



# Peer review handbook

Distinguished professor grant and Consolidator grant in natural and engineering sciences 2024

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## Foreword

This peer review handbook is intended to function as an aid for you in your assignment as an expert reviewer for our calls for Distinguished professor grant and Consolidator Grant.

The aim of the Distinguished professors grant programme is to generate conditions for the most distinguished researchers to create a strong research environment of highest quality for long-term, innovative research with great potential to achieve scientific breakthroughs.

The aim of the Consolidator grant is to offer a small selection of excellent young scientists that have established themselves scientifically a more long-term support allowing them to address more demanding and interesting scientific challenges.

This review handbook is designed to reflect the review process step by step, to offer practical guidance and to clearly communicate the expectations on you as reviewer. The purpose of this handbook is to make it easy to find the information that is relevant for the tasks to be carried out at every step of the review process. As well as instructions for the various steps in the process, the handbook also includes information on the general guidelines, conflict of interest policy and gender equality strategy central to the Swedish Research Council. Practical instructions on the grading of applications are included, as are instructions on how final statements shall be written. The quality of the final statements is important, since these will be communicated to the applicants after the grant decisions. Please read both the instructions and the appendices carefully, so that you are well prepared for your review work.

The work of scrutinizing applications constitutes the foundation for the work of the Swedish Research Council, and your assignment as a member of one of our review panels is an important position of trust. I would therefore like to take this opportunity to welcome you as an expert reviewer for the Swedish Research Council.

Mattias Marklund  
Secretary General  
Natural and Engineering Sciences  
Swedish Research Council

## Introduction

The grant type Distinguished professors is aimed to generate conditions for the most distinguished researchers to create a strong research environment of highest quality for long-term, innovative research with great potential to achieve scientific breakthroughs.

The grant type Consolidator grant is aimed to offer a small selection of excellent young scientists that have established themselves scientifically a more long-term support allowing them to address more demanding and interesting scientific challenges.

This handbook is designed to reflect the review process step by step. We want to make it easy for you as a panel member to find the information you need for the tasks to be carried out in each step.

### A short summary of the two-step review process

The applications will be assessed by one of four international review panels led by a Swedish chair. The process for assessing the applications will be performed in two steps. In the first step, at least three panel members will assess each application. After an initial individual assessment, each of the four review panels meet for one-day sifting meetings in May to agree on a proportion of the applications that have the highest quality and which will proceed to the next step. The highest ranked applications will in the second step be assigned to external experts before the final assessment is done by an overarching final review panel that will meet for a panel meeting in late October. The overarching final review panel will be a combination of reviewers from the four review panels in step 1. The composition of the final review panel will depend on the number of applications and research focus of the remaining applications; therefore, all panel members will not be required to continue to the final review step.

### New features in the review process 2024

#### **Additional information regarding the applicant's competence and merits**

A new contextualising part has been introduced in the application, which should be seen as a complement to the other parts of the application that deal with the applicant's competence. In this part, the applicant must describe how the merits that has been indicated in the CV and under "Publications and other research output" show the competence to carry out the proposed research.

## Important starting points and principles

### **Peer review**

The Swedish Research Council regards peer review as a guarantor that our support goes to research of the highest scientific quality in all scientific fields. The Board of the Swedish Research Council has formulated guidelines for peer review based on eight principles. [Read the guidelines for peer review.](#)

### **Conflict of interest**

To avoid any conflict of interest situation, we have established strict guidelines. [Read the Swedish Research Council's conflict of interest policy and guidelines for managing conflicts of interest.](#)

If you have a conflict of interest, you must not take part in the handling or assessment of that application during any part of the process.

The following applies for panel members:

- Any application where you are the applicant or co-applicant must not be reviewed by your review panel.
- Any application where a close relative of yours is the applicant (does not apply to co-applicants) must not be reviewed by your review panel.

You are obliged to notify any conflict of interest for all applications handled by your review panel.

