

## **CICRA Peer Review**

### **Procedures for all grants (with the exception of bursary awards)**

All applications for financial support are initially reviewed by the CICRA Grants Administrator to ensure they meet the criteria set for each type of award. Any application falling outside of the criteria will not be further reviewed and the applicant will be notified. If the project proposes the use of animals it must conform to the 3Rs principles and the National Centre for Replacement, Refinement and Reduction of Animals in Research (NC3Rs) Guideline

Applications are sent to each member of the Medical Advisory Panel (MAP) for review, comment and independent grading plus a request for external referee suggestions. If a Panel member has put in an application they will not receive the other applications in the same funding stream and will play no part in the reviews. When three external reviewers for each application have been identified, the CICRA Grants Administrator will approach them by email. If they agree to act as a referee and are not conflicted, they are sent a copy of the application with an evaluation form for comment and grading. If there is a query from a referee on a specific point the applicant will be given the opportunity to clarify the query before the meeting of the Panel.

Scores from external referees and all MAP members are returned to the CICRA Grants Administrator, who will calculate mean scores, collate all comments and send them to the Chair of the Panel for further discussion at the face to face, or virtual, meeting. Prior to the meeting, arrangements will be made for Fellowship award candidates to attend an interview on the day of the meeting.

At this meeting at least the top three ranked applications in each funding stream will be considered by the MAP (minimum 4 members). Any comments from the external referees and response to any queries from the applicant will be discussed, as will any further comments from the MAP. Members of the Panel unable to attend will be asked for their comments for inclusion on the day

The applications are then ranked in order of priority and recommendations from the Panel made to the Trustees who will make the final decision on which grants to fund. The Grants Administrator then notifies the applicants of the outcome.