

Department of Speech-Language Pathology
University of Toronto

Internal peer review for research grant applications: Cover sheet

The purpose of this form is to facilitate and formalize the internal peer review process in the Department of Speech-Language Pathology. All research funding applications that are prepared by principal investigators in the department must be reviewed internally prior to submission. Please note that the Chair of the department will not sign off on a grant application if it has not been evaluated by at least one scientific peer. This requirement does not extend to Letters of Intent.

Points to keep in mind for the principal investigator:

It is your responsibility to initiate the internal peer review process. You are also responsible for the archiving and safekeeping of the written documentation, i.e., this Cover Sheet and the attached Review Form. The Cover Sheet with the reviewer's signature must be submitted to the Chair with the full application in order to obtain the Chair's signature.

When preparing your grant proposal, plan ahead for the internal peer review. Contact your reviewer early to confirm his or her availability and to find a date when you will submit your draft for internal review. At this point, your proposal and the associated documentation (especially the budget) should be relatively close to completion. Do not submit a proposal that is sketchy and fragmentary. Allow at least one week turnaround time for the review. Also, budget sufficient time so that you will be able to make the changes to your proposal that the reviewer may suggest. Should you have questions or encounter problems at any point during this process, please contact the Chair of the departmental Research Committee.

Points to keep in mind for the peer reviewer:

Your role in the internal peer review process is to provide appropriate guidance and constructive feedback to the principal investigator while respecting his or her academic freedom. Keep in mind that the principal investigator may be under time constraints and turn around the draft as quickly as you can. Commit to a target date that is acceptable to the principal investigator when you accept the review task.

Use the attached form to document your evaluation and recommendation. Sign and date the Cover Sheet and the Review Form when you have completed your review. It is also suggested that you make the time to share your impressions in a personal meeting with the primary investigator. Should you have questions or encounter problems at any point during this process, please contact the Chair of the departmental Research Committee.

Investigator(s)		
Proposal title (short)		
Target agency	Target program	Competition date
Internal peer reviewer		Review completed
I have reviewed the above proposal draft and provided feedback to the principal investigator.		
(Peer reviewer's signature)		

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Investigator(s)		
Target agency	Target program	Competition date

Internal peer-reviewer		Date of completion	
Background	<input type="checkbox"/> no concerns	<input type="checkbox"/> minor changes	<input type="checkbox"/> major changes (re-review required)
Rationale	<input type="checkbox"/> no concerns	<input type="checkbox"/> minor changes	<input type="checkbox"/> major changes (re-review required)
Clear description of goals and hypotheses	<input type="checkbox"/> no concerns	<input type="checkbox"/> minor changes	<input type="checkbox"/> major changes (re-review required)
Clear description of anticipated impact	<input type="checkbox"/> no concerns	<input type="checkbox"/> minor changes	<input type="checkbox"/> major changes (re-review required)
Feasibility	<input type="checkbox"/> no concerns	<input type="checkbox"/> minor changes	<input type="checkbox"/> major changes (re-review required)
Realistic budget	<input type="checkbox"/> no concerns	<input type="checkbox"/> minor changes	<input type="checkbox"/> major changes (re-review required)
Writing	<input type="checkbox"/> no concerns	<input type="checkbox"/> minor changes	<input type="checkbox"/> major changes (re-review required)
Layout	<input type="checkbox"/> no concerns	<input type="checkbox"/> minor changes	<input type="checkbox"/> major changes (re-review required)
Conforms to the guidelines and mandate of the funding agency	<input type="checkbox"/> no concerns	<input type="checkbox"/> minor changes	<input type="checkbox"/> major changes (re-review required) <input type="checkbox"/> unable to assess

Comments:

Section-by-section comments:

Background
Methods
Anticipated results
Anticipated significance
Budget and proposed expenditures
Training of highly qualified personnel
Other