### **Gender equality**

The Swedish Research Council aims to ensure that women and men have the same success rates and receive the same average grant amounts, taking into account the nature of the research and the form of support. The review panel shall calculate the approval rate in the call and refer to, and possibly comment on, how this impact the gender equality.

### **Confidentiality and integrity**

Handle the applications and the review of them in a confidential manner:

- Do not disseminate documents that you get access to.
- Delete documents that relate to the review work after completing the task.
- Do not speak to outsiders about what was discussed during the review.
- Do not use information in the application for personal gain.
- Let the Swedish Research Council personnel manage all communications with applicants.

## Roles in the review process

### **Chair and vice chair**

The role of the chair is to lead and coordinate the work of the panel. The vice chair's task is to stand in for the chair of the review panel in situations where they cannot or should not take part, such as when the chair has a conflict of interest.

### **Panel member**

As a panel member, you may be a reviewer or a rapporteur. In both roles, you shall read and grade the applications ahead of the review panel meeting. As rapporteur, you are responsible for starting the discussion of the application at the meeting, and for writing a final statement on the application after the meeting.

### **Observer**

An observer from the scientific council will monitor and safeguard the quality of the review panel's work. The observer reports back to the scientific council and the secretary general responsible after the review.

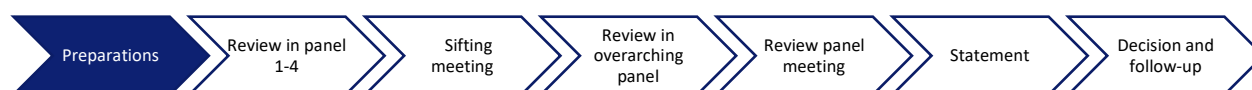
### **Swedish Research Council personnel**

The research officer and senior research officer responsible administer the review and support the chair and panel members in the process.

### **Secretary general for scientific council**

The secretary general has overall responsibility for the review process and for questions of a scientific nature. The secretary general also handles any complaints following the grant decision.

## Preparations



### Prisma

As a reviewer, you work in the web-based system Prisma. The first thing to do is to create an account in Prisma, if you do not already have one. Make sure all your account information and personal data are correct. You must also decide whether or not you want to receive remuneration for your review work. Follow the instructions in [Prisma's user manual](#).

If you have any technical questions and cannot find the answer in Prisma's user manual, please contact the research officer responsible.

### How we allocate applications to review panels

Once the call has closed, the applications are allocated to the review panels. Usually, each application is allocated to the group the applicant has listed as their first choice. However, if the chair considers that an application should be reviewed by another panel, it might be moved. An application may also be moved due to a conflict of interest.

### Reporting any conflict of interest

Once you have been notified that the applications are accessible in Prisma, you must report any conflict of interest. You should therefore check who the project leader and participating researchers are for all applications allocated to the review panel. Please contact the Swedish Research Council personnel and/or the review panel chair if you have any questions about conflict of interest. If you discover later on in the process that you have a conflict of interest, this must be reported as soon as possible to the chair and the administrator responsible.

### Reviewers and rapporteurs

When all the re-allocations between review panels have been completed and all review panel members have reported any conflict of interest, the chair will allocate the applications to members of the review panel. Each application shall be read by at least three reviewers, one of which is given the role of rapporteur. The rapporteur is responsible for presenting the application for discussion at the meeting. As rapporteur, you are also responsible for summarising the review panel's statement on the application after the meeting.



## Technical preparations

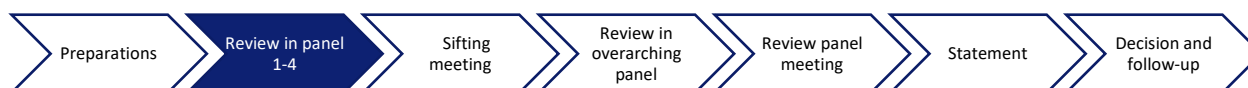
The review panel meeting will be held via the digital platform Zoom. [Download Zoom Desktop client to your computer before the meeting.](#)

Make sure you have access to a stable network connection. Your computer also needs to have a built-in or external camera and microphone. We strongly recommend that you use a headset with a microphone, as this provides the best sound, both for yourself and for other participants. If you do not have access to one, you may buy one at the Swedish Research Council's expense, at a maximum cost of 50 EUR or equivalent. We also recommend that you use a large screen next to your laptop computer, if possible.

