

Document 4 - IRST RFP Process: Reviewing Proposals **(DRAFT)**

For 21 May 2026 IRST meeting

This is a draft and living document that outlines the current process to review proposals that are submitted in response to IRST requests for proposals.

IRST RFP Process (Life Cycle)

Planning	Drafting RFP	Issuing RFP	Reviewing Proposals	Awarding Project(s)
<ul style="list-style-type: none"> Identify need (AMPC) Scoping proposal development Research agenda (AMPC) Scoring criteria and process review Identify IRST Liaison and subcommittee Identify external reviewers Draft RFP webpage 	<ul style="list-style-type: none"> Meet requirements in rule Introduction and statement of purpose Background Scope of work Budget Project schedule RFP timeline and review process Requirements of proposals 	<ul style="list-style-type: none"> Announce RFP with FAQs Distribute widely Coordinate responses and answer questions Receive proposals 	<ul style="list-style-type: none"> Coordinate review panel If more than 3 proposals, initial review by IRST subcommittee, top 3 go to review panel Score proposals Full IRST review and discussion Finalist(s) selected 	<ul style="list-style-type: none"> Notification of award to finalist(s) Negotiate agreement Finalize award Other proposers notified

Reviewing Proposals

General Process

- Specific to the topic of the RFP, and during the RFP development stage, an IRST Liaison is determined.
- Specific to the topic of the RFP, and during the RFP development stage, a subcommittee is established.
- Proposals are submitted to the IRST via INR’s email address, IRST-contact@oregonstate.edu.
- INR reviews and documents each submitted proposal for completeness and informs the subcommittee of initial review results. If more than three proposals are submitted, the subcommittee will review the proposals and recommend three proposals to be reviewed by the review panel. Comments on all proposals will be documented.
- Proposals are reviewed by the review panel, commented on by the IRST via a questionnaire, and in a public meeting, the IRST discusses and votes on awarding a contract.

Review Panel

- The review panel includes the IRST Liaison, and one to two external reviewers.
- External reviewers are solicited for participation to review the proposals and the final product of the awarded PI. External reviewers will be provided a conflict-of-interest statement and disclosure document to sign. When signed, the external reviewers are formally sited on the review panel.
- The review panel is given access to the three proposals and are given a scoring rubric to evaluate each proposal.
- INR compiles all reviews – scoring and comments.

IRST Comments

- The full IRST is given access to all submitted proposals.
- The full IRST is provided access to a Google Form and asked to comment on the same three proposals that the review panel is evaluating.
- INR compiles all comments.

IRST Discussion and Vote

Meeting Materials

- **Reviewer panel scores and comments document.** A document of the scores and comments from the review panel will be posted as meeting materials 24-48 hours prior to the IRST meeting in which there will be a discussion and vote. The metadata (all identifiers) will be scrubbed from the document so no score or comment can be identified with any one reviewer.

Discussion and Vote. The RFP IRST Liaison or one of the co-chairs states the proposal(s) were evaluated by the review panel and then notes each reviewer's recommendation to fund (or not) based on the responsiveness of the RFP (and potentially the additional requirement that the prospective awardee submit additional details). The board openly discusses the merits of funding the proposal based on the documents, and a vote is held. Based on the comments, an IRST member would make a motion to move forward with approval of funding the contract and any stipulations that the awardee must do prior to contract signing.

Other Materials

- **IRST comments.** *The IRST comments that were submitted individually to INR via a Google form, will **not** be made public.*

- **Reviewer rubric.** Original individual review panel rubrics will not be shared. Depending on the conversation during the meeting, it could be that the facilitator (at the request of an IRST member) will display the “review panel score comments” tab of the review panel matrix Excel spreadsheet. This document will also be shared with only the IRST members *and will **not** be linked as meeting materials.*