

Tips on involving patient partners in peer review of grant applications – questions to ask and things to consider based on the time point in the process



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<https://bit.ly/Peer-Review-Patient-Partners>

Before/preparing for the peer review meeting

Note: You may choose to download this PDF so you can check off the questions as you go through the list.



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Do I have the ‘right’ lived experience for this (e.g., maybe I live with one condition and I’m being asked to review a grant application about another condition)? Do I feel comfortable with this?

Do I have the time for this role, and what is the amount of time it might take?



How many applications am I expected to review and about how long will each application take to review?

Is there a template to fill out as I review each application? How

does scoring work?	
Do I need to read and review the entire application or just part of the application?	
Is there an orientation session - how will the process be explained to me?	
Do I have a contact for one-on-one support if I have questions while I'm reviewing?	
Will I need to use technology to submit my reviews? Who can help me if I have issues with the technology?	
Will I be part of a peer review meeting or will I just submit my reviews? If there is a meeting, is it virtual or is it in-person? If it is in person, where is it (and how will that affect me), and will my expenses be paid or pre-paid to attend?	
How long will the meeting be?	
What does the whole process look like in terms of the overall timeline from when I am assigned my reviews to the peer review meeting itself, meetings, etc.?	
How many other patient partners are reviewing and what is the size of the whole review panel?	
Can patient partners be in contact or talk to each other before the meeting to support each other? If not, can I talk to a patient partner who has done this before and who might be able to mentor me informally?	
Is there a research glossary I can use if some of the research terms are not familiar to me?	
Have I kept my reviews concise and constructive, and do my scores (if there are scores) reflect my comments?	
Is the process confidential, and do I need to sign any paperwork about this?	

Has the competition's approach to conflict of interest been explained to me (i.e., what do I do if I know the researcher or research team on an application that has been assigned to me)?	
Will there be food and drinks supplied (whether the meeting is virtual or not), and who can I talk to if I have dietary restrictions?	
If I need childcare, will it be paid for?	
Is there an honorarium provided for my time, effort and expertise? If so, what is the amount and will that affect me (e.g., if I am on disability or another form of support)?	

At the peer review meeting

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Has the approach to the meeting and how it 'works' been explained well to me?	
If the review meeting is virtual, do I have to be at the entire meeting with my camera on?	
Will I be asked to comment on applications that weren't 'assigned' to me?	
When will I be asked to share my comments in the order of the reviewers?	
Are there breaks in the meeting, and are those enough for me? What if I need to move during the meeting (no matter the format)?	

<p>If the meeting is virtual, what is the technology that will be used? What happens if I need help?</p>	
<p>How does it work if/when I have a conflict of interest with an application that is being reviewed?</p>	
<p>Am I allowed to change my scores in the meeting based on the conversation that takes place with other peer reviewers?</p>	

After the peer review meeting

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<p>Is all of my paperwork related to the reviews submitted?</p>	
<p>Will I receive notes or minutes from the peer review meeting, and know which applications were funded?</p>	
<p>Can I provide feedback on my experience, how will this feedback be collected, and am I comfortable with this? (e.g., will it be via anonymous survey or through a meeting, etc.)?</p>	
<p>Will I receive feedback on my contributions so I might learn from the process?</p>	
<p>Will I be able to share my experiences with other patient partners who are asked to peer review for this organization?</p>	
<p>Would I like to peer review again for this organization, and if so, have I let my contact there know?</p>	

If I am out of pocket for any expenses for the meeting, when can I expect to be reimbursed? When can I expect to receive my honorarium (if there is one)?