**National Estuarine
Research Reserve System
Science Collaborative**

2021 Collaborative Research Applicant Guidance

Completing and submitting optional response to reviews

Applicant response to reviews

As noted in the full proposal guidelines and summary of proposal review process, you will be given the opportunity to prepare a two-page response to the written reviews of your full proposal. Your response will be shared with the review panelists ahead of the final panel meeting as additional input for their discussion.

You will have one week to prepare this **optional** response to reviews. We encourage you to mark your calendars now and alert any members of your project team who may need to be consulted during that period.

The timeline is as follows:
- **On or before May 19:** Applicants will receive an email from nerrs-info@umich.edu with a link to access your proposal reviews.
    - Please note that this email will be sent to the email address used to create and submit your proposal. In some cases, this individual is NOT the same as the project lead. Please be prepared to coordinate with your team to ensure the reviews are shared with all of the appropriate team members.
- **By 11:59pm EDT May 26:** Your response must be submitted using the same online application form used to upload your proposal.

To access your reviews and upload a response, you will need to log into our application system using the same password used to submit your proposal. ***Please let us know now if you anticipate any concerns logging into your existing application.***

Guidance for preparing your review response

- **Purpose:** All applicants have the option to prepare an up to two-page response to the written reviews of their proposal. This **optional** response will be used by panelists as they discuss and resolve discrepancies amongst the reviews and prioritize proposals for funding.
- **Content:** You may provide a response to any aspect of the written reviews that you feel merits additional explanation or clarification. Do not feel you need to respond to all critical comments about your proposal; instead focus on substantive, conceptual questions and questions of clarification raised by reviewers. While you may identify opportunities to

refine or adjust your scope of work based on a reviewer comment, you should not propose significant changes to your methods. We encourage you to keep your response concise.

- **Process:** Project leads are encouraged to consult with their team and end user representatives as needed to develop their response.
- **Format:** Your response may not exceed two pages, using the same formatting guidelines as your proposal-- 12-point Times New Roman font and one-inch margins.
- **Submission:** Responses should be uploaded as a PDF using the same application form URL and password used to submit your proposal.
- **Deadline:** Applicant responses must be received by 11:59pm EDT on Wednesday, May 26, 2021 in order to be considered by the review panel.

Questions

Any questions about this process can be directed to Maeghan Brass at nerrs-info@umich.edu.