## Preparations: summary

What you need to do	When
<input type="checkbox"/> Provide account information in Prisma.	Before the first digital meeting
<input type="checkbox"/> Download Zoom and check your technical equipment.	Before the first digital meeting
<input type="checkbox"/> Reporting any conflict of interest.	Before the deadline in Prisma

## Review in panel 1-4



During the review period, you shall:

- read the applications allocated to you,
- write assessments and preliminary statements,
- grade and rank the applications you have reviewed.

Once the review process has ended, you will get access to all members' assessments in Prisma. Prepare for the sifting meeting.

### Individual review

Each application is reviewed and graded by at least three members of the review panel: one rapporteur and two further reviewers. If you are the rapporteur, you shall write a *preliminary statement*. This shall consist of a numerical grade and detailed written comments on all evaluation criteria. The comments shall highlight strengths and weaknesses in the project described.

In the role as reviewer, you shall write an *assessment*. The assessment shall consist of a numerical grade and written comments, but the comments do not have to be detailed. Your notes will be a support in the discussion during the sifting meeting

### Deviations in the application

If you suspect that the content of an application does not follow good research practice, please inform the Swedish Research Council personnel as soon as possible. Continue with the review unless we notify otherwise. The Swedish Research Council is responsible for further investigation in cases of deviations in the application.

### Irrelevant information

Base your assessment only on the contents of the application itself. Irrelevant information must not impact on the assessment. Disregard facts that you believe you know despite them not being included in the application.

### Ask for advice from others only in exceptional cases

You must not disseminate information about the applications or applicants outside the review panel. Only in exceptional cases may it be justified to ask a colleague about any specific information, for example relating to the use of statistics or new research findings, on condition that you do not show them the application itself.

### **Ethical aspects**

The applicant shall state whether there are any requirements for permits and approvals for the research planned. If there are such requirements, the applicant shall also describe how the permits and approvals will be obtained. If parts of the research will be conducted abroad, the applicant must be able to describe how this impacts any requirement for permits or approvals. Necessary permits and approvals must be in place when the research begins. The assessment of legal and formal requirements is a part of the feasibility criterion.

The assessment of ethical aspects also includes examining how applicants reflect on ethical considerations. The evaluation of ethical considerations is part of the criterion for the scientific quality of the project.

### **Sex and gender perspectives**

The assessment of scientific quality includes scrutinising how sex and gender perspectives are included in the applications. The applicant shall justify their answer, irrespective of whether it is relevant or not. [Read the instructions for applicants.](#)

## **Assessment criteria for Distinguished professor grant and Consolidator grant**

You shall assess the scientific quality of the application based on four basic criteria:

- Scientific quality of the project
- Novelty and originality
- Merits of the applicant
- Feasibility

The purpose of using several basic criteria is to achieve a multi-faceted assessment. In addition to the four basic criteria, for the Distinguished professor grant you shall also assess the applications using an additional criterion: Added value. The criteria are evaluated on a seven-degree or a three-degree scale.

Please use the guiding questions we have produced for each criterion to support the assessment of the application.

### **Guiding questions for Distinguished professor grant**

#### ***Scientific quality of the project (1–7) for Distinguished professor grant***

Assess the quality of the project's research question and method, and also its potential for future research.

- To what extent is the proposed research scientifically important?
- To what extent is the proposed research relevant in terms of its research questions, the proposed solutions, and in relation to frontiers of research in the field?
- To what extent is the proposed research of international top quality?

