



# Peer review handbook

Doctoral programme grant & Proof of concept  
within the infection area 2024

# Contents

<b>Foreword.....</b>	<b>4</b>
<b>Introduction.....</b>	<b>5</b>
New features in the review process 2024 .....	5
Additional information regarding the applicant’s competence and merits .....	5
Publications and other research outputs .....	5
AI in the assessment of applications.....	5
AI in applications.....	6
Important starting points and principles .....	6
Peer review .....	6
Conflict of interest .....	6
Gender equality.....	6
Confidentiality and integrity.....	6
Roles in the review process .....	7
Chair and vice chair .....	7
Panel member .....	7
Observer.....	7
Swedish Research Council personnel .....	7
Secretary general for scientific council/committee .....	7
<b>Preparations .....</b>	<b>8</b>
Prisma .....	8
Reporting any conflict of interest .....	8
Reviewers and rapporteurs.....	8
Technical preparations .....	8
Preparations: summary .....	9
<b>Review .....</b>	<b>10</b>
Individual review .....	10
Deviations in the application .....	10
Irrelevant information.....	10
Ask for advice from others only in exceptional cases .....	10
Doctoral programme grant - focus and assessment criteria .....	11
Focus.....	11
Assessment criteria .....	11
Guiding questions .....	12
Proof of concept - focus and assessment criteria .....	14
Focus.....	14
Assessment criteria .....	15
Guiding questions .....	15
Grading scales.....	16
Ranking applications .....	18
External reviewers .....	18
Review: summary .....	18

<b>Review panel meeting .....</b>	<b>19</b>
General setup of the panel meeting.....	19
Discussion of applications (Doctoral programme grant) .....	19
Interview session & discussion (Proof of concept grant) .....	19
General rules for the discussions .....	20
All applications shall be treated equally .....	20
Conflict of interest during the review meeting .....	20
Prioritisation .....	20
Review panel meeting: summary.....	20
<b>Statement .....</b>	<b>21</b>
The rapporteur writes a statement.....	21
The chair reviews all statements .....	21
General advice and recommendations on statements .....	21
Completing the statements, you must.....	21
Completing the statements, you must not.....	22
Statement: summary .....	22
<b>Decision and follow-up .....</b>	<b>23</b>
Decision .....	23
Follow-up.....	23
Complaints and questions .....	23
Decision and follow-up: summary.....	23

## Foreword

Welcome as an expert reviewer for the Swedish Research Council's peer review process in Medicine and Health for 2024 and our calls for Doctoral programme grants, and Proof of concept. Your assignment as a member of one of our review panels is an important position of trust and the evaluation of research applications constitutes the foundation for the work of the Swedish Research Council. Your work is very important and I hope you realize how much we and all the scientists that are applying for funding this year appreciate your efforts.

This handbook has been written to assist you in your forthcoming work and describes the review process step by step. The purpose is to make it easy to find the information that is relevant for the tasks to be carried out. It contains important practical instructions on the grading of applications as well as how the final statements for the applicants shall be written. In addition, you can find information on the Swedish Research Council's general guidelines and on our conflict of interest policy and gender equality strategy.

Please read the instructions carefully, so that you are well prepared for your review work.

Thank you for your efforts and welcome as a reviewer for the Swedish Research Council!



Madeleine Durbeej-Hjalt

Secretary General, Medicine and health

## Introduction

The purpose of the grant for graduate schools is to build up a new research field, strengthen competence within a specific area, or increase collaboration nationally and internationally by contributing to doctoral education. The focus of this grant includes the areas of viruses and pandemics, and antimicrobial resistance.

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.

The handbook covers the review process for two calls:

1. [Doctoral programme grant](#)
2. [Proof of concept grant](#).

The review processes for the two grant types are mostly the same. Where there are differences this have been indicated in the handbook. (Clicking on any of the grants listed above will bring up the call text.)

## 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 section, 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.

### **Publications and other research outputs**

The list of publications in the application is now called "Publications and other research outputs." It consists of two parts where the applicant must separate between publications and research outputs that are peer-reviewed and not peer reviewed.

### **AI in the assessment of applications**

Generative AI tools (ChatGPT or similar) must not be used in the scientific assessment of the applications. The assessment is a task that must be carried out by a specialist researcher who has been recruited based on their expertise in the area. On the other hand, there is no prohibition against using digital AI tools for tasks such as improving the language in written statements on applications, as long as this does not entail factual contents or the applicant's personal data being disseminated.

## **AI in applications**

There is no prohibition against the applicant to use generative AI or other tools (digital or of another type) when they draw up the application. At present, they do not need to state whether they have used AI. [Read the guidelines for the use of AI tools.](#)

## **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 proposal 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.

