

## DIETITIANS IN NUTRITION SUPPORT

The American Dietetic Association  
Dietetic Practice Group

Policy and Procedure

Category:	Professional Guidelines	Policy No.:	PG-8C
Subject:	DNS Member Research Award Reviewer Guidelines	Effective:	1/01
		Revised:	05/04 03/08

### Policy:

Dietitians in Nutrition Support will establish a standardized process for reviewing all properly submitted proposals and selecting the DNS Member Research Award recipient.

### Purpose:

A peer review process will be used to judge all properly submitted proposals. The DNS Member Research Award review committee will consist of members of the DNS Research Committee (the DNS Research Chair and three appointed members) and a representative from the ADA Council on Research. The DNS Research Chair will lead the review panel and report all activities to the DNS Chair and DNS Executive Committee.

Reviewers will score proposals using the following categories:

Relevance to the profession	20 points
Scientific merit (quality and originality of the research design)	40 points
Logistical feasibility	10 points
Credentials of the investigators	20 points
Institutional resources	10 points

A Proposal Score Sheet (Appendix) will be used to track category scores and overall rank.

### Proposal Review Criteria:

The goals of DNS-supported research are to advance the understanding of biological systems, improve the control of disease and enhance health. Members of the review sub-committee will evaluate proposals using the following guidelines in order to assign the most appropriate score to each review category.

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1. Relevance to the profession (20 points)
  - Does the study address an important problem?
  - If the objectives of the project are achieved, how will scientific knowledge be advanced?
  - What will be the effects of the study on the concepts or methods that drive nutrition support practice?
  - Is the research promoting evidence-based outcomes?
2. Scientific merit (40 points)
  - Are the conceptual framework, design, methods and analyses adequately developed, well integrated and appropriate to the objectives of the project?
  - Are the objectives of the project original and innovative?
  - Does the project develop new methodologies?
3. Logistical feasibility (10 points)
  - Does the project employ feasible concepts, approaches or methods?
  - Does the investigator acknowledge potential problem areas and consider alternative tactics?
4. Credentials of the investigators (20 points)
  - Is the investigator appropriately trained and well suited to carry out this work?
  - Is the proposed project appropriate to the experience level of the principal investigator and other researchers, as applicable?
5. Institutional resources (10 points)
  - Is there evidence of institutional support?
  - Does the proposed project take advantage of unique features of the scientific environment or employ useful collaborative arrangements?
  - Does the environment in which the project will be done contribute to the probability of success?

Only proposals receiving a total score of >70 points will be considered for funding. Review committee members will be provided with a Proposal Score Sheet (Appendix) for use during the review process.

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### Review and Selection Process:

- Committee members will receive by mail, one copy of each properly submitted application and one Proposal Score Sheet (Appendix) from the DNS Research Chair (May 15).
- Committee members will have approximately one month to review and score each research proposal and select an award recipient.
- Committee members will submit a completed Proposal Score Sheet to the DNS Research Chair on or before June 1.
- The DNS Research Chair will compile reviewer scores.
  1. Proposals receiving a total ranking score <70 will not be considered for funding.
  2. The proposal with the highest mean total ranking score will be selected for funding.
- The DNS Research Chair may schedule a conference call with the committee members to discuss the proposals.
- The DNS Member Research Award may not be granted if the committee determines that none of the submitted proposals are worthy of study.
- The DNS Research Chair will notify DNS Chair of award recipient and provide:
  1. Principal Investigator's name
  2. Contact information for Principal Investigator
  3. Title of research proposal
  4. Summary statement about research project

### Reference:

Review criteria are adapted from: National Institutes of Health (NIH), meeting of the Peer Review Oversight Group May 5, 1997. ([www.nih.gov](http://www.nih.gov))

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### Appendix: Proposal Score Sheet

DIETITIANS IN NUTRITION SUPPORT MEMBER RESEARCH AWARD						
PROPOSAL SCORE SHEET*						
Applicant/ Institution	Professional Relevance (Score: 0-20)	Scientific Merit (Score: 0-40)	Logistical Feasibility (Score: 0-10)	Investigators' Credentials (Score: 0-20)	Institutional Resources (Score: 0-10)	Total Ranking Score (Total: 0-100)
Applicant 1	+	+	+	+	+	=
Applicant 2	+	+	+	+	+	=
Applicant 3	+	+	+	+	+	=
Applicant 4	+	+	+	+	+	=
<p>* <b>KEY:</b> Proposals for the award are evaluated on the above parameters that are weighted from 10% to 40%. Allowing for one point for each percentage weight, proposals are evaluated according to the criteria established in Policy Number PG-8C. The lowest point score in each category is '0'.</p>						