

# 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.

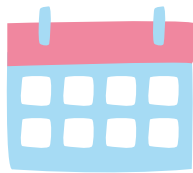
6 months

## NOTIFY YOUR REVIEW LEAD

- Register your IPR on the OADR Grant Development [IPR website](#) or contact your Review Lead directly.
- Review Leads are listed on the [IPR website](#).
- Don't have a review lead? Contact Jenna Slobozian, Manager, Grant Development ([jslobozi@ucalgary.ca](mailto:jslobozi@ucalgary.ca)).



5-5.6 months



## BOOK IPR MEETINGS

- If resubmitting don't wait for results - you can always cancel 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 ASAP. Discuss your reviewer feedback 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.
- Send your entire application to OADR Grant Development 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 if only to store your best explanations of a given topic.

## 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.