

**External Peer Review Program for SSHA Faculty
Agreement Form**

Dear Dr. _____

The External Peer Review Program for SSHA Faculty is sponsored by the School of Social Sciences, Humanities and Arts (SSHA) at the University of California, Merced. Your advice and input will be valuable by improving proposal quality and enhancing its chances for success. This form serves as an agreement between you, the reviewer, and the author or PI of the grant proposal.

By signing this agreement, you agree to provide a written review and to interact with the author/PI as needed by phone or meeting software such as Zoom or Skype. Compensation will be provided after receipt of the written review.

Please review the External Reviewer Guidelines on Page 2.

If you agree to review this proposal as a part of this program, please send your signed Agreement directly to the PI. Hand or electronic signature is ok.

Proposal Information (to be completed by PI)

Proposal Title: _____
Planned Agency and Program for Submission: _____
Link to solicitation: _____
Sponsor Deadline: _____

Applicant Information (to be completed by PI)

PI Name: _____
Department: _____
Phone: _____ Email: _____

Specific Questions from the PI (to be completed by PI)

Review Deadlines (to be completed by PI)

The PI will email the proposed draft to you, the external reviewer, by 5:00pm Pacific Time (DD/MM/YY): _____

- The proposal draft is due to the external reviewer 3 weeks prior to the Sponsor's deadline.

The review is due back to the PI by 5pm Pacific Time (DD/MM/YY): _____

- Reviews are due back 2 weeks after receipt of the proposal draft.

Reviewer Guidance for External Reviewer

1. Should you desire to make in-line comments please use track changes for easy reading.
2. A formal review template will be included when the grant is sent to you. A review scoring rubric template will also be provided by the PI.
3. While a written review is required, you may interact as often as needed with the PI during the review process. Questions/comments are encouraged and discussion with the author/PI is welcome.
4. It is the PI's responsibility to email a draft of the proposal to you by the date on this signed External Reviewer Agreement Form.
5. The final review must be sent to the PI as a PDF file by the date on this signed External Reviewer Agreement Form.
6. A meeting with the PI to discuss the review is strongly encouraged but not required.
7. The School of Social Sciences, Humanities and Arts will provide compensation in the amount of \$200 upon receipt of your review.

SIGNED AGREEMENT

Your signature below indicates your agreement to the Guidelines and Deadlines outlined in this External Reviewer Agreement Form.

PI Signature: _____

Date (DD/MM/YY): _____

External Reviewer Signature: _____

Date (DD/MM/YY): _____