

Review Procedures

TO: Reviewer

FROM: Andrea Holl Pfennig

SUBJECT: RENEWABLE ENERGY PROGRAM TECHNICAL PEER REVIEW PROCEDURES

Research grant awards made by the North Dakota Industrial Commission (the Commission) from the Renewable Energy Program (REP) are based on the technical quality of the project and its compatibility with the state's renewable energy objectives. The enclosed proposal(s) are for your review as part of the peer review process:

Title:
Submitted by:

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 Renewable Energy Program unless reinstated by the Commission and may disqualify the application.
4. Complete one copy of the evaluation form (preferably typed in Word) for each proposal enclosed. Please be sure all items are completed. **Please add your personal comments on each criterion as your expertise is relied upon to make a decision.**
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) no later than X/X/XX to:**

Andrea Pfennig
Program Administrator
North Dakota Department of Commerce
PO Box 2057
Bismarck, ND 58502-2057

Phone: 701-426-5295
Fax: 701-328-5320
Email: ahpfennig@nd.gov

Please return the completed evaluation form(s) and technical reviewer agreement form(s) via e-mail.

7. If there are any questions on the conduct of this evaluation, please contact Andrea Pfennig at the above address by phone, fax or e-mail.
8. This request for evaluation was e-mailed on: _____.