



### INTERNAL PEER REVIEW PROCESS FOR EXTERNAL GRANT BIDS

1. Each Faculty under the leadership of the Associate Dean should establish a local system of peer-review, preferably consisting of those academic staff who have an established record of attracting external grant funding and who review bids for funding organisations, including membership of external funding panels / RCUK peer-review colleges. The system of peer-review should be managed by the Associate Dean to best reflect the expertise and nature of research being conducted across the Faculty.
2. Peer-review<sup>1</sup> is required for all bids that are:
  - a) submitted to any of the following organisations: the UK Research Councils, the EU, The Leverhulme Trust, The Wellcome Trust, The British Academy, all Royal Society funds, Newton Funds, NIHR and Innovate UK (formerly Technology Strategy Board)
  - b) **and/or** of a value >£20k.
3. Each external bid to be submitted for internal peer review ideally at least **three weeks before the external deadline**. Bids should be reviewed by at least 2 members of the faculty system of peer-review. See below for faculty specific process.

<b>APSS</b>	Contact Lois Thomas (Faculty Funding Coordinator) ext. 3254 or e-mail: <a href="mailto:L.A.Thomas@ljmu.ac.uk">L.A.Thomas@ljmu.ac.uk</a>
<b>EHC</b>	Peer review can be initiated by either: <b>The Research Team</b> directly. In this instance please note the reviewer’s names and overview of contribution upon submission to RIS. <b>Associate Dean:</b> <a href="mailto:I.D.Jones@ljmu.ac.uk">I.D.Jones@ljmu.ac.uk</a> The Associate Dean will then arrange the internal review together with RIS.
<b>FET</b>	Proposal ideas should firstly be sent to the Associate Dean Jin Wang ( <a href="mailto:j.wang@ljmu.ac.uk">j.wang@ljmu.ac.uk</a> ) Laura Bellinger, Senior Faculty Administrator ( <a href="mailto:L.Bellinger@ljmu.ac.uk">L.Bellinger@ljmu.ac.uk</a> ) who will then arrange the internal review together with RIS.
<b>LBS</b>	Contact Shona Bettany (Associate Dean) <a href="mailto:S.M.Bettany@ljmu.ac.uk">S.M.Bettany@ljmu.ac.uk</a>
<b>SCS</b>	Peer review can be initiated by either: <b>The Research Team</b> directly. In this instance please note the reviewer’s names and overview of contribution upon submission to RIS. <b>Associate Dean:</b> <a href="mailto:K.George@ljmu.ac.uk">K.George@ljmu.ac.uk</a> In this instance please follow time line as noted above as closely as possible.

4. Peer-review should aim to provide feedback on the proposed research in terms of the main criteria against which the bid will be judged from within the discipline (typically covering the novelty and clarity of the proposal, the appropriateness of the methodology / approach and the expected deliverables etc.). Generic criteria (annex 1), are provided however these do not replace funders specific criteria.
5. The bids will continue be reviewed by non-subject experts in Research & Innovation Services who will seek to provide feedback on aspects such as structure and style, clarity of writing, timescale, costs, eligibility and ethics.
6. Support and training can be provided to members of the Faculty system of peer-review by Research & Innovation Services or sourced externally