

Internal Peer Review Program – Generic Review Report Form

Part I: General Information

Reviewer 1
(Chair) _____

Reviewer 2 _____

Reviewer 3
(Optional) _____

Investigator _____

Study Title:
(as written on Grant
Application) _____

Full Name of
Funding Agency
(no abbreviations) _____

Date of Meeting: _____

Peer Reviewer Guidelines

The Investigator should send the funding call and evaluation criteria to the reviewers when sending a draft proposal. If specific evaluation criteria are not available for the grant, the reviewers can consider the following criteria when assessing the grant application.

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; and
- 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 at least 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 investigator 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 Investigator as well. The investigator is responsible to submit the Reviewer Form as well as the track changes to the ORA at IPR@smh.ca***

Reviewer Comments: