UKRI Future Leader Fellowships Peer Review Process Overview

**Remit**
- Proposals are checked to ensure that they fit within remit of UKRI.

**Meeting Preparation**
- Appropriate introducers are approached and invited to attend the meeting.
- Introducers use the Peer Review Extranet to view proposals, reviews and applicant responses.

**Peer Review Assessment Meeting**
- Chairs and introducers meet as panel(s) to discuss each proposal. Each proposal will be ranked against others at the panel(s).
- Panels will make a recommendation of those applicants to prioritise to invite for interview, based on their relative position on the rank ordered list.
- Based on relative quality and interview places available the panel will make a recommendation on those proposals to shortlist for interview.

**Notification of success**
- Successful or unsuccessful?
  - Successful
    - Interview letters are sent to shortlisted candidates.
  - Unsuccessful
    - Unsuccessful applicants are notified that they have been unsuccessful.

**Meeting Preparation**
- Detailed interviews timetable prepared.
- Each proposal to be allocated introducers.

**Interviews**
- Panels meet to conduct shortlisted candidates’ interviews.
- A ranked list, based on performance at interview, is created of all the candidates. A funding cut-off is agreed based on the budget available. The top candidates are recommended for funding.
- Recommendations will be ratified by a separate oversight body process.

**Notification of success**
- Successful or unsuccessful?
  - Successful
    - Candidates are notified of the success of their fellowship proposal.
  - Unsuccessful
    - Unsuccessful candidates receive notification which informs them that they have been unsuccessful.

**Iterations**
- Revised documents or further information may be requested if the original document/justification requires refinement.

**Approving**
- Any amendments to the proposal, such as cuts to requested costs, are applied here.
- The Offer Letter for funding will be created.

**Authorising**
- This is the final check before the proposal is funded.
- Candidates are checked for active sanctions before authorisation.

**Pre-Meeting**
- Proposals are checked for:
  - Applicant and host organisation eligibility
  - Conflicts
  - Costs
  - Other relevant statutory examinations—e.g. Animal usage, Ethics compliance etc.

**Reviewing**
- Each proposal requires a minimum of 2, and normally at least 3, usable reviews in order to progress to the meeting. UKRI uses various sources in order to obtain appropriate expert reviewers.
- Applicants are invited to respond to the reviews they have received.

**Short-listing**
- Successful or unsuccessful?
  - Successful
    - Interview letters are sent to shortlisted candidates.
  - Unsuccessful
    - Unsuccessful applicants are notified that they have been unsuccessful.

**Post-Meeting**
- Candidates are notified of the success of their fellowship proposal.

**Notifications**
- Interview Reports are sent to all candidates.
- Unsuccessful candidates receive notification which informs them that they have been unsuccessful.

**Iterations**
- Revised documents or further information may be requested if the original document/justification requires refinement.

**Approving**
- Any amendments to the proposal, such as cuts to requested costs, are applied here.
- The Offer Letter for funding will be created.

**Authorising**
- This is the final check before the proposal is funded.
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