**SAMPLE PEER REVIEW REQUEST LETTER**

(Date) \_\_\_\_\_\_\_\_\_\_\_\_

Dr. \_\_\_\_\_\_\_\_\_\_\_\_, Professor

Department of \_\_\_\_\_\_\_\_\_\_\_\_

(University or Name of Business) \_\_\_\_\_\_\_\_\_\_\_\_

(Mailing Address) \_\_\_\_\_\_\_\_\_\_\_\_

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_,

I would appreciate it very much if you would review the enclosed Hatch project proposal written by Dr. \_\_\_\_\_\_\_\_\_\_\_\_ and return your comments to me by (Date) \_\_\_\_\_\_\_\_\_\_\_\_. In reviewing this proposal, please consider the following:

1. Does the outline clearly state the problem to be solved or specify the nature of the knowledge to be sought?

2. Are the objectives clearly stated and sufficiently specific that accomplishment within reasonable project duration can be expected?

3. Do the procedures suggest reasonable approaches to the accomplishment of each objective?

4. Does the outline give evidence of the leader’s familiarity with essential literature, concepts, and methods relevant to the research?

5. Are the experimental materials, methods, samples, and criteria of measurements likely to provide interpretable results?

6. Are adequate provisions made for the scientific competencies essential to the conduct of the research?

7. Are definable benefits being sought; and, if so, are they attainable from the successful pursuit of this research? Have appropriate means been identified for disseminating the research findings?

8. Is the project likely to contribute significantly to the cumulative knowledge of the discipline and the targeted clientele?

9. Does the proposed study complement on-going research in the department or in other departments at WSU? Have relevant individuals or units been contacted for possible cooperation.

If you feel that you cannot complete a timely review of this proposal, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_ (Phone) or \_\_\_\_\_\_\_\_\_\_\_\_ (Email) so that I may arrange for other assistance with this peer review. Thank you.

Sincerely,

(NAME) \_\_\_\_\_\_\_\_\_\_\_\_