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.

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.

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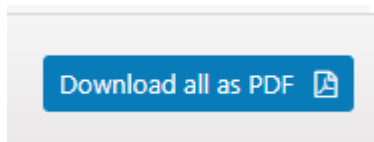
Please ensure that once you have submitted your review(s) that you delete any downloaded applications and securely destroy and printed applications.

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':


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

☐ 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 📄

☐ (1)	Reference	Grant	Applicant	Required by date ▲	Your score	Priority
☑	📄 **RPGF1810\98**	2018-10 Research Project grant FULL	Kimberley Smith University of Surrey			☐

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

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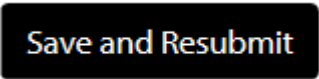
This button will allow you to save the form as you complete each criterion and to go back and revise any of your scores and comments up to the submission deadline.

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.

Overall summary comments

Remark

summary comments

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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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