## **Proposal Review Process PUHSC Scientific Review UMMS Scientific Review** PIs JI Office Committee Committee Prescreen LOI: PI Qualification PI submit LOI Budget Scope Prescreen (Jan) Collaboration Co-leads input Not Awarded Proceed? Yes Submit full proposal to JI Office Identify reviewers for each invited Signed IP agreement Identify reviewers for each invited Invite PI to submit full proposal LOIs and send reviewers invitation PUHSC hospital matching fund agreement letter #1 Peer Review: Peer Review and Initiate review process: fund/PI/ Send back RF send back RF package Attend study session Round Review (June) Send reviewers invitation letter #2 Send review feedback and ranking to JI office Not Awarded Bottom Ranked Projects? Communicate the reviewer's feedback with PIs and request for response Reviewer reevaluate and submit PI responds to the feedback final scores based on the PI's feedbacks Round Review (June-July) Ranked in Send finalized ranking Bottom Half? to JI office Project Receive Similar Not Awarded Ranking from UMMS and PUHSE No. JI leadership discussion and decision for funding Recommend Award Submit JI Executive Committee for approval Post Review (July-Sept) BRBI Team and JI Management team: Responsibilities include: Annual report Assess BRBI needs Follow-Up report after Negotiate budget close-out Prepare award letter Prepare pre-award document in Chinese Accept Award Send award