

Revised Grant Proposal Submission and Peer Review Procedures (non-NERC)

1. Grant proposals should be submitted at least **six weeks** prior to the funding body deadline. At a minimum, the submission should comprise of a Case for Support in a suitable state of preparedness to allow for a meaningful review.
2. A copy of the proposal, together with a Peer Review aide memoire (see below), should be sent to at least two internal or external Peer Reviewers and copied to Vicky Jackson. Peer Reviewers should be asked to return comments to the applicant, copied to Vicky Jackson, within 2-3 weeks to provide sufficient time for the applicant to revise the proposal and (where relevant) send back to the Reviewer(s) for further comment.
3. The DoR **will not** authorise the submission of any grant proposal which has not followed this procedure. However, the key point is to maximise success and, where there are good reasons, the procedure may be modified after consultation with the DoR.
4. Research services and IIB colleagues can also provide support in reviewing other sections such as: the Je-S sections; Data Management Plans; Pathways to Impact plans and Justification of Resources documents.

Aide Memoire for Peer Reviewers:

Peer Review – Aspects to Consider

When providing Peer Review comments please fully consider and comment on the aspects below. Comments can be entered either into the Table below, inserted into the Case for Support or communicated to the PI by email.

Criteria	Comments
Is the application top quality internationally competitive science?	
Does the application address an important problem?	
Does the science come across as novel & exciting?	
Are the aims and objectives clear and understandable?	
Does the accompanying data support the proposal?	
Is the workplan feasible – are there contingency plans?	
Have the impacts been appropriately considered?	
Would a non-specialist understand why the work is important?	