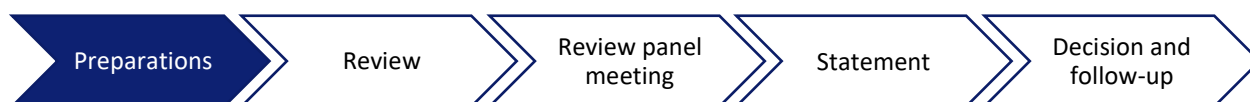
### **Swedish Research Council personnel**

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/committee**

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.

### 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 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 five 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.

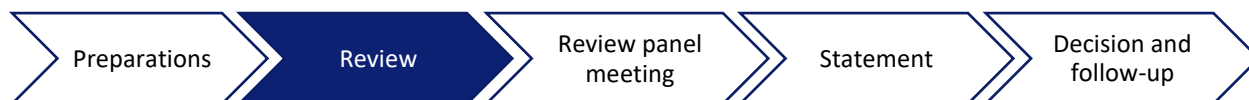
## Preparations: summary

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<b>What you need to do</b>	<b>When</b>
<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

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## Review



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 review panel meeting discussion by reading the other panel members' assessments.

### Individual review

Each application is normally reviewed and graded by at least five members of the review panel: one rapporteur and four 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 review panel meeting, and also after the meeting, when the rapporteur writes the statement. You should therefore get used to ending your review of each application by listing the strengths and weaknesses that your assessment is based on.

### 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.

## Doctoral programme grant - focus and assessment criteria

### **Focus**

The call covers two subsidiary focuses within the infection area: antimicrobial resistance, and viruses and pandemics. The application shall relate to one or both of these.

#### ***Antimicrobial resistance***

Research in antimicrobial resistance aims to preserve the opportunities for effective treatment of infections. It covers research into mechanisms for emergence and transfer of resistance, and preventive measures and control of infection spread among humans and animals and in the environment. The area also includes research that supports better and faster diagnostics of resistant infections, and developed monitoring of medicine use, resistance, and healthcare-related infections. Access to effective medicines and vaccines is also an important research area.

In addition to medical, natural science, and technical perspectives, questions also need formulating from a social science and humanities background. An interdisciplinary and/or One Health perspective strengthens the opportunities for understanding the complex societal problem of antimicrobial resistance, and for finding new and innovative solutions.

#### ***Viruses and pandemics***

Research into viruses and pandemics shall contribute new knowledge about viral diseases, how different viruses infect and spread, and about transfer of viruses from animals to humans. The area also includes prevention and monitoring of infection transmission, and aims to provide knowledge of how changes to climate and environment affect the risk of new pandemics emerging. Research in the development of new medicines, vaccines, and therapies, and knowledge about how equal and gender-equal health can be safeguarded during a pandemic are important components. To build up preparedness ahead of future pandemics, knowledge is also needed about the economic and social effects of large and long-lasting societal spread.

### **Assessment criteria**

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, you shall also assess the applications using two additional criteria: Research environment supporting the graduate school, and Relevance. These criteria are evaluated on a seven-degree, and a two-degree scale.

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

## **Guiding questions**

### ***Scientific quality of the project (1–7)***

- To what extent do the objectives, content and organisation of the graduate school add scientific value to the doctoral education within the specified research area?
- How does the proposed educational content, in terms of courses, seminars and other activities, support high scientific quality, methodologically and theoretically?
- Does the graduate school and the structure of the educational content ensure high pedagogical quality in the education?

### ***Novelty and originality (1–7)***

- To what extent does the graduate school contribute to novelty and originality with regards to the graduate education within the specified research area and the purpose of this call?
- To what extent does the graduate school support novel forms of collaboration and participation?
- To what extent do the objectives, content and organisation of the graduate school contribute to strengthening the originality and developing novel thinking in the scientific work and training of the graduate students?

### ***Merits of the applicant (1–7)***

- Does the programme coordinator and participating researchers have previous experience conducting doctoral education and graduate schools?
- Are the coordinator and participating researchers highly merited within their respective fields?
- To what extent may their joint merits and competence contribute to high quality in the doctoral education?

### ***Feasibility (1–3)***

- To what extent does the organisation and management of the graduate school ensure quality in implementation?
- How do the participating institutions each contribute to the graduate school?
- Have the applicants shown that there is an adequate number of potential graduate participants?
- How is access to staff, infrastructure and other necessary resources ensured?

- Is the budget realistic in relation to the objectives, content and organisation of the graduate school?

***Research environment supporting the graduate school (1-7)***

- Is the graduate school founded on relevant, state-of-the-art research of high quality?
- To what extent does the research at the participating institutions complement each other in terms of relevance and high quality research?
- Does the plan and budget reflect that the graduate school is a collaborative effort between the participating institutions?
- Can the graduate school promote international networking for its participating students?

