Leveraged Proposal Organization and Development (L-POD) Program

L-POD Service: Grant Proposal Review*

Objective: Support proposal writing of individual or teams of PIs by giving a critical evaluation of a draft proposal.

Selection: Faculty requests for Grant Proposal Review assistance will be reviewed by the L-POD team. Requests will be granted only if resources are available in the timeframe requested.

Process: Faculty requests should be sent to L-POD@vanderbilt.edu three weeks before the team needs to have a completed review. Within 2-3 working days, L-POD staff will respond regarding their ability to carry out the requested review. The request must include

1) a list of the sections of the proposal requiring review, including the length of documents
2) a copy of the funding agency's request for proposals, and
3) a requested due date for the review to be completed.

If L-POD accepts the request, faculty must submit the full draft proposal (as a word document) for review no later than 2 weeks prior to the date the feedback is needed. Depending on the scope of the proposal and the number of supporting documents (e.g. data management plan), more time may be needed for the review.

Review Criteria: L-POD Staff can provide a high-level review of grant proposals, providing an assessment based on the following review criteria:

- Alignment with agency's proposal requirements
- Soundness of proposed project
- Overall clarity and readability

L-POD Staff will send faculty back the draft proposal with tracked changes and a summary report of the overall strengths and weaknesses. Note that L-POD will not be able to provide an in-depth technical review that would require subject matter expertise.

*Service will be offered on a trial basis to gauge interest and capacity