CFEOR Endorsed Project Process and Timeline

September 2009

The Chair or Vice Chair of the Steering Committee in consultation with the Science Committee may endorse research projects upon request by the Principal Investigator (PI) of the proposed research.

The nature and extent of endorsement will vary depending upon proposed project’s ability to complement the goals and efforts of CFEOR. The Science Committee requires approximately three weeks for processing the request of PI and making the decision.

1) Principle investigators seeking CFEOR endorsement letters are to electronically send the proposal (review submission format at http://www.ssrc.ufl.edu/CFEOR/Proposal Submissions.html) to CFEOR Coordinator Melissa Kreye at mkreye@ufl.edu.

2) A CFEOR endorsed project letter is merely a letter of support. There is no funding associated with this endorsement. It informs the PI(s) that CFEOR reviews the proposal favorably and would lend its support in writing, if requested, to secure potential funding from other sources.

3) The Coordinator will send the proposal to the CFEOR Science Committee members.

4) The science committee will evaluate the proposal against 2 criteria (a) Is it scientifically sound? Will the objectives be achieved? and (b) Does the project fit into the broad mission of CFEOR?

5) Votes by the Science Committee are emailed to the Coordinator.

6) Only those votes actually cast by Science Committee members will count. Failure to cast a vote is an abstention. Endorsement is determined by a tally of the votes cast.

7) A majority vote by the Science Committee members will determine endorsement status.

8) A vote by the Steering Committee is NOT required for CFEOR project endorsement. The Steering Committee defers the technical scientific review of the research proposal to the Science Committee. It also defers the assessment of whether the project fits into the broad mission of CFEOR.

9) If the research proposal is accepted, a letter of endorsement will be sent to the PI, signed by the Steering Committee Chair or their designee. If the research proposal is not endorsed, an informal communication will be sent to the PI either by the Executive Director or the Chair.

10) If a CFEOR endorsed project receives funding, the PI is to notify CFEOR and send an abstract of the results to the CFEOR Coordinator for dissemination to CFEOR members.