

Applicant Instructions
Proposal Evaluation and External Review (PEER)

1. Submit proposal and completed and signed PEER Application Form to kucrpeer@ku.edu, or send hard copy to Nancy Biles, KU Research Pre-Award Services.
2. An Associate Vice Chancellor for research will review the application and the PI will be notified within 3 working days when a decision has been made to approve or deny the request.
3. Pre-Award Services will contact the selected reviewer and request a signed confidentiality agreement, a completed Contractual Services form and completed W-9. The proposal will be sent to the reviewer upon receipt of these documents.
4. Reviewer returns review within 10 days of proposal receipt.
5. Pre-Award Services will provide review to PI and forward Contractual Services Form and W-9 to Financial Services for payment processing.