

**SUMMARY TABLE OF THE ENVIRONMENTAL SCAN FINDINGS
EXISTING PRACTICES FOR ESTABLISHING A COLLEGE OF REVIEWERS AT CIHR**

Model Organizations and their Colleges

Data & Characteristics	CFI Canadian Foundation for Innovation	CRC Canadian Research Chairs	NHMRC Australia National Health Medical Research Council	NIH (USA) National Institute of Health	AHRC (UK) Arts & Humanities Research Council	EPSRC (UK) Engineering & Physical Research Council	NERC (UK) Natural Environment Research Council	CIHR
Year of establishment	2005	2000	2009	2009	2004	2005	2003	n/a
Number of members	344	2,000	30 members of the Academy	Presently 1,200 members; NIH hires total of 17,000 external reviewers a year	1,250	4,000 (600 of them used every year)	440	2,900 trained reviewers ¹
Number of research applications received per year	460 for <i>Leaders Opportunity Fund (LOF) stream 1</i> ²	400	2010: 3,344	2009: appr.112,000 ³	3,700	5,500	Between 1,300 and 1,500 (unconfirmed)	13,000
Annual budget for grants and awards	2008-09 - \$69,6 mln for LOF	\$300 mln	\$713 mln	Total for 2010 – \$ 31,10 billion; 85% awarded through grants	£102 mln	£ 3,7 billion	£144 mln	2009-10: 938,3 mln ⁴
Role of the College	Created specifically to review applications for LOF stream 1	Provides 1 st and 2 nd levels of review	Advisory to NHMRC's CEO	Resource for editorial (1 level) review for complex/multidisciplinary applications	Provides 1 st and 2 nd levels of review	Provide 1 st & 2 nd levels of review	- provides 1 st and 3d level of review; - occasionally, advisory and representation role	n/a
Member recruitment strategies	By invitation from among: fund recipients; external reviewers; faculty members	All Research Chairs; applicants' nominees; invitees from databases of Tri-Council	- Academy members- appointed by CEO; - Invitation to existing grant	-Registry of potential reviewers recommended by scientific societies & institutions (5,00 names); - invitations to 2,500 members of scientific	Based on regular review of College capacity: - periodic calls for nomination in several categories;	-Extension of term for existing "good" College members;	Annual calls for self-nomination, and nomination of colleagues.	n/a

¹ *Peer Review Enhancement*, Power Point Presentation to EMC, September 2, 2010, slide #3.

² *Leaders Opportunity Fund (LOF) stream 1* - research infrastructure LOF proposals requesting less than 1million (total project costs).

³ These number includes 32,446 applications related to one time stimulus money.

⁴ CIHR Annual Report 2009-10 <http://www.cihr-irsc.gc.ca/e/42205.html>.

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	& private sector.		holders and other researchers to register as potential reviewers; - Invitation to nominate colleagues.	community; -invitation to funded PIs; -open invitation on the Net	- invitations to off-College reviewers, as necessary.	nominations from partners; - broader nomination exercise.		
Conditions of Membership	Presently, membership is indefinite.	Presently, membership is indefinite.	- <i>Academy</i> : Appointment based on experience, expertise & reputation for high integrity. - Participation in <i>PR as external reviewer</i> is condition of holding a NHMRC grant and a requirement of the <i>Australian Code for the Responsible Conduct of Research</i>	Agreement with an undertaking, but not an obligation on the part of reviewers to conduct a certain number of review to a required level of quality during a 4 or 6-year term	Signed <i>Standards of Service</i> for 4 years	Signed <i>Standards of Service</i> for 4 years	Signed <i>Terms & Conditions</i> for 3-4 years. Undertaking of full or half membership	n/a
PR process	<i>1 level</i> : 2 reviewers	<i>1 level</i> : 3 <i>structured reviews</i>	<i>1 level</i> : 2 reviews by	Mandated by legislation <i>1 level</i> : traditional SRG ⁵	<i>1 level</i> : 3 College or off-College reviews for	<i>1 level</i> : 3-4 reviews, one	<i>1 level</i> : Initial (<i>structured</i>)	<i>1 level</i> : at least 3 internal "in-home"