***Overall assessment (1–7)***

Weigh together the above subsidiary criteria into an overall grade that reflects the review panel's joint assessment of the application's scientific quality, where the criteria "Scientific quality" should carry more weight.

***Relevance for the call (1-2)***

The additional criterion of "relevance" is used in this review panel to assess the application's relevance to the purpose of the call.

The purpose of the Doctoral programme grant within the infection area is to arrange third cycle higher education aimed at strengthening research competence within antimicrobial resistance and/or viruses and pandemics in Sweden. Moreover, the Doctoral programme applications should fit the focus of the call (see above).

A two-point grading scale shall be used for this criterion.

The "relevance"- criterion must not be weighed into the overall grade. Instead, it is to be weighed into an application's ranking in relation to others. Thus, an application can be relevant, but of low scientific quality (or vice versa). An application must have a grade 2 in relevance in order to be funded.

- Is the focus of the graduate school in line with the purpose and focus of the call?
- Will the graduate school contribute to development of new knowledge and increase competence relevant for antimicrobial resistance or viruses and pandemics?
- Will the graduate school strengthen and enhance the quality of research education at the participating research institutions?

## Proof of concept - focus and assessment criteria

### **Focus**

The Swedish Research Council will support proof of concept (PoC) projects relating to further development of methods, products or processes developed from an earlier research project, and to carry out activities preparatory to innovation or commercialisation, aimed at improved treatment, prevention or diagnostics. PoC funding may not be used for further research, writing articles or reports, communication initiatives, or general product development.

The call covers two subsidiary focuses within the infection field: Antimicrobial resistance, and Viruses and pandemics. The application must relate to one or both of these.

### ***Antimicrobial resistance***

Infections caused by bacteria, fungi or parasites are a major global clinical challenge through increased spread of resistance against antibacterial, antifungal or antiparasitic medicines, which impedes or prevents effective treatment. New methods, processes and products are needed to increase the chances of forestalling and preventing the emergence and spread of antimicrobial resistance, and of diagnosing or treating these infections in the best way possible.

The projects may, for example, cover the following:

- New or improved antibacterial, antifungal and antiparasitic medicines or vaccines
- Diagnostic methods and tools
- New therapy methods
- Methods and processes for strengthening the rational use of antibacterial, antifungal and antiparasitic medicines
- Development of healthcare hygiene procedures and processes.

### ***Viruses and pandemics***

Virus-caused infections are a leading cause of ill health and high mortality around the world, and are a great strain on healthcare and societal finances. The COVID-19 pandemic illustrates the problems that follow from limited knowledge about fundamental characteristics of a new virus, and the lack of effective antiviral treatments or vaccines against both unknown and known virus-caused infections.

The projects may, for example, cover the following:

- New or improved antiviral medicines and vaccines
- Interventions during and after virus infections
- New methods for monitoring, behavioural change, prevention and treatment
- Development of healthcare hygiene procedures and processes.

### **Assessment criteria**

For Proof of concept you shall assess the quality of the application based on three criteria:

- Innovation potential
- Team skills and experience
- Feasibility

The purpose of using several criteria is to achieve a multi-faceted assessment. In addition to the three criteria above, you shall also assess the applications using an additional criterion: Relevance. This criterion is evaluated on a two-degree scale.

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

### **Guiding questions**

#### ***Innovation potential (1–7)***

Guiding questions:

- How much potential does the project have to solve a relevant need in demand, and is this clearly described in the application?
- How much potential does the project have to develop and/or validate the findings from the previous research project that can lead to new methods, products or solutions for e.g. diagnosis, treatment or prevention of diseases that are relevant to the call?
- To what extent does the project have the potential to develop the concept towards innovation/implementation/commercialisation?
- Are the ethical considerations for the proposed project properly described and addressed? Does the applicant adequately consider risk/value/suffering for humans, animals, nature and/or society?

#### ***Team skills and experience (1-7)***

Guiding questions:

- To what extent does the project leader possess the competence and ability to carry out the project?
- To what extent does the project manager have previous experience of developing proof-of-concept projects?
- To which degree is the project organisation and the overall competence sufficient and relevant to carry out the project?
- To what extent is the expertise necessary for the project within, for example, innovation/implementation/commercialisation involved in/linked to the project?

#### ***Feasibility (1–3)***

Guiding questions:

- Are the planned activities and work plan realistic for achieving the expected results during the project period?

- How well are the work plan and budget adapted to the project's structure and the expected results?
- Does the applicant adequately consider relevant legal and formal requirements for the proposed research, such as ethical permits and guidelines?

### ***Overall grade (1–7)***

The above subsidiary criteria are weighed together into an overall grade, which reflects the review panel's joint evaluation of the application's quality. The emphasis should be on the criterion Innovation potential.

### ***Relevance (1-2)***

The additional criterion of “relevance” is used in this review panel to assess the application's relevance to the purpose of the call.

