

# 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 [Dawn Richards](#), Deb Baranec, [Eileen Davidson](#) and [Trudy Flynn](#):

<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.



**People/Organizations**



Do the patient partners you have invited to review represent a diversity of perspectives?

Will you share expectations of patient partners (e.g. do they review the whole application or just a section?)?

Will you host an orientation session with all patient partners so you can: review the entire process, including any templates or information about scoring; clearly explain the timeline for the process; provide an overview of any technology used; and, go over any logistics related to the meeting (e.g., how long it is, if it's

<p>virtual or in-person, etc.); and so patient partners can ask questions and meet the chair of the peer review panel etc ?</p>	
<p>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?</p>	
<p>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)</p>	
<p>Will childcare costs be covered for patient partner peer reviewers?</p>	
<p>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?</p>	
<p>Will you make the process as simple as possible for patient partner reviewers?</p>	
<p>Will you provide a key contact at your organization for patient partners to ask questions?</p>	
<p>Is there a research glossary for patient partners to use if some of the research terms are not familiar to them?</p>	
<p>Are patient partner reviewers familiar with declaring conflicts of interest if they know researchers who have applied to the competition?</p>	
<p>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?</p>	
<p>Will you communicate clearly about there being an honorarium or not? Will there be tax paperwork provided by your organization based on this?</p>	

## At the peer review meeting



**People/Organizations**



Have you explained how the meeting 'works' to patient partners?

Has the meeting 'decorum' been explained to everyone (e.g., if people need to move/stretch between breaks, cameras being on/off during virtual meetings)?

Have you scheduled enough breaks during review for reviewers? Keep in mind that many patient partners (and all reviewers) would benefit from more frequent breaks.

## After the peer review meeting



**People/Organizations**



Have you been clear about notes or minutes from the peer review meeting being provided back to peer reviewers and the timeline associated with this?

<p>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?</p>	
<p>Do you have a plan to provide feedback to patient partners on their reviews so they may learn from the experience?</p>	
<p>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)?</p>	
<p>Have you taken care of all expenses and honoraria for patient partners related to the meeting in a timely way?</p>	