**STEP-BY-STEP INSTRUCTIONS FOR REVIEW**:

1. Review proposal in Word format, making comments using the Microsoft Word track changes tool.

2. Save and append the filename of the Word document with your last name.

*(i.e. McSt proposal review\_your last name)*

*3.* Answer questions about review on the below form.

4. Return this form and your Word document, with track-changes, to the Project Director in approximately 1

 month from receipt.

|  |
| --- |
| Reviewer Name: Reviewer First & Last Name |
| Affiliation: Department/College/University |
| Project Title: Proposal Title |
| PI Name: Principal Investigator’s Name |
| Date: Select Review Date |

1. Does the cover page include at least one mandated forestry research area?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Does the justification reflect the importance of, reason for, and ways the research will advance public welfare or scientific knowledge? *(see page 1 of Appendix F)*

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Does the justification include at least one of the six high priority issues, as well as at least one of the three critical goals? *(see page 1 of Appendix F)*

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Are the major goals and objectives clearly stated?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Did Project Director (PD) provide sufficient details to help you understand the current status of the subject matter and the need to address the knowledge gap(s)?

[ ]  Yes

[ ]  No

Comments: Click or tap here to enter text.

1. Are the objectives and procedures (methods) appropriate for the proposed project?

[ ]  Yes

[ ]  No

Comments: Click or tap here to enter text.

1. Does the procedure (methods) describe the necessary steps to reach the proposed outcomes and products?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Is the project duration realistic for the proposed research?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Are the appropriate/desirable individuals cooperating on this project?

[ ]  Yes

[ ]  No

Comments: Click or tap here to enter text.

1. Does the project leader’s vita indicate the level of competence required to conduct the proposed research?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Did you observe language referencing funding from another federal agency?

[ ]  Yes

[ ]  No

Comments:Click or tap here to enter text.

1. Did you make suggestions or comments in a Word document using track changes? *Please return the Word document with your comments and this form to the PD.*

[ ]  Yes

[ ]  No

**RECOMMENDATIONS:**

|  |
| --- |
| [ ]  Approve with no changes. |
|  |
| [ ]  Approve with minor changes. |
|  |
| [ ]  Approve with major changes. |
|  |
| [ ]  Revise and resubmit |
|  |
| [ ]  Reject |

**GENEARL COMMENTS AND SUGGESTIONS**:

Click or tap here to enter text.