



Remarkable
research for
healthy ageing
THE DUNHILL MEDICAL TRUST

Reviewing and scoring grant proposals

Guidance for Peer Reviewers

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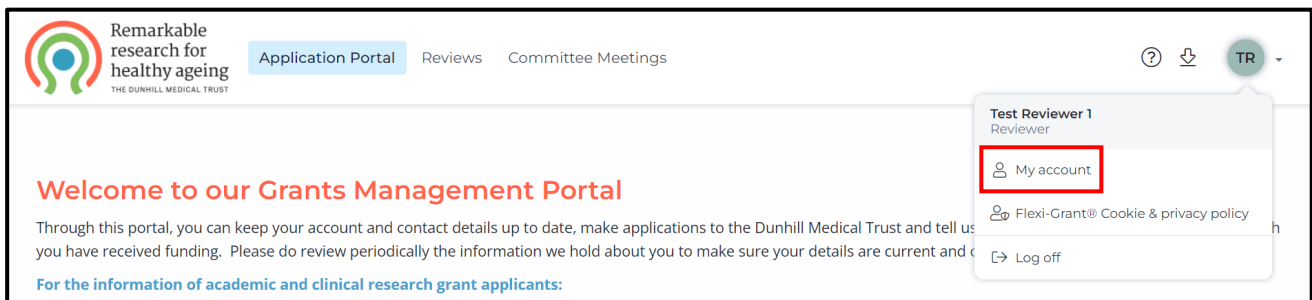
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LOGGING INTO AND COMPLETING YOUR ACCOUNT

Proposals are reviewed within our online Grants Management Portal, Flexigrant, and to access this you will need an account. If you didn't have one already, an account will have been created for you. Your username and password should have been sent to you separately, but please contact us if you don't believe you've received this information. To login to your account, [visit the portal](#) and enter your account details.

If this is your first time logging into the portal, you'll be asked to read our [Privacy Notice](#) and to consent to us holding your personal data.

You can complete and update your account profile at any time by clicking on your profile logo / photo in the top-right corner of the page and then clicking **My account**.

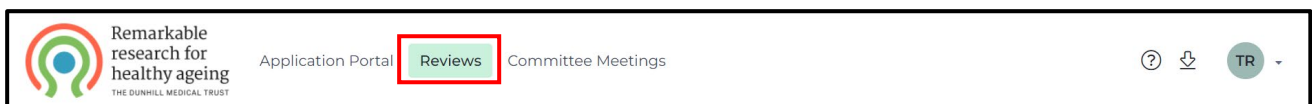


From here, you can update your password and account details – any personal/contact details you enter are used to auto-populate proposals that you contribute to in the future.

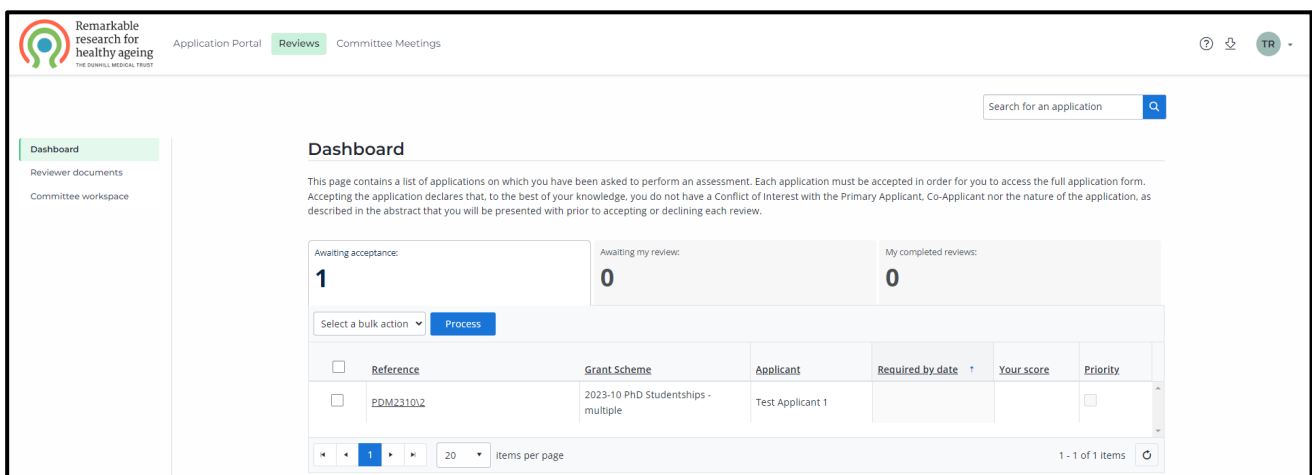
ACCESSING, REVIEWING AND SCORING PROPOSALS

ACCESSING THE REVIEWER DASHBOARD AND ACCEPTING YOUR REVIEWS

To access the reviewer dashboard, click the **Reviews** tab at the top of the screen.



The dashboard shows you all of the proposals to which you are assigned to review – typically, we only ask peer reviewers to review one proposal per funding scheme.



