

BEST PRACTICES FOR EFFECTIVE INTERNAL PEER REVIEW

Suggested time before internal deadline

START EARLY!

- Start planning and preparing for IPR at least 6 months prior to the application deadline.
- Use one of our [IPR Planners](#) to establish a timeline for your IPR. The suggested milestones will make your grant writing and IPR more manageable.

CHOOSE REVIEWERS

Select reviewers who:

- have reviewed or been funded by the competition you are applying to;
- are in your pillar of research; and
- are invested in your success.

Your Review Lead can help finalize your committee.



NOTIFY YOUR REVIEW LEAD

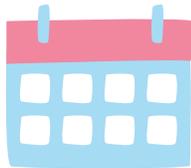
- [Register your IPR](#) on the CSM [Grant Development Office site](#) or contact your [Institute's Review Lead](#) directly.
- Don't have a review lead? Contact Jenna Millar, Manager, Grant Development (jenna.millar@ucalgary.ca).

6 months

5.5-6 months

BOOK IPR MEETINGS

- If you are preparing for a possible resubmission, don't wait for the results—you can always cancel the meeting if you are funded.
- Aim for 1-2 IPR meetings. In-person meetings are most effective.
- Include any co-PIs in the meetings.



5-6 months

FIRST MEETING

- [New Grants](#): Provide reviewers with a project summary and competition guidelines. Hold a Chalk Talk/Test Your Concept session before you start writing.
- [Resubmissions](#): Share your submitted grant and reviews with your IPR committee ASAP. Discuss your reviewer feedback and plan of attack before revising.

4-6 months



SECOND MEETING

- Make sure reviewers see all sections of your grant—not just the proposal!
- Ensure reviewers have a copy of the review criteria.



2-3 months

ADDITIONAL REVIEWS

- A third round of review via email can be helpful as you polish your grant.
- Consider obtaining an expert external review or working with a professional editor. The [Research Enhancement program](#) provides funding to help you do this.
- Send your entire application to the CSM Grant Development Office for review.

2-4 weeks

AT THE MEETINGS

- Assign a chair to keep the meeting on track.
- Have the chair take notes and create action items that the committee can agree on.
- Consider recording virtual meetings.

INTERNAL DEADLINE*

Submit your final application to Research Services

* The standard internal deadline is noon, 3 business days prior to the agency deadline, but always confirm. Your Department Head and the Associate Dean Research must approve your [RMS](#) record before the internal deadline.