- Are the ethical considerations for the proposed project properly described and addressed? Does the applicant adequately consider risk/value/suffering and risk for humans, animals, nature and/or society?

### ***Novelty and originality (1–7) for Distinguished professor grant***

Assess how well the applicant develops and implements new theories, concepts, methods, and questions.

- To what extent does the research proposal demonstrate exceptional novelty and a potential to substantially advance the research field?
- To what extent does the research proposal contain entirely novel ways and methods to approach scientific issues?
- To what extent does the research proposal generate or explore new research areas?

### ***Merits of the applicant (1–7) for Distinguished professor grant***

Merits are assessed in relation to the applicant's career age and to the research task. Only take into account the "active research years" years when assessing the scope of scientific production. Time off for parental leave, sick leave, or similar circumstances should be deducted. The merits of the applicant in the application (publications and other output as well as CV information) must mainly confirm the applicant's merits to carry out the described research.

- To what extent is the researcher internationally recognized and a leader in their research field?
- To what extent is it probable that the applicant will develop further as a researcher in the coming 10-year period?
- To what extent has the researcher contributed with exceptional scientific breakthroughs in their previous research?
- To what extent does the researcher have the ability to attract researchers from various places and establish a creative research environment as well as promoting and fostering excellence in leadership, including the supervision of PhD students and postdocs who also in turn have been successful in research? Is this ability documented from previous research?

### ***Feasibility (1–3) for Distinguished professor grant***

Assess the feasibility of the proposed project. An application must be graded as 2 or 3 for feasibility in order to be funded.

- To what extent is the choice of research methods, access to equipment, and research infrastructure adequate for the specialisation of the researcher?
- Regarding the project as a whole, to what extent is the competence in place to carry out the research task?
- To what extent is the University environment adequate to enable build-up of excellent research?
- Does the applicant adequately consider relevant legal and formal requirements for the proposed research, such as ethical permits and guidelines?

***Added value (1–7) for Distinguished professor grant***

- To what extent does the applicant convincingly describe how the applicant intends to build and develop the research environment as well as manage it?
- To what extent are there opportunities for long-term build-up and integration of the research environment in the university's activities?
- To what extent will the proposed initiative strengthen and enhance the quality of research in this field of research at the University, in Sweden and internationally?
- To what extent will the proposed build-up of the research environment enhance the potential for research breakthroughs and innovative research?

***Overall assessment (1–7) for Distinguished professor grant***

Weigh together the above subsidiary criteria into an overall grade that reflects the review panel's joint assessment of the application's scientific quality.

**Guiding questions for Consolidator grant*****Scientific quality of the project (1–7) for Consolidator grant***

Assess the quality of the project's research question and method, and also its potential for future research.

- To what extent does the proposed research have the potential to significantly advance the boundaries of the research field or fill clear knowledge gaps within the research area?
- To what extent is the proposed research structured so that it can result in significant progress in addressing these challenges?
- To what extent is the description of the proposed research sufficiently detailed and of sufficient quality to show that the stated objectives can be achieved?
- Are the ethical considerations for the proposed research properly described and addressed? Does the applicant adequately consider risk(s) for humans, animals, nature, and society?

***Novelty and originality (1–7) for Consolidator grant***

Assess how well the applicant develops and implements new theories, concepts, methods, and questions.

- To what extent are the objectives of the proposed research novel, original and beyond the state of the art?
- To what extent does the proposed research involve development of novel concepts and approaches, or development between or across disciplines, or novel ways and methods of approaching scientific questions?
- To what extent does the proposed research explore new areas of research?
- To what extent does the proposed research define new interesting scientific questions or provide possibilities to generate new areas of research?

### ***Merits of the applicant (1–7) for Consolidator grant***

Merits are assessed in relation to the applicant's career age and to the research task. Only take into account the "active research years" years when assessing the scope of scientific production. Time off for parental leave, sick leave, or similar circumstances should be deducted. The merits of the applicant in the application (publications and other output as well as CV information) must mainly confirm the applicant's merits to carry out the described research.

