

Reviewer Exclusions Request

Purpose: This form may be used by individuals submitting applications/proposals in response to opportunities or competitions managed by the ORSP Division of Research Development (RD). ORSP RD regularly enlists non-ORSP individuals, within or outside of UM, to conduct general or (somewhat) disciplinary-specific reviews of internally competing reviews/evaluations of internally competing proposals to help us make resource allocation decisions, including grant awards or the privilege to submit proposals in response to limited submission external funding opportunities. This form can be used to request that specific individuals be excluded from serving as a reviewer/evaluator of applications submitted by the proposer—either in general, or for specific opportunities/competitions.

Instructions: This is a two-step process. Failure to follow either step may invalidate your request.

Step 1. Fill out the Reviewer Exclusions Request, including information about yourself, and the competition(s) these reviewer exclusions should apply to. Then, enter the names, organizational affiliations, and e-mail addresses (if known), of any individuals at UM or elsewhere who should be excluded from serving as a general or disciplinary reviewer of your proposal. Reasons for exclusion could include a significant collaborative relationship, mentorship relationship, personal relationship, or philosophical, intellectual, or expertise difference of approach that could create a real (or perceived) conflict of interest. There is no need to list a reason, but if you wish to provide a comment, you may. Please do NOT list in the exclusion list anyone in ORSP, or in your supervisory chain(s), including your department head, dean or dean's representative, or vice chancellor, as appropriate—such exclusions will not be considered valid. Completed forms should be e-mailed to orspresdev@olemiss.edu (or may be e-mailed to Jason Hale at jghale@olemiss.edu)—**not** uploaded with your application document to the InfoReady portal.

Step 2. Then, when submitting your actual application/proposal via the InfoReady Review portal, in the “Comments to Administrator” field, enter this text: “Administrator: Please see separately provided Reviewer Exclusions list that is applicable for this competition.”

Confidentiality: ORSP RD will treat this information with discretion and confidence. Specifically, it will not be shared with any of the individuals listed under the exclusions, or with anyone who doesn't have a need to know for the purpose of managing the applicable competitions.

Requestor Name: _____

Requestor E-mail: _____

Date of Request: _____

Signature of Requestor: _____

Should this Request Apply to all ORSP Managed Opportunities/Competitions?

Applicable Opportunity/Competition(s)

Requestor Comments (optional)

List individuals to be excluded from reviewing/evaluating your proposals.

Reviewer Name	Organizational Affiliation	E-mail Address	Is this person, or does this person represent, anyone in your supervisory chain?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Date of Acknowledged Receipt by ORSP RD: _____

Signature of ORSP RD Acknowledger: _____

ORSP RD Comments