

Review Procedures

TO: MEMBERS OF THE TECHNICAL REVIEW COMMITTEE

FROM: MIKE JONES
DIRECTOR, LIGNITE RESEARCH, DEVELOPMENT & MARKETING PROGRAM

SUBJECT: LIGNITE RESEARCH COUNCIL TECHNICAL PEER REVIEW PROCEDURES

Research grant awards made by the North Dakota Industrial Commission (the Commission) from the Lignite Research Fund (LRF) are based on the technical quality of the project and its compatibility with the state's lignite research objectives. The enclosed proposal(s) are for your review as part of the peer review process:

“ _____ ”;

The evaluation instructions are as follows:

1. Carefully read the enclosed evaluation form. Note the criteria on which the proposal is to be evaluated.
2. Read and mark up the proposal(s) with the evaluation criteria in mind.
3. If you discover that you are in any position to receive a financial benefit from the activities of this proposal(s), either directly or through your employer, please notify the ND Industrial Commission through the contact below to determine if you should complete the evaluation. Failure to do so will disqualify you from serving on any future technical review panel under the LRF unless reinstated by the Commission and may disqualify the application.
4. Complete one copy of the evaluation form (either type or print) for each proposal enclosed. Please be sure all items are completed. Please add your personal comments on each criterion as they will be used to make a final decision in the event two or more proposals are evaluated as being essentially equal.
5. **You have been assigned Reviewer Identification Number: ____.** This will be your only identification to the prospective awardee. Both successful and unsuccessful proposal submitters will see a copy of your evaluation and comments, but without any disclosure of your correspondence associated with this evaluation.
6. **Please return your completed evaluation form(s), the Technical Reviewer Agreement and proposal(s) to:**

Mr. Mike Jones
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PO Box 2277
Bismarck, ND 58502
(701) 258-7117 (Phone)
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7. If there are any questions on the conduct of this evaluation, please contact Mr. Mike Jones at the above address by phone, fax or e-mail.
8. This request for evaluation was delivered by e-mail on: _____