

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

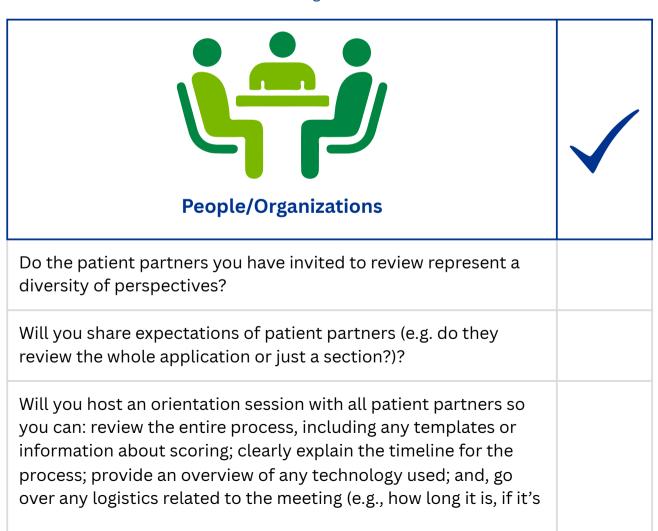


Full article by <u>Dawn Richards</u>, Deb Baranec, <u>Eileen Davidson</u> and <u>Trudy Flynn</u>:

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.

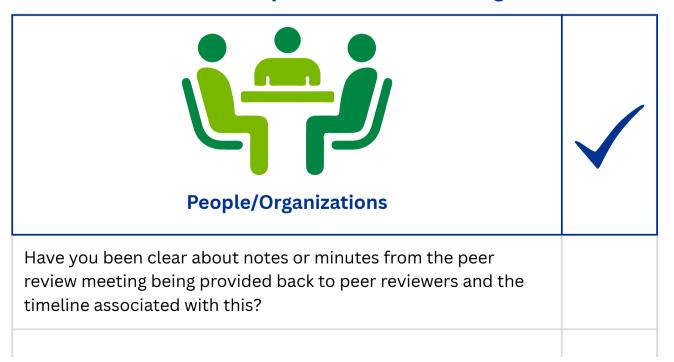


virtual or in-person, etc.); and so patient partners can ask questions and meet the chair of the peer review panel etc?	
If the review meeting is in person, have you arranged for pre- payment of patient partner reviewer's expenses related to travel? Will reimbursement be timely and can someone support filling out an expense report?	
Have you taken into account all logistics related to food and drinks supplied (whether the meeting is virtual or not), and dietary restrictions? (e.g., for virtual meetings, having food delivered is appreciated if it's possible)	
Will childcare costs be covered for patient partner peer reviewers?	
Will patient partners who are peer reviewers be able to talk to each other as they review the applications so they can support each other? Does your organization have a way that patient partner reviewers can mentor each other?	
Will you make the process as simple as possible for patient partner reviewers?	
Will you provide a key contact at your organization for patient partners to ask questions?	
Is there a research glossary for patient partners to use if some of the research terms are not familiar to them?	
Are patient partner reviewers familiar with declaring conflicts of interest if they know researchers who have applied to the competition?	
If there is any paperwork related to confidentiality of the review, is this in easy to read, understandable language that you will review and explain to patient partners?	
Will you communicate clearly about there being an honorarium or not? Will there be tax paperwork provided by your organization based on this?	

At the peer review meeting



After the peer review meeting



Do you have a feedback mechanism so you can learn about how the process was for patient partners (and is this appropriate in the event someone has negative feedback)? Have you made it clear how feedback will be used to improve the experience for other patient partner reviewers?	
Do you have a plan to provide feedback to patient partners on their reviews so they may learn from the experience?	
Have you checked to see if patient partners who participated in the review meeting would be interested in reviewing again? What about in mentoring other patient partners (formally or informally)?	
Have you taken care of all expenses and honoraria for patient partners related to the meeting in a timely way?	