissue preparations, and clinical case material should be included when appropriate.

**BUDGET:** Is the budget realistic in terms of the aims and methodology? Are all items justified on the basis of the approach, procedures, and analysis of the data proposed? Itemize and provide specific reasons for any reductions you suggest in time or amount.

**USE OF ANIMALS:** Comment on any concerns you may have with regard to the way in which animals will be used in the proposed research. Humane considerations are of utmost importance. All projects are subject to IACUC and/or Hospital Board approval.

**HAZARDOUS PROCEDURES:** When a proposal involves potentially hazardous materials, comment on potential or actual problems and whether or not the investigator has adequately addressed precautions in dealing with these problems.

**REVIEWER'S RECOMMENDATIONS:** Summarize your recommendation in terms of the final action that the Research Committee should consider. Each proposal will be initially evaluated and placed in either a fundable or non-fundable category. This will be decided by a majority vote of the committee. The proposals considered fundable will be ranked into an upper (score 8-10), in a middle (score 5-7), or in a lower (score 1-4) category regarding priority for funding. The Research Committee member assigned to prepare the written review (for fundable or non-fundable grants) is responsible for incorporating valid comments made by other committee members during the evaluation process and promptly submitting a final review to the Office of the Director of the Veterinary Medical Experiment Station.