

Frequently Asked Questions: External Subject Matter Experts

How do I identify an ESME?

Mentees are encouraged to identify an ESME through consultation with their Internal Subject Matter Experts, coaches, or chairs. The ESME should not only be familiar with your science (i.e., funded and published in that area), but should have some experience as an NIH reviewer, and be someone you can trust.

ESMEs may not be collaborators on your proposal-in-progress (e.g., consultants, co-Investigators).

How do I approach an ESME?

One option is to have your Internal Subject Matter Expert contact the ESME prior to you contacting them. Otherwise, you can contact the Boot Camp Manager for additional resources.

Does my proposal have to be complete before sending it to an ESME?

You should have a near complete draft of the project description (i.e., *Aims* and *Strategy*) as well as an NIH biosketch. You should have all collaborators identified. It is optional to include other sections for the EMSE review (e.g., *Budget*, *Human Subjects*).

Does the ESME sign a confidentiality agreement?

Yes, the ESME will sign an agreement stating that the proposal information received is confidential. The information will not be usurped for the reviewer's scientific use without discussion with the Principal Investigator (e.g., potential collaboration).

Can I have an ESME review for either the A0 (new) or A1 (resubmission) application?

Yes, either may be reviewed. If you choose to have your A1 reviewed, be sure to include the one page *Introduction*.

What do I do after I receive the review?

Discuss the review with the ESME to clarify the critique and review possible revisions. Discuss the review with your coach and Internal Subject Matter Expert to amend your proposal as needed prior to the NIH deadline.