

“Box” Check-Off List

Item	Purpose	Action Needed
<ul style="list-style-type: none"> • Cover Letter 	<ul style="list-style-type: none"> • Provides an introduction to the peer review activity • Explains the purpose of the review meeting and your responsibilities • Provides the date and location of the meeting • Informs you that items require your immediate attention (see <u>Action Pack</u>) • Introduces you to the Internet Assisted Review (IAR) system • Provides information about: <ul style="list-style-type: none"> - what to bring to the review - reimbursement - review policies • Provides a list of enclosures within the Box 	<ul style="list-style-type: none"> • Read introductory materials
<ul style="list-style-type: none"> • Action Pack <ul style="list-style-type: none"> ○ Conflict of Interest/Confidentiality Certification Form (<i>pink</i>) w/ <i>business-reply envelope</i> ○ Review Meeting Fact Sheet ○ Assignment Sheet (<i>usually yellow</i>) ○ Invitation to Travel ○ Instructions for Making Travel Reservations ○ New Process for Reimbursement of NIH Peer Reviewers 	<ul style="list-style-type: none"> • Includes items that require your immediate attention <ul style="list-style-type: none"> ○ Certifies that you have disclosed all conflicts of interest, and that you will follow all confidentiality requirements ○ Lists meeting schedule and travel arrangements ○ Provides information about applications to be reviewed (title, principle investigator, reviewers, conflicts, etc.) ○ Provides authorization to travel ○ Federal Central Contractor Registry (CCR) ○ Explains who to contact to make your airline or train reservations and to convey any special requirements for lodging accommodations ○ Explains how you will be reimbursed for ground transportation, meals and incidental expenses, and why you must obtain an individual DUNS number and register in the 	<ul style="list-style-type: none"> ○ Check the applications for potential Conflicts of Interest (COI), and contact the SRA if you are unsure about a potential conflict ○ Call the SRA <u>immediately</u> if you think you have a conflict with an application assigned to you on the Assignment Sheet ○ Complete and return the COI/Confidentiality Form ○ Review the Meeting Fact Sheet ○ Follow the instructions provided to make your travel and hotel arrangements ○ Follow step-by-step instructions for obtaining a DUNS number and registering in CCR.

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<ul style="list-style-type: none"> • Review Meeting Agenda 	<ul style="list-style-type: none"> • Lists the order of events for the review meeting 	<ul style="list-style-type: none"> • Be prepared to follow the agenda during the meeting
<ul style="list-style-type: none"> • Review Meeting Roster 	<ul style="list-style-type: none"> • Lists who will participate in the review meeting 	<ul style="list-style-type: none"> • Ensure your listing is correct; notify SRA of any corrections needed
<ul style="list-style-type: none"> • Request for Applications (RFA) or Program Announcement (PA), if applicable to the review 	<ul style="list-style-type: none"> • Gives background on special NCI initiatives, and describes the type of research to be supported, research objectives, mechanism of funding, who is eligible to apply, process of submitting an application, special requirements, and review criteria 	<ul style="list-style-type: none"> • Review the RFA or PA to understand the context of the applications to be reviewed
<ul style="list-style-type: none"> • Paper Copies of Applications to be Reviewed 	<ul style="list-style-type: none"> • Requests for federal funding to conduct research and/or research-related activities 	<ul style="list-style-type: none"> • Review applications • Submit preliminary comments about applications • Participate in the peer review meeting • Submit final critiques of grant applications <p>▶ A CD will also be provided with electronic images of all applications</p>
<ul style="list-style-type: none"> • NIH Instructions to Reviewers for Evaluating Research Involving Human Subjects in Grant and Cooperative Agreement Applications 	<ul style="list-style-type: none"> • Explains applicant requirements with respect to human subjects in research and your responsibilities in evaluating these requirements 	<ul style="list-style-type: none"> • Carefully read this document and use these instructions to evaluate human subjects requirements in research applications



Item	Purpose	Action Needed
<ul style="list-style-type: none"> • Guide for Assigned Reviewers' Preliminary Comments on Research Applications 	<ul style="list-style-type: none"> • Provides guidelines for preparing written comments on grant applications you are assigned to review 	<ul style="list-style-type: none"> • Review this guide and submit written comments on grant applications prior to the review meeting
<ul style="list-style-type: none"> • CD with Electronic Images of all Applications to be Reviewed 	<ul style="list-style-type: none"> • Facilitates the review of grant applications 	<ul style="list-style-type: none"> • Consider bringing to the review meeting if you will have computer access ▶ Paper copies of all applications will also be provided in the Box
<ul style="list-style-type: none"> ◆ The NCI Consumers' Guide to Peer Review 	<ul style="list-style-type: none"> • Serves as an introduction and orientation to: <ul style="list-style-type: none"> - NCI and its research programs - participating in a NCI peer review 	<ul style="list-style-type: none"> • Utilize as a resource if needed
<ul style="list-style-type: none"> ◆ The NCI Consumers' Cancer Dictionary for Peer Review * 	<ul style="list-style-type: none"> • Provides concise definitions of technical terms frequently used in applications for NCI-sponsored research 	<ul style="list-style-type: none"> • Utilize as a resource if needed

◆ Provided to advocates who are participating in their first NCI peer review activity



Feeling Overwhelmed? How to Receive Help ...

Scientific Review Administrators (SRAs)

SRAs try to make the peer review process smoother and less overwhelming, especially for first time consumer advocates. Before the review, SRAs have a telephone conversation with each consumer advocate and explain how to review the materials and what things to concentrate on. You are encouraged to call them if you have any questions once you have looked over the materials.

CARRA Members

The CARRA Program can provide a mentor to assist you in the peer review process. The mentor is a CARRA member who has participated in a similar activity and can answer questions by phone or e-mail prior to the peer review.

Internet

CARRA members can refer to the CARRA Web site at <http://la.cancer.gov/carra> for more information about peer review and the CARRA member's role in peer review. The Division of Extramural Activities (DEA) also provides online resources to assist consumer advocates in the peer review process: <http://deainfo.nci.nih.gov/consumer.htm>.

