

Faculty of Nursing Peer Review Checklist

Please complete this form and include with your proposal package when submitting to the Faculty of Nursing Research Office, for the ADR's signature.

Submission deadlines

Agency Deadline: _____

ADR deadline (if applicable): _____

Research Services deadline (if applicable): _____

Proposal has been reviewed by at least two Peers

Reviewer Name and title(s): _____

Date review completed: ___/___/___

Reviewer Signature _____

Reviewer Name and title(s): _____

Date review completed: ___/___/___

Reviewer Signature _____

Additional reviews may be added as needed; however, signatures are not required.

Note: When a Faculty signature is not required prior to submission, please provide a completed electronic copy of this form to Jennifer Carkner in the Research Office **prior to** submitting to the funding agency (including competitions internal to the University).

Peer Review: General Guidelines for the Applicant.

- a) Request peer review early and in person: Peer review received at the 11th hour is unlikely to be thorough, and you are unlikely to be able to think about or take advantage of suggestions received just prior to submission.
- b) Forecast when the reviewer might expect to receive the proposal and when you require his/her feedback.
- c) Peer reviewers should be “experts” in either the substantive area of the research, the methods to be used or in the requirements of the granting agency. Peer review is welcomed from inside or outside the Faculty of Nursing. If you know of someone in your field who has received significant funding from the granting agency to which you are applying, that person may make an excellent reviewer.
- d) You want peer reviewers who will look at your proposal critically with the same type of rigour as the granting agency reviewers. Look for reviewers who will:
 - ask the hard questions
 - help you clarify your proposal
 - offer working suggestions to improve your proposal
 - help you make proposal fit the funding agency guidelines
- e) If you request assistance with your proposal early in its development and find a faculty member particularly helpful, you should consider whether this person might be a potential collaborator.
- f) Provide your peer reviewers with a copy of the funding agency guidelines and criteria for your particular proposal. Those guidelines will help them provide you with the feedback you need to strengthen your proposal.
- g) Peer review is not intended to supplant support programs such as the Research Acceleration or Faculty Mentorship programs. It is one more tool.
- h) You do not have to accept everything suggested by a peer reviewer. The purpose of peer review is to help you think about your proposal and choose the best possible way of presenting your project. Sometimes, a timely comment will stimulate you to justify your choices within your proposal rather than to alter the proposal.

If you have any questions concerning the peer review process please contact Jennifer Carkner in the Faculty of Nursing Research Officer (jlcarkne@ucalgary.ca, 210-6685).