- To what extent are the researcher's scientific merits adequate in relation to the field of research and sufficient to realize the research task?
- To what extent do the merits and scientific production relate to career age and previous active research time?
- To what extent is the researcher internationally recognized and leading in their research field, or to what extent does the applicant show potential to become a leading researcher in the field?
- To what extent has the researcher demonstrated ability to create a creative research environment through research leadership?

### ***Feasibility (1–3) for Consolidator grant***

Assess the feasibility of the proposed project. An application must be graded as 2 or 3 for feasibility in order to be funded.

- To what extent is the outlined scientific approach feasible considering the degree to which the proposed research is high gain?
- To what extent is the choice of research methods, access to equipment, and research infrastructure adequate for the proposed research?
- Considering the entire proposed research, to what extent is there sufficient competence in place to carry out the research task(s)?
- To what extent does the description in the research plan support the likelihood that the proposed research can be successfully carried out?
- To what extent is the scope of the proposed research reasonable in relation to the amount applied for?
- To what extent does the host institution's letter of support show that there is a need for the applicant's skills and an explicit interest in the proposed research direction in a broader sense? Does the letter show that the research environment is adequate and suitable for the applicant to carry out the proposed research? Is there a long-term plan for the applicant and the applicant's research area at the host institution?
- To what extent does the applicant adequately consider relevant legal and formal requirements for the proposed research, such as ethical permits and guidelines?

### ***Overall assessment (1–7) for Consolidator grant***

Weigh together the above subsidiary criteria into an overall grade that reflects the review panel's joint assessment of the application's scientific quality. The weighted grade is produced without a predetermined numerical weighting of the basic criteria. As a guide for the panel's assessment, however, the scientific quality of the proposed research and the merits of the applicant are the two most

important criteria. Novelty and originality must also be included in the assessment but given lower weight than the scientific quality and merits. Feasibility is weighed in the weighted grade for the application if it deviates from the grade "Feasible"

### Grading scales

The assessment of the scientific quality of the application, novelty and originality, merits of the applicant is done on a seven-degree scale. For the Distinguished professor grant, the extra criterion Added value is also done on a seven-degree scale.

Grade	Explanation
7	Outstanding Exceptionally strong application with negligible weaknesses
6	Excellent Very strong application with negligible weaknesses
5	Very good to excellent Very strong application with minor weaknesses
4	Very good Strong application with minor weaknesses
3	Good Some strengths, but also moderate weaknesses
2	Weak A few strengths, but also at least one major weakness or several minor weaknesses
1	Poor Very few strengths, and numerous major weaknesses

The assessment of feasibility is done on a three-degree scale.

Grade	Explanation
3	Feasible
2	Partly feasible
1	Not feasible

For all criteria, you can also mark "Insufficient", if you consider that the application lacks sufficient information to allow you to make a reasonable assessment of the criterion. Please note that any such mark should only be used in the individual review before the review panel meeting, and not in the final grade.

## Ranking applications

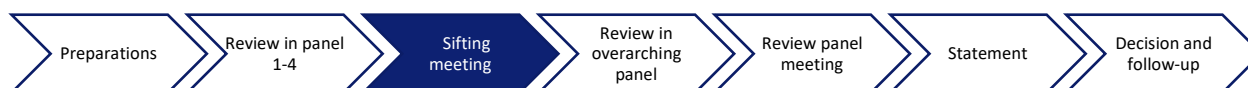
Rank every application in relation to the other applications you have reviewed in each call. (One ranking for the Distinguished professor grant and one for the Consolidator grant.) The ranking is a supplement to the grading when the review panel's applications are compared with each other. You shall rank all the applications you have been allocated, both those that you are rapporteur for, and the other ones you have reviewed. Ahead of the sifting meeting, the individual rankings of all the reviewers are weighed together into a preliminary ranking factor for each application. For instructions, please see [Prisma's user manual](#).

