

MAES Project Review Procedures SEMINAR FORMAT

The peer review seminar will be styled after oral presentations conducted at a professional society meeting. The PD's Department Head will oversee the session with assistance from the Director's Representative.

1. PD Presentation – (no more than **45 minutes**)
 - Review the project's past accomplishments (if renewal)
 - Discuss the new project proposal
2. Open Discussion – (approx. **10 minutes**)
 - PD, attendees, and Peer Review Committee
3. Review team discussion - (approx. **15 minutes**)
 - Peer Review Committee and PD - all other attendees dismissed
4. Review team discussion - (approx. **15 minutes**).
 - Peer Review Committee – PD dismissed

Peer review seminars are to be scheduled by the department, as convenient to all reviewers. Seminars must be advertised and also posted on the College of Agriculture's website (<http://agresearch.montana.edu/projectreview.html>). Send seminar information for posting to Darien Gibson (darien.gibson@montana.edu) and include PD name, proposal title, date, time, and location. This is a Director's requirement to meet the federal plan of work (POW) guidelines.