

## Guidance for Peer Reviewers of DMT Research Project Grants

We process research project applications, including peer review, on our Grants Management Portal. An account will have been created for you when you agreed to review for the Trust. Your username is your email address and your password will have been sent to you separately.

### Your account

Once logged in, you can complete your account profile by selecting my account.

The screenshot shows the 'Welcome to Flexi-Grant' dashboard. At the top, it says 'Through this portal, you can keep your account and contact details up to date and make applications to the Dunhill Medical Trust.' Below this is a blue navigation bar with the text 'Click here to start an application' and a search box labeled 'Select a Grant'. The main content area is divided into three columns. The first column is titled 'Update my information' and includes a document icon, the text 'Update your account and contact information using the link below.', and two buttons: 'My account' and 'My applications'. The second column is titled 'Contact Fluent Technology' and includes a question mark icon, a link 'Email us', a question mark icon with the text 'Ask a question', a phone icon with the number '+44 (0) 1234 5678', and social media icons for Twitter and LinkedIn. The third column is titled 'Our work in action' and includes the text 'Find out more about the Dunhill Medical Trust and its work' and a circular icon of an open book.

### My assessments



Under 'My Assessments', you will see the application(s) that you have agreed to review:

### Accepting a review and conflicts of interest

You will need to confirm that you have accepted the review and do not have a conflict of interest before completing the review. Once you have accepted your review and confirmed there are no conflicts the review will move to the awaiting my review tab. If you are unsure about a conflict please contact the grants officer who invited you to review.

**Dashboard**

Reviewer documents

This page contains a list of applications on which you have been asked to perform an assessment. Each application must be accepted in order for you to access the full application form. Accepting the application declares that, to the best of your knowledge, you do not have a Conflict of Interest with the Primary Applicant, Co-Applicant nor the nature of the application, as described in the abstract that you will be presented with prior to accepting or declining each review.

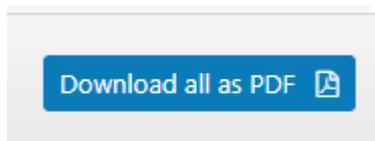
Awaiting acceptance: **0**      Awaiting my review: **0**      My completed reviews: **0**

Select a bulk action ▼    **Process**

<input type="checkbox"/>	Reference	Grant	Applicant	Required by date ▲	Your score	Priority
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## Downloading the application to work offline

If you wish to work offline, you can download a copy of the application by selecting the below button:



*Please ensure that once you have submitted your review(s) that you delete any downloaded applications and securely destroy and printed applications.*

If you have agreed to review multiple applications and you just wanted to download one, you can tick the corresponding box for the application on the left-hand side and then from the dropdown menu, select Download as PDF and then press 'Process':

Awaiting my review: **1**      My completed reviews: **0**

Download as PDF ▼    **Process**

<input type="checkbox"/> (1)	Reference	Grant	Applicant	Required by date ▲	You
<input checked="" type="checkbox"/>	<a href="#">RPGF1810\98</a>	2018-10 Research Project grant FULL	Kimberley Smith University of Surrey		

After selecting 'Process', this pop-up box will appear and you should select the third option:

### Select the type of PDF you want to download ✕



**Application form only**  
Application form and no supporting documents



**Application Abstract**  
Short summary of the application



**Application form with supporting documents**  
Includes uploaded Word, PDF and image files



**Application form, supporting documents and completed reviews**  
As above, including completed reviews

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Email me a link to download the PDF  
 Include blank review forms  
 Include question guidance notes

Generate PDF
Cancel

Downloading applications can take some time and therefore you also have the option of a link to the PDF being emailed to you once the download has finished.

### Completing peer review

Please select the tick box next to the proposal and then from the dropdown list on the left, select 'Record reviews' as shown below and then press 'Process':

Awaiting my review:

1

My completed reviews:

0

Record reviews ▾

Process

Download all as PDF 

<input type="checkbox"/>	Reference	Grant	Applicant	Required by date ▲	Your score	Priority
<input checked="" type="checkbox"/>	 <a href="#">RPGF1810\98</a>	2018-10 Research Project grant FULL	Kimberley Smith University of Surrey		<input type="checkbox"/>	

The review form, alongside the peer review scoring criteria, will then be displayed.

Each criterion requires a score and an optional comment. (You can see the scoring criteria at the end of this document). We ask for a summary comment at the end of the form to aid the Research Grants Committee in their discussion and there is also the option of providing feedback to the applicants.

At the end of each criterion and at the bottom of the form there are Save and Resubmit boxes



This button will allow you to save the form as you complete each criterion and to go back and revise any of your scores and comments up to the submission deadline.

You are advised to save you work regularly but to also ensure you Submit your review once complete.

While you are scoring, you can view the application by selecting the 'Open application form' button, which will open the application form in a new window. The Budgets tab will show the finance page and any uploaded documents can be found in the Related documents tab.

The screenshot shows a web interface for scoring. At the top, there is a header "Scoring" with an "Exit" button. Below this, there is a text box explaining the form's purpose: "Use this form to record that the management assessment of the proposal has been completed. Once recorded the proposal will progress to the next stage in the application." To the right, there is a summary of the application details: "Applicant: Michael Test", "Organisation: Test Organisation", and "Project: Test project". Below this summary are two buttons: "Open application form" and "Open review history".

The main content area has a tabbed interface with the following tabs: "Process stage", "Budgets", "Assign reviewers", "Review form" (which is active), "Related notes", and "Related documents".

Under the "Review form" tab, the title is "Record review - Peer review" with a dropdown menu set to "Peer review". Below this is a section "View reviewer's review form:" with a dropdown menu set to "Test Reviewer".

Below the reviewer selection, there is a summary: "Your score: 50" and "8 out of 8 scored criteria completed." To the right, it says "Review Status: Submitted on 25/04/2017 14:58:18".

The main criterion being reviewed is "Demonstration of clear need for the project". It has a score input field containing "4" and a "Max score: 5" / "Weighting: 2" label.

Below the score input is a "Remark" section with a text area containing the text "clear need".

**Overall summary comments**

**Remark**

summary comments



Date Saved: 25/04/2017 14:58:18

Entered By Fluent Support Date Entered 25/04/2017 14:58:18

**Comments which may be fed back to the applicant**

NB. these are optional and will be anonymised

**Remark**

feedback to applicant

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