## Review: summary

What you need to do	When
<input type="checkbox"/> Grade and write detailed comments (preliminary statement) on all applications for which you are the rapporteur.	Before the deadline
<input type="checkbox"/> Grade and write comments (assessment) on all applications for which you are a reviewer.	Before the deadline
<input type="checkbox"/> Rank all applications allocated to you.	Before the deadline
<input type="checkbox"/> Prepare for the meeting by reading other panel members' comments.	Before the meeting
<input type="checkbox"/> Check the list of sifted applications and decide whether any of the sifted applications should be brought up for discussion at the meeting.	Before the meeting
<input type="checkbox"/> Contact the Swedish Research Council personnel and the chair if you discover during the review that you do, after all, have a conflict of interest with any of the applications, or if you discover any problem with an application.	As soon as possible
<input type="checkbox"/> Contact the Swedish Research Council personnel if you suspect any deviation from ethical guidelines or good research practice.	As soon as possible



## Sifting meeting



### Sifting

The purpose of the sifting meeting is for the panel to collectively decide on which applications that should move forward to step 2.

The chair and VR personnel will prepare a list using the panel members individual ranking and grading of the applications that will serve as a basis for the meeting. The panel will discuss the applications and decide on around 20 per cent of the applications that will be forwarded to step 2 and the overarching panel. The applications that are put forward shall include both women and men to such an extent that there is a good chance of achieving a gender-equal outcome in relation to the number of applications received.

The panel will decide on grades for all the criteria on the applications that will not move forward to step 2.

### **All applications shall be treated equally**

The review panel is responsible for ensuring each application is assessed on its own merits.

- Irrelevant information shall not be discussed.
- The panel's applications shall compete with each other on equal terms.
- No application shall be given a higher or lower grade because it belongs within a certain subject area.
- The panel shall not carry out any quota-based allocation between the scientific disciplines included in the panel.

### **Conflict of interest during the sifting meeting**

Persons who have a conflict of interest in relation to an application shall not take part in the discussion of that particular application, and shall leave the room or the digital meeting while the application is discussed. If you discover any possible conflict of interest (your own or another's) during the meeting, you should bring this up with the chair and the Swedish Research Council personnel in private.

## Sifting meeting: summary

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What you need to do	When
<input type="checkbox"/> Agree on which applications that should move forward to step 2	At the sifting meeting
<input type="checkbox"/> Agree on grades for sifted applications	At the sifting meeting

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## Review in overarching panel



### Overarching panel

The overarching final review panel will be a combination of reviewers from the four review panels 1-4. The composition of the final review panel will depend on the number of applications and research focus of the remaining applications; therefore, all panel members will not be required to continue to the final review step. VR personal will inform you after the sifting meeting if you are among those reviewers to be part of the overarching panel. Please prepare as if you are.

### External reviewers

In order to support the final review done by the overarching panel all applications not sifted will get evaluated by 2-3 external reviewers who are experts in the field(s) of the application. For the applications where you are a rapporteur you are expected to suggest a minimum of three external reviewers. Note that you can suggest the same external reviewers for several applications, if they have suitable competence. The administrator responsible at the Swedish Research Council will contact the external reviewers and collect their assessments for the overarching panel.

### Individual review in the overarching panel

During the second review period, you shall:

- read the applications allocated to you, taking into account the external reviews provided for each application
- write assessments and preliminary statements,
- grade and rank the applications you have reviewed.

Once the second review process has ended, you will get access to all members' assessments in Prisma. Prepare for the overarching review panel meeting discussion by reading the other panel members' assessments.

Just as in the first round of review each application is reviewed and graded by at least three members of the review panel: one rapporteur and two further reviewers. If you are the rapporteur, you shall write a preliminary statement. This shall consist of a numerical grade and detailed written comments on all evaluation criteria. The comments shall highlight strengths and weaknesses in the project described.

