



## NERC Peer Review College – Key Points for College Reviewers

### Change Log

Version	Date	Changes and points to note
0.1	06/03/2013	Major updates for publication.

### **PLEASE DO**

- **Contact NERC as soon as possible if you are unable to review.**

This is important so that we have time to assign another referee if possible. Please decline the review request via Je-S, adding in a reason for the decline (e.g. conflict of interest/lack of expertise/too busy/other).

- **Reply on time.**

It is vital that the reviews are received by the deadline, since the review process runs to very tight schedules. If we do not receive reviews on time then proposals may have to be deferred to the next round.

- **Use the scores provided and give clear recommendations.**

It is essential that you mark one of the scores provided in each section.

We also need you to fully justify your decisions and indicate any doubts/ borderline cases in the comments sections.

- **Ensure that you can provide a High or Medium expertise review.**

Please use the expertise box (high/medium) and whole/part review box to indicate your level of review. If you are providing a part review, please specify which part of the proposal you have expertise in.

If the proposal is so far outside your area of knowledge that you do not feel able to give a medium expertise or part review, then please decline the review as soon as possible, noting the reason in Je-S.

- **Take the time to provide detailed and constructive comments.**

At the review stage, we ask you to justify your score with full comments on the strengths and weaknesses of the proposal. This is particularly important if you give a high score.

These comments are crucial because:

- they validate the score given;
- they are passed over to the applicants so that they have a chance to reply to any points raised; and
- they are used by moderating panels alongside external reviewers' assessments.

- **Recommend alternative/additional reviewers.**

Please provide suggestions for external referees (both national and international). These suggestions are very useful to us and we will use them where possible, although we do have to carry out checks for vested interests etc.

- **Be honest in your assessments.**
- **Referee the proposal not the proposer.**
- **Provide reviews regardless of any administrative errors that you notice in the application forms.**

Please mention these in your review, but please do not see this as a reason to decline a review. The Grants Team will normally be dealing with such problems simultaneously.

## **PLEASE DON'T**

- **Be personal or aggressive.**

Remember that comments are fed back to applicants. If you think a comment could be misinterpreted or cause offence, please do not include it. For this reason you should also avoid comments that could identify you to the applicant.

- **Be too brief or too verbose.**
- **Rewrite the proposal in your review.**
- **Be ambiguous.**
- **Invent your own notations or scores.**
- **Give the proposal to someone else to review.**

Proposals are confidential and should not be passed on to anyone else without first seeking NERC's consent.