## FY23 CNAP Level 2 Applicant Guidance
## Optional Response to Reviews

As noted in the [FY23 CNAP Level 2 RFP](#), you will be given the opportunity to prepare a response to the written reviews of your full proposal. Your response will be shared with the review panelists ahead of the final panel meeting and used by panelists as they discuss and resolve discrepancies amongst the reviews and prioritize proposals for funding.

### Timeline

You will have two weeks to prepare this optional response to reviews. We encourage you to mark your calendars now and alert any members of your project team who may need to be consulted during that period. The timeline is as follows:

- **On or before November 7:** You will receive an email from [graham-cnap@umich.edu](mailto:graham-cnap@umich.edu) with a link to access your application in our database. There you will find a PDF file of your proposal reviews.
- **By 11:59pm ET November 21:** Your response must be submitted using the same online application form used to upload your proposal.

To access your reviews and upload a response, you will need to log into our application system using the same password used to submit your proposal. ***Please let us know now if you anticipate any concerns logging into your existing application.***

### Guidance for preparing your review response

- **Purpose:** All applicants have the option to prepare a two-page maximum response to the written reviews of their proposal. This optional response will be used by panelists as they discuss and resolve discrepancies amongst the reviews and prioritize proposals for funding.

- **Content:** You may provide a response to any aspect of the written reviews that you feel merits additional explanation or clarification. **Do not feel that you need to respond to all critical comments about your proposal; instead focus on substantive, conceptual questions and questions of clarification raised by reviewers. While you may identify opportunities to refine or adjust your scope of work based on a reviewer comment, you should not propose significant changes to your methods. We encourage you to keep your response concise.**

- **Process:** PIs are encouraged to consult with their team and engaged partners, if applicable, as needed to develop their response.

- **Format:** Your response may not exceed two pages, using the same formatting guidelines as your proposal—12-point Times New Roman font and one-inch margins.

- **Submission:** Responses should be uploaded as a PDF using the same application link and password used to submit your proposal.

- **Deadline:** Applicant responses must be received by 11:59pm ET on November 21, 2022 in order to be considered by the review panel.

### Questions

Any questions about this process can be directed to Claire Watts at graham-cnap@umich.edu.