

NSERC PRE-SUBMISSION PEER REVIEW PROGRAM 2013

Discovery Grant Applications

Frequently in academia, research proposals are peer reviewed by other scientists/researchers with appropriate knowledge in an effort to obtain impartial evaluations on the applications. Having others appraise and comment on these proposals provides researchers with the opportunity to improve the quality of their applications thus increasing the chance of funding success.

To ensure that researchers at Lakehead University have an advantage in the competitive research funding arena, the Office of Research Services (ORS) has a program that would enable NSERC Discovery Grant applications to be peer reviewed prior to submission. This program is *voluntary* but highly recommended for new investigators and previously unsuccessful NSERC grant applicants.

Through the NSERC Pre-Submission Peer Review Process, researchers who are unsuccessful in obtaining an NSERC Discovery Grant may qualify for financial support of up to \$5,000 (subject to budgetary constraints) provided they meet or exceed the minimum criterion outlined below in Step 4.

PRE-SUBMISSION PEER REVIEW PROCESS

Step 1 – Submission of Intent to Participate

In order to participate in the NSERC Pre-Submission Peer Review Process, the grant applicant must notify the ORS on or before July 5 by submitting an Intent to Participate in the NSERC Peer Review form which includes a title and a brief abstract of the proposed research proposal, along with the names of at least three peer reviewers, two of which must be external to Lakehead University and current holders of an NSERC Discovery Grant. New faculty hired after the July 5 deadline interested in participating in the Pre-Submission Peer Review Process will be required to do so before the NSERC Notification of Intent to Apply for a Discovery Grant deadline of August 1st.

Step 2 – Submission of Complete NSERC Discovery Grant Application (PDF version) for Peer Review

Researchers are then required to submit a copy of their completed NSERC Discovery Grant applications to the ORS on or before **September 15**; otherwise they will not be eligible to participate in the NSERC Pre-Submission Peer Review Program.

The ORS is willing to help facilitate the peer review process if desired by the participant. However, the ORS encourages the applicant to make their own arrangements with their selected reviewers as soon as possible but no later than September 1.

It is the intent of the ORS to expedite the peer review process in a timely manner. Applicants are encouraged to interact with their reviewers on a regular basis in order to get the maximum benefit out of the peer review process. All internal and external peer reviews should be complete by October 1 in order to allow ample time for participants to make any necessary revisions to their Discovery Grant applications.

Step 3 – Submission of Final NSERC Discovery Grant Application to ORS

Finalized grant applications along with the completed peer review comment forms are to be submitted to the ORS no later than October 15. The ORS will ensure the applications are complete in all respects and will forward them on to NSERC before the November 1 deadline.

Step 4 – Research Support for Participating in the NSERC Pre-Submission Peer Review Program

In the event that a Discovery Grant application is not funded by NSERC, those who participated in the Pre-Submission Peer Review process who meet or exceed the minimum criterion outlined below, may qualify for financial support of up to \$5,000 (subject to budgetary constraints). The minimum criterion is defined as follows and is based on NSERC's evaluation criteria as shown on the Evaluation Form that the applicant receives from NSERC following the funding rejection:

- For Established Researchers (as defined by NSERC), only one *moderate* rating under any of the following categories (i) Excellence of researcher, (ii) Merit of proposal, and (iii) Contribution to HQP, will be accepted (i.e. the Established Researcher must have scored higher than *moderate* in the other two categories). For Early Career Researchers (as defined by NSERC), only two *moderate* ratings will be accepted (i.e. the Early Career Researcher must have scored higher than *moderate* in the remaining category).
- Participants who meet or exceed this minimum criterion will be required to submit their NSERC Evaluation Form to the ORS on or before May 1. The ORS will award funding by May 15 to eligible participants based on the minimum criteria above and the number of eligible applications received (pending budgetary constraints). Eligible participants must complete Lakehead University's Research Proposal Approval Form prior to the release of funds.

A Note to Reviewers of NSERC Pre-Submission Peer Review Applications

Peer reviewers are encouraged to use the enclosed Rating Form - Discovery Grant Application for providing their comments and suggestions. Please also explain any *Exceptional*, *Outstanding*, *Very Good*, *Strong*, *Moderate*, and *Insufficient* rankings (as defined by NSERC) that you assign to an application.

The enclosed research proposal should be treated as a confidential document and should not be disseminated in any form.

We look forward to detailed comments and constructive criticism on the application with a specific focus on how to improve/revise the proposal in an effort to enhance its chances for success. Please feel free to provide suggestions and comments wherever appropriate on the application.

DEADLINE FOR REVIEW: _____

TO BE COMPLETED BY REVIEWER

Name of Reviewer	
Position	
Contact Address	
Telephone	
Email	

PRE-SUBMISSION PEER REVIEW RESEARCH AWARD FEEDBACK FORM

COMMENTS

Peer review plays a key role in the evaluation of scientific merit and likelihood of success of proposals. If you wish to provide comments, please be candid in your assessment. *Continue on separate sheet of paper if necessary.*

NSERC Pre-Submission Peer Review Intent to Participate Form

Deadline Date for Submission to the Office of Research Services is July 5

Submit one copy of this form along with the required attachments.

NAME(S): _____

RANK: _____

DEPARTMENT: _____

PLEASE ATTACH THE FOLLOWING INFORMATION:

1. Title and a brief abstract of the research proposal
2. Names of at least three reviewers, two of which must be external to Lakehead University and current holders of NSERC Discovery grants.

Signature of Applicant

Date