In the role as reviewer, you shall write an assessment. The assessment shall consist of a numerical grade and written comments, but the comments do not

have to be detailed. Your notes will be a support in the discussion during the overarching review panel meeting, and also after the meeting, when the rapporteur writes the statement. You should therefore end your review of each application by listing the strengths and weaknesses that your assessment is based on.

## Assessment criteria

You shall use the same assessment criteria as you used in the first round of reviewing;

- Scientific quality of the project
- Novelty and originality
- Merits of the applicant
- Feasibility
- Overall assessment

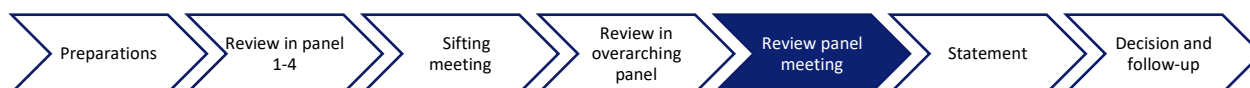
For the Distinguished professor grant you shall also assess the applications using an additional criterion: Added value.

The same Guiding questions and grading scales are to be used.

## Review in overarching panel: summary

What you need to do	When
<input type="checkbox"/> Grade and write detailed comments (preliminary statement) on all applications for which you are the rapporteur.	Before the deadline
<input type="checkbox"/> Grade and write comments (assessment) on all applications for which you are a reviewer.	Before the deadline
<input type="checkbox"/> Rank all applications allocated to you.	Before the deadline
<input type="checkbox"/> Prepare for the meeting by reading other panel members' comments and any external assessments.	Before the meeting
<input type="checkbox"/> Prepare a brief presentation of strengths and weaknesses in the applications for which you are the rapporteur.	Before the meeting
<input type="checkbox"/> Contact the Swedish Research Council personnel and the chair if you discover during the review that you do, after all, have a conflict of interest with any of the applications, or if you discover any problem with an application.	As soon as possible
<input type="checkbox"/> Contact the Swedish Research Council personnel if you suspect any deviation from ethical guidelines or good research practice.	As soon as possible

## Review panel meeting



### Discussion of applications

The chair leads the discussion of the applications that have been selected to the second step of review. As a rule, the rapporteur begins by presenting an application's strengths and weaknesses. Thereafter, the other members give their assessments. The chair is responsible for ensuring any external assessments are included in the discussion.

For each application discussed at the meeting, the panel shall agree on subsidiary grades and an overall grade. The rapporteur shall take notes to support the wording of the panel's statement.

### All applications shall be treated equally

The review panel is responsible for ensuring each application is assessed on its own merits.

- Irrelevant information shall not be discussed.
- The panel's applications shall compete with each other on equal terms.
- No application shall be given a higher or lower grade because it belongs within a certain subject area.
- The panel shall not carry out any quota-based allocation between the scientific disciplines included in the panel.
- An application is guaranteed a new assessment under each call – even if it has been submitted in conjunction with previous calls.
- A balance shall be found in the time the panel allocates to each application.

### Conflict of interest during the review meeting

Persons who have a conflict of interest in relation to an application shall not take part in the discussion of that particular application, and shall leave the room or the digital meeting while the application is discussed. If you discover any possible conflict of interest (your own or another's) during the meeting, you should bring this up with the chair and the Swedish Research Council personnel in private.

### Prioritisation

Once all applications have been discussed, and the panel has agreed on a joint grade for each application, a prioritisation shall be carried out of the applications with the highest scientific quality. This prioritisation shall conclude with the overarching panel's proposal for applications to be awarded grants within the

panel's budgetary framework. A prioritisation list with reserves shall also be produced.

