

Mock Study Section Guidelines for Participants

ROLES

- Reviewer:** Critique and score assigned grant
- Chairs:** Will ensure a uniform and fair process of review

Mock Study Section Groups

1. There are 14 study sections with participants reviewing three applications per room.
2. For each application, there will be five reviewers, and each reviewer should come prepared to serve in the role as primary reviewer. The order of reviewer discussion will be determined by the chair at the meeting.
3. There will be two chairs per group.

Reviewer Responsibilities

1. Review the following NIH guidelines **prior to** reviewing your grant.
 - ✓ [NIH Reviewer Orientation](#)
 - ✓ [Review Criteria at a Glance - Master](#)
 - ✓ [Scoring System and Procedure](#)
 - ✓ [Guidelines for the Review of Human Subjects Section](#)
 - ✓ [Budget Information](#) (*FYI: the budget has been removed from applications*)
 - ✓ [NIH Peer Review Webinars and Videos](#)

These documents can also be found on the [Indiana CTSI Mock Study Section website](#) and at http://grants.nih.gov/Grants/peer/reviewer_guidelines.htm

2. Access your grant application and assignment (an email will be sent with access information).
3. Critique and score the grant to which you have been assigned **prior to** the mock study section using the templates below. Tip: Start your review at the Career Development or Research Plan part of the application *then* review biosketches, etc. Record and justify all three score review criteria and the overall impact/significance score based on the 9-point scale. Only the overall score is reported and discussed during the meeting. **There will be no place to enter the impact score on the critique template, so include it in the text of your critique***. *Note: This is not done in official sections but is being implemented to simplify the process for our event.*
4. Reviewers should also read and mentally critique the other two applications to be reviewed

- by their group.
5. While we have explicit permission to use the grants that have been distributed, they contain privileged information and should not be divulged outside the group. This follows NIH protocol on confidentiality of research applications. All applications being used have been submitted to the NIH.
 6. If you have printed or saved any grant material, please destroy appropriately.

Role of Chairs

Chairs are faculty who have volunteered to lend their expertise to the Mock Study Section. Chairs act as moderators ensuring a uniform and fair process of review. They will guide a structured review process at the meeting that follows NIH study section protocol.

Mock Study Section Procedures

1. The meeting opens with opening comments from the chairs addressing the meeting process.
2. For the purposes of this mock study section, no reviewer is considered to be in conflict.
3. The chair will ask the assigned reviewers to declare their initial overall impact score.
4. Study section members will listen to critiques by the assigned reviewers, beginning with the Primary Reviewer, followed by the Secondary Reviewer, Tertiary Reviewer and “Discussants”. The Primary Reviewer will give a very brief summary of the project, before giving his or her critique. The secondary reviewer, tertiary reviewer, and discussants will then add additional information.
5. **Reviewers should not read their critique verbatim.** Rather, they should focus their critique on major concerns they feel may affect the priority score and points upon which there may be differences of opinion among reviewers.
6. After the initial round of discussion from the assigned reviewers the floor will open for questions and comments. First, reviewers will have a chance to respond to each other. Then other study section members can ask questions and make comments, leaving some time for general discussion in which any member may participate.
7. Discussion ends with comments about non-scored criteria.
8. After discussion, the chair will again poll the assigned reviewers for the final overall impact scores. Scores may change based on discussion.
9. Chairs will then share Summary Statement comments and impact score with the group.

Note that in an NIH study section review the charge is to evaluate the applications on their scientific and technical merit. Review groups DO NOT FUND applications, Programs Do. Reviewers should not comment or vote on the basis of where the funding line may be or is

thought to be.

Post Mock Study Section Procedures

1. Please complete the online Evaluation that we email to you. This will help us improve the study section experience each year.
2. You have agreed not to share grant materials and to destroy any material you have printed.

Contact Information

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