**Mandatory Peer Review Program – Generic Review Report Form**

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| **Part I:    General Information** | | | |
| Reviewer 1  ***(Chair)*** |  |  | |
| *Name* | *Signature* | |
| Reviewer 2 |  |  | |
| *Name* | *Signature* |  |
| Reviewer 3  (Optional) |  |  | |
| *Name* | *Signature* | |
| Researcher’s Name: |  |  | |
| *Name* | *Signature* | |
| Study Title: (as written on Grant Application) |  | | |
| Full Name of Funding Agency (no abbreviations) |  | | |
| Date of Meeting: |  | | |
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| **Peer Reviewer Guidelines** | | | |
| The reviewers will use five criteria when assessing the grant application. These are: significance, approach, innovation, expertise and environment. Some specific points are to be considered as the following:  ***Academic excellence of the researcher(s)***– Researchers must demonstrate:   * knowledge and expertise; and * relevant research experience including peer reviewed publications, presentations and previous research awards or grants.   ***Merit of the Proposal – The proposal must show:***   * state-of-art in the research field; * originality and innovation; * problems, relevance to healthcare; * clarity of goal/hypothesis and scope of objectives; * significance/impact and expected contributions to the field; * clarity and appropriateness of methodology including  potential pitfalls and alternatives; * feasibility * a dissemination plan that is appropriate, targeted and adequately resourced.   ***Budget - Researchers must show:***   * appropriateness and justification of the budget; and * special needs related to the project (e.g., collaborative activities or infrastructure costs, such as user fees). | | | |
| **FACE TO FACE MEETING** | | | |
| The review committee meeting is convened a week prior to grant agency’s deadline.    If one member cannot attend the meeting a calling in to the meeting is acceptable.   One member serves as a chair and conducts the meeting with the reviewers.   The researcher introduces the proposal.   Reviewers present their critic, opinions and suggestions. After a general discussion, the Reviewer Report will be completed and given to the investigator.   ***The Reviewers must ensure that their track changes have been submitted to the researcher as well.   The researcher is responsible to submit the Reviewer Form as well as the track changes to the IPR at*** [PeerReview@unityhealth.to](mailto:PeerReview@unityhealth.to) | | | |
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