The review panel shall take into account the approval rate for women and for men during the summarising prioritisation. The goal is to have same success rates for women and men within a field. The chair and the Swedish Research Council personnel are responsible for monitoring the gender distribution among the prioritised applications

### Review panel meeting: summary

<b>What you need to do</b>	<b>When</b>
<input type="checkbox"/> Agree on subsidiary grades and an overall grade for each application discussed.	At the review panel meeting
<input type="checkbox"/> Agree on a proposal for the applications to be awarded funding within the review panel's budgetary framework.	At the review panel meeting
<input type="checkbox"/> Agree on a prioritisation list with reserves.	At the review panel meeting

## Statement



### The rapporteur writes a statement

The discussion at the overarching panel review meeting forms the basis for the review panel's joint statement. The statement is the end product of the review process to which each application is submitted. It forms the Swedish Research Council's basis for decision-making in the matter, and is also sent to the applicant in conjunction with the grant decision being published.

You are responsible for writing statements on the applications for which you have been the rapporteur in the second and final step of review. After the meeting, you shall modify the *preliminary statement* that you drew up before the meeting so that it reflects the review panel's joint assessment of the application. You usually have one week in which to write statements following the end of the review panel meeting.

Only applications that have been the subject of discussion at the meeting receive a full statement. The sifted applications in the first step of review are instead handled by the Swedish Research Council personnel. These applications receive a standard statement describing the sifting process and gradings for the subsidiary criteria and a summarising grade.

### The chair reviews all statements

Once the statements are completed, they are checked by the chair and by the Swedish Research Council personnel. The chair is responsible for ensuring the statements on the applications discussed at the review panel meeting reflect the panel's discussion, and that the written justifications correspond to the grades. In conjunction with the chair's review, you may be asked to supplement or adjust a statement.

### General advice and recommendations on statements

The statement shall reflect the review panel's joint and overall assessment, including any external assessments.

#### Completing the statements, you must

- focus on describing the main strengths and weaknesses of the application.
- ensure the written justifications correspond to the grading – feel free to use the definitions in the grading scale in your written comments.
- consider the guiding questions for the different assessment criteria.

- write concisely, but not too briefly – the content is more important than the length of the text.
- comment on whether the review panel has weighed in deviations from the Swedish Research Council’s general instructions in the assessment of the application.
- be constructive and factual in your comments.

### **Completing the statements, you must not**

- make a long summary of the contents of the application or the merits of the applicant.
- introduce personal comments – the statement shall constitute the review panel’s joint assessment.
- state quantifiable data.
- state any personal information about the applicant.
- write any recommendation whether to refuse or approve an application in the statement.
- comment on whether an application belongs in the review panel, as all the applications allocated to the panel shall be assessed.

### Statement: summary

<b>What you need to do</b>	<b>When</b>
<input type="checkbox"/> Write the overarching panel’s statement in Prisma on the applications for which you are the rapporteur.	One week after the review panel meeting
<input type="checkbox"/> Supplement statements following review by the chair if you have been asked to do so.	After the review panel meeting



## Decision and follow-up



### Decision

The Board of the Swedish Research Council has delegated to the Scientific Council for Natural and Engineering sciences the decision on Distinguished professor grants and Consolidator grants in this field. The Scientific Council's decision is based on: the priority lists (including reserves) arrived at by the review panels; any justifications from the chairs; and the review panels' statements. The decision is published shortly thereafter on [vr.se](http://vr.se) and in Prisma. In conjunction with the publication, the applicants are informed about the outcome.

### Follow-up

Following each review, internal follow-up is also carried out of the process and the outcome. An important starting point for this follow-up is the feedback you provide as a panel member in conjunction with the review panel meeting. We also produce statistics of various kinds.

### Complaints and questions

If you as a review panel member receive any question about the assessment of an individual application, you must refer this to us. The Swedish Research Council personnel make sure that all complaints or requests for clarification are registered and handled by the secretary general responsible in consultation with the chair of the review panel. The chair will contact you as necessary.

### Decision and follow-up: summary

What you need to do	When
<input type="checkbox"/> Refer any questions about the assessment of individual applications to the Swedish Research Council personnel.	As they arise
<input type="checkbox"/> Be prepared to assist the chair and the secretary general responsible in the event of any questions.	As they arise