



UK Research and Innovation

How to Write a Good Review

Good reviews are invaluable in helping the panel make funding decisions for the Future Leaders Fellowships (FLF) scheme. They also provide constructive feedback to applicants in order to help them improve their research, and you should bear in mind how your review will be used. Your review will be fed back anonymously to the applicant, who will have an opportunity to respond to the questions you raise. Panel members will also use your comments and score to help them in their assessment.

Do:

- Read and address all the of the FLF scheme's [Assessment Criteria](#).
- Reflect on the final written review and assign an appropriate overall assessment score based on the score descriptors.
- Be objective and professional – comments should be evidence-based.
- Provide clear and concise comments.
- Clearly identify strengths and weaknesses.
- Provide justification for your comments and grade, whether you are supportive of the proposal or not.
- Be aware that not everyone reading the comment will be a specialist in that field.
- Be aware of the impact of unconscious bias.
- Consider the added value of the FLF award to the candidate's career trajectory.
- Keep a back-up of your comments in case of a system timeout or error.

Don't:

- Make it personal.
- Use an emotive or confrontational tone or language.
- Reiterate the proposal or re-state the assessment questions.
- Include anything in the assessment that will identify you, such as references to your own work, where you have worked or who you have worked with.
- Be too brief, even if you deem the application very strong.
- Use [Journal-based metrics](#) to measure quality.
- Allow your review to be influenced by bias for your own field of research.
- Exceed the space restriction in Je-S (which is 4000 characters per section) or the rest of your review will be lost.

For more detailed guidance on reviewing for the Future Leaders Fellowships, please refer to the [Reviewer Guidance](#).