

ADDENDUM
to the
**FY 2014 Guidance for Requesting
NIH Evaluation Set-Aside Funds**

April 2014

Purpose: *This addendum modifies and supplements Section IV in the [Guidance for Requesting NIH Evaluation Set-Aside Funds](#), which was disseminated on October 21, 2013, by the Office of Program Evaluation and Performance, DPCPSI, OD, and subsequently posted on the [OPEP website](#).*

Revised Text: *In the section regarding Level II Review, the text under the heading Review Summary, on pages 8-9, should be replaced with the following:*

- Review Summary – For each application, OPEP prepares a review summary based on the reviewers' discussion. The review summary is forwarded to the applicant after it has been approved by the reviewers.

- Submission of Applicant Response (*optional*) – If the review summary includes one or more flagged comments about the application, the applicant may – but is not required to – submit a response to OPEP within 10 working days. The response may not exceed 3 pages and should address all the flagged comments in a concise and coherent manner.

If the applicant submits a response that is non-compliant (e.g., exceeds page limit) or after the specified due date, the response is not reviewed, and the original review summary is considered final and will not be altered for the next level of review.

- Review of Applicant Response (if applicable) – If compliant, the applicant's response is forwarded to the reviewers who conducted the technical review. The reviewers assess whether the response strengthens the original application. Based on their collective assessment, the reviewers may retain or adjust the application's overall assessment score. The reviewers' justification for retaining or adjusting the overall assessment score will be included with the applicant's response in the next level of review.