

**REQUEST FOR PROPOSAL PROCESS – IMEDS
MARCH 2014**

#	Task	Description	Accountability
1	Developing and Writing the Request for Proposal (RFP)	<p>The IMEDS team will work with the Senior Director, IMEDS-Methods Research to develop the RFP. The RFP will include funds available, eligibility requirements, schedule of procurement activities, and specific peer review criteria by which the application will be evaluated.</p> <p>The Senior Director is responsible for finalizing the RFP. Prior to public release, the RFP will be approved by the Chief Implementation Officer and RUF Executive Director.</p>	IMEDS Senior Director, IMEDS-Methods Research Team, IMEDS CIO and RUF Executive Director
2	Posting the RFP	<p>All RFPs will be publically posted on the RUF and IMEDS websites and an email announcement sent over the RUF email distribution list. All questions regarding the RFP should be emailed to imeds@reaganudall.org during the Question/Answer (Q/A) period as defined within the RFP. All Q/A will be posted publicly and not sent individually back to the person submitting a question.</p>	IMEDS Team
3	Submitting the Application	<p>Submission requirements will be included in the RFP. An acknowledgement of receipt will be emailed to the applicant. RUF reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of an RFP.</p>	Applicants
4	IMEDS Review Process <i>(This review process at step 4, begins to pertain to “unsolicited” proposals that are sent to RUF.)</i>	<p>Each review group is led by the IMEDS Senior Director, IMEDS-Methods Research. The IMEDS Senior Director is the liaison to the IMEDS Steering Committee to complete the RFP review process.</p> <p>Review Group #1 - The first level of review is carried out by members of the Scientific Advisory Committee (SAC) who have expertise in the relevant scientific disciplines and current research areas. There must be a minimum of 3 SAC reviewers post declaration of Conflicts of Interest with specific applications. The sequence of events around the review is:</p> <ul style="list-style-type: none"> • Request for participation to the SAC • Applications are reviewed by the appropriate SAC members based on established review criteria • If needed, a discussion can be initiated with the applicant to answer questions and for further detail regarding the proposal • Assigned reviewers summarize their prepared critiques and scoring • An open discussion follows with the reviewers • Final scoring of overall review is conducted <p>Review Group #2 - The second level of review is performed by the IMEDS Steering Committee (SC), post declaration of Conflicts of Interest, in order to make final funding decisions based on SAC recommendation of the selected proposal (s).</p> <p>Review Group #3 – The final level of review is carried out by the IMEDS Board Liaison Committee.</p>	<p>IMEDS Team and Senior Director</p> <p>IMEDS SAC and SC, Chief Implementation Officer, and RUF Executive Director</p>

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5	Award Notification	Following review of all applicable information, and final funding decisions, the IMEDS Chief Implementation Officer will notify ALL applicants as to the outcome of their submission. Award initiation and management for recipients of a grant from the RUF will take place in order to set-up stewardship of funds and grant management. All award notices will be made publically available.	IMEDS Chief Implementation Officer
6	Post Award Management	Administrative, fiscal and reporting compliance will take place over the course of the project work and as outlined in the grant award and scope of work.	IMEDS Team and Award Recipients