The purpose of the Proof of concept grant is to bridge the gap between basic research and utilisation or commercialisation of research results within the infection area. This shall be done by verifying the usability and suitability of a new method, product or process developed from an earlier research project, and to carry out activities preparatory to innovation or commercialisation. Moreover, the proof of concept projects should fit the focus of the call (see above).

A two-point grading scale shall be used for this criterion.

The “relevance”- criterion must not be weighed into the overall grade. Instead, it is to be weighed into an application's ranking in relation to others. Thus, an application can be relevant, but of low innovation potential (or vice versa). An application must have a grade 2 in relevance in order to be funded.

Guiding questions:

- How well are the planned activities focused on verification and validation of a new innovative method, process or product?
- How well does the project meet the purpose of the call and the chosen subject orientation?

## **Grading scales**

**Doctoral programme grant:** The assessment of the scientific quality of the application, novelty and originality, and merits of the applicant is done on a seven-degree scale.

**Proof of concept:** The assessment of the innovation potential, and team skills and experience is done on a seven-degree scale.

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<b>Grade</b>	<b>Explanation</b>
<b>7</b>	Outstanding Exceptionally strong application with negligible weaknesses

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<b>Grade</b>	<b>Explanation</b>
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

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The assessment of feasibility is done on a three-degree scale. (applies to both calls)

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<b>Grade</b>	<b>Explanation</b>
3	Feasible
2	Partly feasible
1	Not feasible

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The assessment of Relevance is done on a two-degree scale. (applies to both calls)

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<b>Grade</b>	<b>Explanation</b>
2	Relevant
1	Not relevant

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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. 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 review panel 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](#).

## External reviewers

External review may come into question if the scientific character of an application means that the joint competency of the review panel is not sufficient for a thorough review, or if the conflict of interest situation within the panel makes an application difficult to evaluate. In normal cases, the administrator responsible at the Swedish Research Council will contact the external reviewers.

## Review: summary

<b>What you need to do</b>	<b>When</b>
<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



### General setup of the panel meeting

The panel meetings are conducted over three days;

Day 1: Doctoral programme grant; discussion of applications and prioritisation

Day 2-3: Proof of concept grant; interviews with applicants followed by discussion of applications and prioritisation

The elements of the panel meetings are similar for both grant types (with the exception of the interview session for proof of concept applicants) and are briefly described below

### Discussion of applications (Doctoral programme grant)

The chair leads the discussion of the applications. As a rule, the rapporteur begins by presenting an application's strengths and weaknesses. Thereafter, the other members give their assessments. The rapporteur 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.

### Interview session & discussion (Proof of concept grant)

The chair leads the discussion of the applications. It starts with the rapporteur presenting his/her assessment focusing on the strengths and weaknesses of the application, followed by input from other reviewers who have read the application (10 min). After that, the applicant will be invited to the meeting to shortly present the project to the panel (approx. 7 min), followed by questions to the applicant (8 min). The applicant is excused and the panel will discuss the contents of the application, the response during the interview and the preliminary assessment (10 min). The rapporteur is responsible for including any review from external reviewers. For each application, the panel shall agree on the grades for each criterion and on an overall grade. The rapporteur must take notes in order to be able to finalize a comprehensive final statement.

## General rules for the discussions

### 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 leave the room or the digital meeting while the application is discussed. A person who has a conflict of interest in relation to an application shall not take part in the discussion of that particular application. 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.

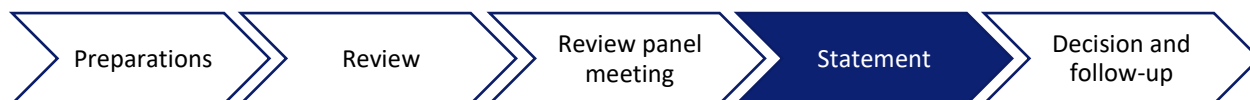
## Prioritisation

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. For each grant type the panel shall draw up two priority lists for projects focusing on viruses and pandemics and antimicrobial resistance, respectively, in which the panel lists the applications proposed for a grant award within the given budgetary framework, including a number of reserves.

## Review panel meeting: summary

What you need to do	When
<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 review panel 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. 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 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.

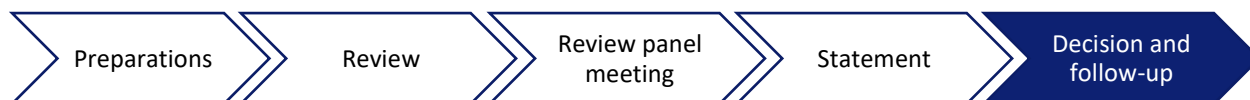
### **Completing the statements, you must not**

- 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 review 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 Medicine and Health the decision on Doctoral programme grants and Proof of concept within the infection area. 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 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