

# BEST PRACTICES IN PEER REVIEW



Based on feedback from the Review Quality Assurance (RQA) process\*, here are some helpful tips from CIHR on **how to prepare for peer review committee meetings**:

## 1 Review your comments and prepare high-level notes for assigned applications

Your notes should identify factors most relevant to the rating. This proactive step allows you to deliver an engaging and succinct presentation (**i.e. avoid reading reviews verbatim**).

## 2 Reflect on the ways in which bias can influence reviews

Take CIHR's Bias in Peer Review online training module and **review your comments** for possible bias that may contribute to inequities.

## 3 Allocate sufficient time to complete and submit your reviews

Follow peer review process timelines so committee members can reflect on your scores/scientific opinion prior to the meeting. This also allows CIHR staff to create a **well-defined agenda** in advance of the meeting and a **streamlined list**.

## 4 Familiarize yourself with other reviewers' scores and written comments for assigned applications

Pay particular attention to those with a wide divergence in scores.

## 5 Prepare your presentation to align with your allotted time

Primary reviewer: 5 minutes; Secondary reviewers: 2-3 minutes. By following the allotted time, the scheduled times for external reviewers to join the meeting can be respected.

## 6 Plan to be in attendance for the duration of the meeting

Advise CIHR staff as soon as possible if you are unable to attend the entire meeting.

*\*Data obtained from the 2022 Spring Project Grant Competition*