

**INTERNAL PEER REVIEW PROGRAM**  
**Medical Research Development Office (MRDO)**  
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**PURPOSE**

Internal Peer Review enhances competitiveness of grant applications by providing constructive evaluations of applications in draft stage before submission. All Faculty of Medicine grant applications are required to be vetted through one of two Internal Peer Review processes.

**OPTIONS FOR INTERNAL PEER REVIEW**

Applicants may choose a Medical Research Development Office Internal Peer Review (MRDO-IPR) or a Self-Directed Internal Peer Review (SD-IPR.)

**1. MRDO-Internal Peer Review (MRDO-IPR)**

At least two months prior to the agency's deadline, applicants using MRDO-IPR will provide the following information. This will allow MRDO to align the necessary reviewers.

- Principal investigator:
- Project title:
- Funding program:
- Agency(ies) submitting to:
- Potential committee / panel:
- Brief project summary:
- Requested expertise/key words:

Five weeks prior to the agency deadline, applicants will submit a copy of their draft of their application to the MRDO. Note: The draft copy need not be a polished version in the sense of a comprehensive reference list, figures, lay summary, etc. MRDO will arrange a peer review with a minimum of two qualified reviewers. The applicant will receive written assessments two weeks after submission. This will allow three weeks for the applicant to make revisions. The reviewers are anonymous; however, if mutually acceptable, it is recommended the applicant meet with the reviewer(s) to allow a more in-depth discussion and clarification. Applicants must demonstrate that they have addressed the feedback of the internal reviewers.

**Note:** A limited amount of bridge funding awards will be available through MRDO in cases where agency funding is lost after a period of successful grant capture. Bridge funding allows the research program to continue while the investigator seeks to regain funding. **Only those applications moving through the MRDO-IPR process are eligible for consideration of MRDO bridge funding in the future.** Additional details are available through MRDO.

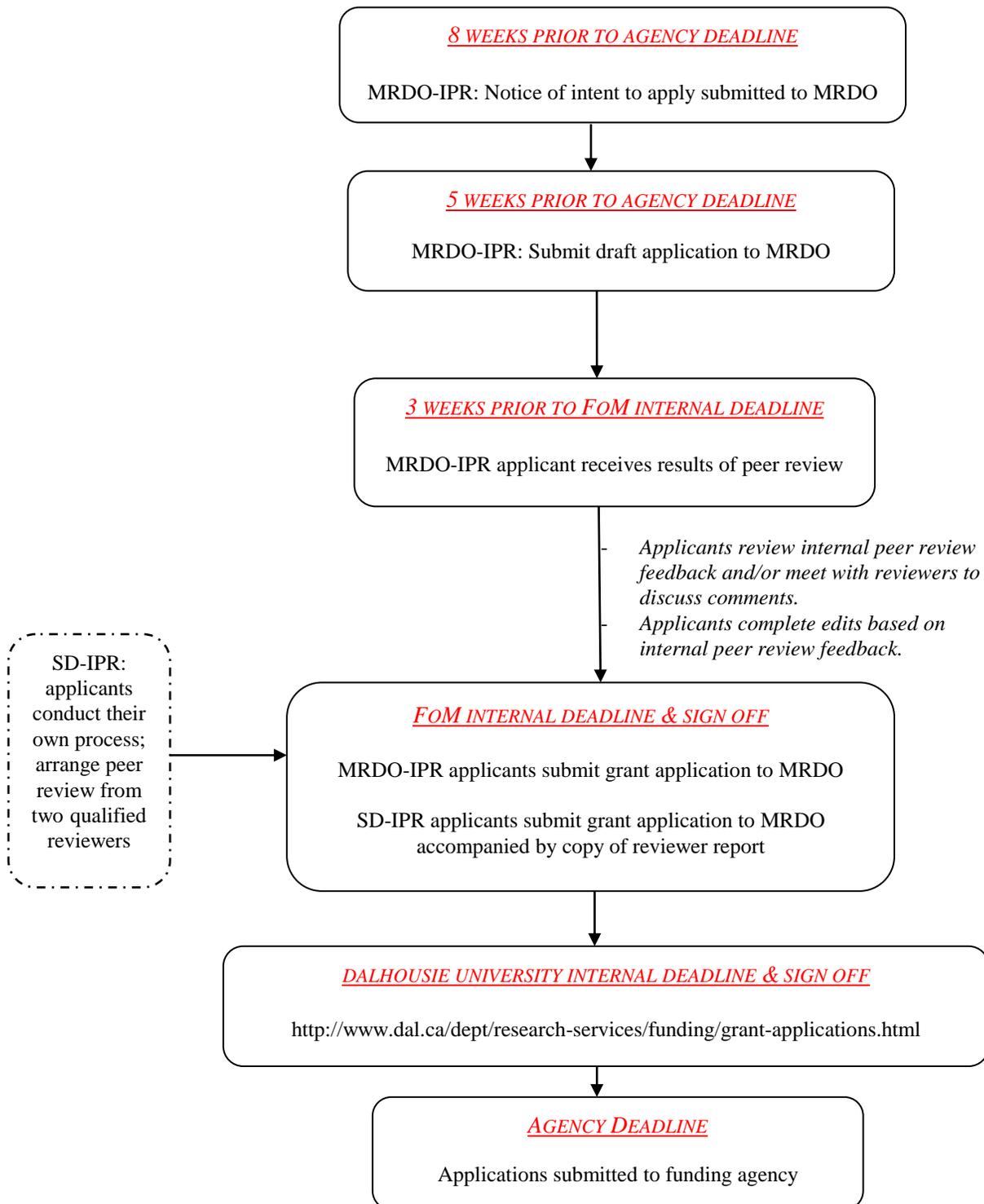
**2. Self-Directed Internal Peer Review (SD-IPR)**

In consultation with their Department Head, applicants will arrange a peer review of their draft application from two qualified reviewers. Copies of reviewer reports must accompany the grant application when submitted to MRDO on or before the faculty's internal deadline. Applicants

using SD-IPR are not eligible for MRDO bridge funding.

**PROCESS CHART FOR FACULTY OF MEDICINE (FoM)  
INTERNAL PEER REVIEW PROGRAMS**

MRDO-IPR: Medical Research Development Office Internal Peer Review  
SD-IPR: Self-Directed Internal Peer Review



**REVIEWER GUIDELINES FOR INTERNAL PEER REVIEW PROGRAM  
FACULTY OF MEDICINE**

The objective of internal peer review is to provide the applicant(s) with constructive feedback in order to improve the quality of the applicant's grant application. The role of peer reviewers is to provide written comments, both scientific and editorial, regarding the selected operating grant application.

Completed reviews should be hand delivered, within 7 days of receiving the application, to the *Medical Research Development Office, Room C-203, Main Floor, Clinical Research Centre*. The marked copy of the application, and any additional pages, will be returned to the applicant(s). Reviewer identities are kept confidential; however, if the reviewer is willing, it is encouraged they meet with the applicant(s) to offer the opportunity for meaningful follow-up on concerns and proposed actions.

Peer reviewers should provide the following:

- 1) A concise summary of the proposal as you understand it, including its aims, background and methods;
- 2) An evaluation of the work carried out previously by the applicant;
- 3) An assessment of the strengths and weaknesses of the proposal, including identifying where the application could be improved, including your opinion of:
  - a) its originality, significance and potential to advance knowledge in the field;
  - b) the appropriateness, clarity and feasibility of the proposed experimental approach;
  - c) the fit with the granting agency's mandate and criteria;
  - d) the logical alignment of all components of the grant application;
  - e) the clarity of thought for the informed non-expert;
- 4) Any additional comments.