

GUIDELINES FOR REVIEWER'S WRITTEN COMMENTS
CONFERENCE GRANT APPLICATIONS (R13)

The R13 grant is intended to provide support for scientific meetings, conferences, and workshops that are relevant to the Institute's scientific mission and to public health. Refer to the NIH Guide announcement (NOT-97-006; v. 26, no. 15, 5/9/97) for more detail about the award. The format outlined below should be followed in preparing your comments for each R13 application assigned to you. Include additional headings when they seem appropriate to the review. If this is an amended application, address progress, changes, and responses to the critique from the previous review, indicating whether the application is improved, the same as, or worse than the previous submission. However, you are not constrained to address only the points identified in the previous review. These comments on progress and/or responsiveness to previous critiques may be provided either in a separate paragraph and/or under the appropriate criteria.

Resume: In a brief paragraph, indicate the goals of the conference, the need for this conference, the appropriateness and qualifications of the organizers, and your recommendation for action.

Description: (optional) Briefly describe the conference outlined, or use the abstract from the application.

Critique: Briefly discuss the following:

The importance of the proposed conference to workers in the area and to the general biomedical community.

The need for the proposed conference at the time it is to be held.

Whether this subject matter has been addressed by other recent conferences.

The reasons that the conference should be held at this time and at the site proposed, if this is to be in a foreign country.

The appropriateness of the scientific stature of the conference organizers and speakers.

Whether the scope and content of the proposed conference should achieve the stated goals of the organizers.

The adequacy of plans to publish or otherwise disseminate results of the conference (some conferences have an established policy which does not include publishing results).

The organizer's plans to achieve appropriate representation of women, minorities, and people with disabilities in the conference.

General comments about the conference or the application.

Action: The application may be recommended for no further consideration, deferred in order to obtain additional information, or given a priority score. If the application is to be scored, indicate the level of scientific merit using the adjectival scale.

Budget: If you recommend a score for the application, assess the proposed budget for the following: whether foreign travel is justified and necessary for the conduct of the conference and whether requested budget is reasonable and appropriate. If not, recommend changes and provide a brief justification.