For some schemes (as in the example above), you first need to accept the review before you can have access to the full proposal. To accept a review, tick the box beside the relevant proposal, select **Record acceptance** from the dropdown box and click **Process**.

Dashboard

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

Record acceptance ▾ Process

<input type="checkbox"/>	Reference	Grant Scheme	Applicant	Required by date ↑	Your score	Priority
<input checked="" type="checkbox"/>	PDM2310\2	2023-10 PhD Studentships - multiple	Test Applicant 1			<input type="checkbox"/>

You'll then be asked to read the abstract / applicant information and confirm that you are able to complete the review (i.e. you are not conflicted). Accepting the review will move the proposal from the **Awaiting acceptance** tab to the **Awaiting my review** tab.

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

Select a bulk action ▾ Process Download all as PDF

DOWNLOADING PROPOSALS TO READ OFFLINE

If you wish to read the proposal offline before completing your review, tick the box beside the proposal, select **Download as PDF** from the dropdown box and click **Process**.

Dashboard

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: **1** My completed reviews: **0**

Download as PDF ▾ Process Download all as PDF

<input type="checkbox"/>	Reference	Grant Scheme	Applicant	Required by date ↑	Your score	Priority
<input checked="" type="checkbox"/>	PDM2310\2	2023-10 PhD Studentships - multiple	Test Applicant 1			<input type="checkbox"/>

This will generate a pop-up box asking you which kind of PDF you want to download. We advise you select **Complete Application**, as this will provide you with both the application form and any supporting documents. If you want your PDF to include the guidance notes used in the application form, click **More options** and then tick the box that says **Show guidance notes** (we advise that you do this).

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Once you've clicked the **Download PDF** button, your PDF will be created (this may take a few moments). Once it's ready, you'll receive a notification enabling you to download it.

REVIEWING AND SCORING A PROPOSAL

Within the **Awaiting my review** tab of the reviewer dashboard, tick the box beside the proposal you wish to review, select **Record reviews** from the dropdown box and click **Process**. Alternatively, simply click on the grant reference for the proposal you wish to review / score.

Dashboard

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:
1

My completed reviews:
0

Record reviews ▾ Process

Download all as PDF

(1) <input type="checkbox"/>	Reference	Grant Scheme	Applicant	Required by date ↑	Your score	Priority
<input checked="" type="checkbox"/>	PDM2310\2	2023-10 PhD Studentships - multiple	Test Applicant 1			<input type="checkbox"/>

This will then bring up the **Review form**, which contains the scoring criteria for the scheme. The form differs between schemes, but typically you are required to provide a score and your feedback / comments for each criterion.

Within the **Review form**, you can view the application by clicking the **Open application form** button. Any related documents that have been uploaded alongside the proposal (e.g. supporting tables / figures, the project plan, letters of support etc.) can be viewed in the **Related documents** tab.

Scoring Close

Instructions

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.

Applicant: Test Applicant 1
Project: X

[Open application form](#)

[Budgets](#) [Review form](#) [Related documents](#)

Record review

Your score: 0	Scored Criteria Completed 0 of 7	Review Status: Not Submitted
--------------------------------	---	--

For each criterion, enter your score and/or feedback and then press the **Save** button.

Your score: 0	Scored Criteria Completed 0 of 7	Review Status: Not Submitted
--------------------------------	---	--

The host department/centre's ageing-related research programme, and its strategic commitment to ageing-related research
Weighting: 1

1 - Poor: does not outline themes and a coherent plan for a medium/long-term programme of ageing-related research. And entirely lacking in demonstration of a strategic commitment to ageing-related research.
2 - Inadequate: significant detail omitted regarding the ageing-related research programme and key themes. And/or inadequate demonstration of a strategic commitment to ageing-related research.
3 - Adequate: somewhat lacking in detail regarding the ageing-related research programme and key themes. And/or adequate demonstration of a strategic commitment to ageing related research.
4 - Good: generally detailed regarding the ageing-related research programme and key themes. And/or good demonstration of a strategic commitment to ageing related research.
5 - Very good: minor details missing regarding the ageing-related research programme and key themes. And/or very good demonstration of a strategic commitment to ageing related research.
6 - Excellent: well written/articulated and fully detailed response regarding a novel/themed ageing-related research programme. And excellent/credible demonstration of a strategic commitment to ageing related research that is or is likely to become a national exemplar in the field.

Score
Enter a score between 0 and 6
 - +

Entered By N/A Date Entered N/A

[Save](#)

Once you have scored all of the criteria and provided any required feedback comments, you can save and submit your review at the bottom of the review form.

Submit Review

Once you have completed all the required information in previous sections, please remember to submit your review.

[Submit](#) [Save](#)

On the reviewer dashboard, the proposal will then move from the **Awaiting my review** tab to the **My completed reviews** tab. You are able to go back and revise any of your scores and comments up to the submission deadline, by clicking on the proposal within the **My completed reviews** tab.

FURTHER QUERIES

If you have a question about completing your review(s) and cannot find the answer to it here, please email grants@dunhillmedical.org.uk and a member of our Grants Team will be able to assist you.