

***Request for Application Review Process
Observational Medical Outcomes Partnership***

1. A Request for Application (RFA) will be developed and approved by OMOP's Executive Director and Principal Investigators.
2. There will be a RFA announcement posted in the OMOP website and other communication channels will be used for announcement distribution.
3. Applicants may email any question to Emily Welebob, at ewelebob@fnih.org. Any question submitted by an applicant will be made public with the answer on the OMOP website. (Proposal Q/A)
4. The applicant submits all required documentation and completes the application process.
5. The RFA responses will be catalogued and screened by OMOP staff. Questions may be sent to the applicants for further clarification of their submission.
6. RFA responses will be scored by a team of at least 5 individuals represented by the OMOP Principal Investigators and the relevant Advisory Board (e.g., Scientific Advisory Board, and Health Informatics Advisory Board).

All Principal Investigators and relevant Board members will be invited to participate on the scoring panel and those who accept the invitation must score ALL responses received.

*OMOP recognizes that Principal Investigators, Advisory Board, and Executive Board members may be affiliated with organizations or individuals that would be well qualified to submit proposals to an RFA. OMOP PIs or Board members involved in a submission will have to recuse themselves from participating on the RFA review, recommendation, and approval processes. Members should consult the **Foundation For The National Institutes Of Health Conflict Of Interest Policy For FNIH-Managed Initiatives and the Conflict Of Interest Policy Addendum For The Observational Medical Outcomes Partnership** and declare any perceived or potential conflicts prior to participating in the review process. The final decision regarding conflict of interest rests with the FNIH and will be determined prior to the distribution of proposals. Organizations with affiliated OMOP participants will be encouraged to submit proposals with the understanding that their affiliation will not influence decision-making.*

7. Proposals will be circulated and a teleconference among the 'scoring panel' members will be organized to discuss proposals. While not a requirement for a panel member, this discussion will assure that each panel member has the benefit of the insights of others prior to submitting their individual scores. Proposals will be rank-ordered by the average score across the reviewers.
8. OMOP Executive Director and Principal Investigators will formulate a selection recommendation to fund that will include an overview and rationale for the proposed selection decision.
9. The selection recommendation will be submitted to the Executive Board for approval by those members without a conflict of interest.
10. Proposals awarded will be notified by the OMOP Project Management Office. Organizations not selected will be notified by email.
11. OMOP Executive Director and Program Management Office will finalize contracts with the awardees.