**Application Internal Reviewer Email Template**

**REVIEWER SELECTION**

**Allow 48 hours to respond.**

Executive Directors

CHOPR: Amy Elliott

Basic: Kyle Roux

CR: Mike Kunkel, Dave Pearce, John Lee & Susan Hoover

<Insert PI Name>is submitting a Federal application to <Insert Funding Agency>for the project, <Insert Project Title>. **Please reply back by <Insert Date> with the reviewer assignment(s) for this application.**

<Insert Project Summary>

**Please take into consideration the following list of PIs submitting grants during this cycle:**

* <Insert Name>
* <Insert Name>

Thanks!

**REVIEWER NOTIFICATION LETTER**

**Sent by Research Grants Office Contact**

**CC: PI(s) & Appropriate Executive Director**

**Allow 48 hours to respond.**

You have been selected to assist <Insert PI Name>by providing professional feedback on his/her <Insert Funding Agency/Grant Opportunity Name>grant application due <Insert Date>. A brief project summary is included below.

<Insert Project Summary>

**Please respond (reply all) to this email to confirm receipt and acknowledge your acceptance by <Insert Date>.** If you have concerns regarding this appointment or your availability, please contact <insert appropriate Executive Director > directly prior to this date to discuss. Reviewer responsibilities can be found on our [SharePoint](http://mhswsswb0:54004/public/Grants/rg/Shared%20Documents/Forms/AllItems.aspx) site.

Thanks!

**INTERNAL REVIEW APPROVAL**

**Allow 48 hours to respond.**

As you know, you were assigned to review <insert PI> ’s <insert type of application> application due <insert due date>. **Please reply back by <Insert Date>with answers to the following questions:**

1. Did you review and provide comments on the application noted above?
2. Did you feel the PI provided adequate time for a comprehensive review of his/her application? If no, please explain.