



Reviewer Roles, Responsibilities and Scripts

Reviewers

The Reviewer evaluates each of the applications assigned to them by providing a critical assessment of the applications, as well as constructive feedback based on the program's objectives and adjudication criteria described in the [funding opportunity](#) .

The Reviewer will:

- consider all factors and the strengths and weaknesses of the applications in relation to each adjudication criterion.
- focus their comments on the factors most relevant to their ratings.
- provide comments on the integration of sex (as a biological variable) and/or gender (as a socio-cultural determinant of health) in the applications, if applicable.
- provide comments on the budgets requested and a formal recommendation to CIHR in the "Budget" section, including clear and detailed reasons for any recommended budget or term cuts, if applicable (**Note: discussion of budget and term support is not currently within scope of this Mock Review Toolkit*).
- provide comments on issues that they feel should be flagged, as required. These concerns should not influence the rating or budget recommendations, unless they bear on the scientific merit of the applications.
- provide their initial ratings to one decimal place using the provided Mock Review Templates
- familiarize themselves in advance of the Committee meeting with the applications to be assessed by their committee as this will facilitate discussions at the face-to-face Committee meeting.
- present to the committee the review of their assigned applications.
- participate in the committee discussions.
- vote on all the applications discussed by the committee and for which they are not in conflict with.

Primary Reviewer(s) Script

- Once Chair introduces Reviewers, present initial scores to committee.
- Present a brief overview of the application, premise of the research, study design etc.
- Discuss strengths and weaknesses.
- Listen to other reviews.
- Following Secondary Reviewer(s) discuss consensus score.
- Discuss further if necessary.
- Confirm content of notes from Scientific Officer at the end of the discussion.

Secondary Reviewer(s) Script

- Once Chair introduces Reviewers, present initial scores to committee.
- Listen to Primary Reviewer(s) overview of the application and comments.
- Present strengths and weaknesses not mentioned by previous Reviewers.
- Once all discussion has taken place, Reviewers discuss consensus score.
- Discuss further if necessary.
- Confirm content of notes from Scientific officer at the end of the discussion.

