



Guidelines for DLSPH Internal Grant Peer Review Initiative

Working with the Office of Research, new and early career investigators in PHS and IHPME will be encouraged to undergo confidential internal peer review using the following process:

Proposed Timeline

4 weeks before grant deadline: Applicant indicates to the Office of Research (OR) that an application will be submitted and works with the OR to develop the proposal and budget

Applicant identifies 2-3 peers to conduct a review (see suggestions below), supplies reviewers with review form and draft proposal

Suggestions for your peer review panel:

1. More senior researcher than the applicant
2. Have been successful at securing funding through a similar program to which the applicant is applying
3. Sat as a committee member for a similar program to which the PI is applying
4. Select faculty with complementary expertise including those close to your research area, on similar panel but not close to research area and/or a content expert

At least 2 weeks before grant deadline: Applicant arranges a face-to-face meeting with all reviewers to highlight strengths and areas needing improvement

Applicant provides comments/feedback of peer review to the OR and requests assistance in final copy-editing

1 week before grant deadline: Applicant submits MRA with final budget and near-final draft proposal

QUESTIONS? Please contact the Office of Research research.dlsph@utoronto.ca, 416-978-2966 or 416-978-5351