⁵ SRG – Scientific Review Group

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	<i>(external, College or suggested)– structured review</i> → “global review” and funding recommendation by Program officers → approval by the CFI Board of Directors;	by College members; funding recommendation to the Program’s Steering Committee. 2 level: Interdisciplinary Adjudication Committee (consisting of College members): evaluation & funding recommendation	<i>external reviewers assigned by the Academy;</i> (no further discussion for applications deemed “non-competitive”); 2 level: grant Review Panel meeting. ().	face-to-face, or editorial “mail-in” review by College members (numerical/non-numerical scores to each of 5 criteria); 3 reviewers; 2 level: meeting of Advisory Council/Board of awarding Institute/Centre (IC) (impact assessment & rating); Final funding decision – IC Director	each application; - further “sifting”(streamlining); 2 level: PR Committee: final grade & ranking; - AHRC: funding decision.	nominated by applicant; 2-3- from College; structured review; 2 level: Panel selected from College; final ranking	review & rating (if needed)by College members; 2 level: External (structured) review & rating) 3 level: Moderating Panel - final rating & funding recommendations	structured reviews & rating; 2 level: Committee meeting – evaluation & rating
Required/expected number of reviews for each member per year	No definite requirement	2	No definite requirement TBD	Max.-12; average - 7	8	12 max	Full membership-15 reviews and 3 meetings	Average # of applications actually reviewed by reviewer: 6-9 grant, 16-20 awards
Member recognition/remuneration	No formal recognition	“Hall of Fame” on Web	- Recognition of the reviewers on the web-site; - NHMRC encourages institutions to take note of those researchers. - “Sitting fees” for meeting attendance.	- Benefits: “continuous submission” . - Marcy Speer Award . - Remuneration: stipend - \$100 for up to 3 review/meetings; \$200 – for 4 or more.	- Regular letters to Vice-Chancellors of institutions; - personal letters to College members with outstanding service.	Reviewers’ Incentive Scheme: funds directly to university departments	Honorarium of £1000 a year for “full” membership	No formal recognition/remuneration, except: informal “thank-you” messages after meetings, and a “thank-you” letter at the end of the term
Training and	Written	Detailed	- Detailed	- Outreach and Education	- Web-site specifically	- Web-site	Training/Induction	- Detailed information &

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communication practices	instructions	instructions on the Net.	review instructions; - e-mail or telephone access to <i>Research Help Centre</i>	- One-Page Updates - Videos and Supporting Materials (e.g., mock study section video) - PowerPoint Presentations - Resources for Reviewers - NIH Extramural Nexus - CSR Peer Review Notes - Press Releases - presence of senior SCR staff at initial meetings using new PR system.	for the College; - <i>e-handbook</i> with all necessary info; - <i>Induction Day</i> for new members; - <i>e-bulletin</i> (quarterly newsletter)	instructions; - On-line <i>Newsletter for College Peer Reviewers</i>	session for new college members and chairs	guidance on the WEB; - pre-meeting tele-conference (mock review, benchmarks); - tele-conference among Chairs, SOs and DDs; - after-meeting final process review of effectiveness, functionality, policy and members' concerns - DDs oversee PR process.
Standing or ad hoc committees	n/a	Standing; ad-hoc (occasionally)	ad hoc	both : “ <i>Chartered</i> ” and ad hoc (<i>Special Emphasis Panels</i>)	ad hoc	ad hoc	ad hoc	standing
Mode of PR committee/panel meetings	Web-based “mail-in” review	Face-to-face	Face-to-face;	Apprx. 20% of CSR ⁶ meetings –electronic (Internet Assisted or Video Enhanced)	Face-to-face	Face-to-face	Face-to-face	- face-to-face (in person or by tele-conference); -”virtual” process – structured “in-home” reviews, without subsequent meeting
Ensuring appropriate committee composition	- Key words; - reviewers’ self-assessment; - Program Officers’		Academy assigns: Panels, spokespersons and external	External reviewers – selected by SROs; Committee members are carefully selected by SROs ⁷ and approved at	- Regular reviews of College capacity; - use of external reviewers when necessary.	Selection of College reviewers with a help of 40	- Office staff selects College reviewers for Initial review; - Chairs “match”	

⁶ CSR – Centre for Scientific Review

⁷ SRO –Scientific Review Officer

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	verification using on-line tools.		reviewers, and approves Panels' membership	multiple levels, in some cases, by the US President.		expertise related keywords	applications to the Panels and ensure appropriate Panel composition.	
Technology used for recruitment and peer review	Web-based review process	On-line review form & instructions are available	- Panels receive applications on USB flash drive. - a new Research Grant Management System is underway to:(1) maintain a CV; (2) make grant applications and manage awarded grants on-line; (3) electronic entry and submissions of expressions of interest, applications, assessments, questions, responses and milestones for all NHMRC grant schemes	Video enhanced and Internet Assisted meetings	Member of <i>Joint Electronic Submission system (J-eS)</i>	Member of <i>J-eS</i>	Mmember of <i>J-eS</i>	- Web-based review process ResearchNet; - expertise-related keyword data-base searches
College/member	Review of the	The Program	Feedback site	PR evaluation Group:	- Feedback from Panel	Panel	Formal College	Final process review to

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performance evaluation	College is now underway	itself is evaluated every five years	for research community comments.	<ul style="list-style-type: none"> - On-line surveys of multiple audiences; - Data-driven mechanisms to evaluate review outcomes; - Peer review pilots and their assessment. 	meetings; -->published in <i>e-bulletin</i> ; - all reviews – subjects to quality check (returned for revision or rejected)	meetings are overseen by EPSRC official	evaluation in 2008; Continuous evaluation of College reviewers & chairs	access effectiveness & functionality of committee; address members' concerns