



Peer review handbook

International Postdoc (IPD) 2023
Medicine and health

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Foreword

This review handbook is intended to function as an aid for you in your assignment as an expert reviewer for our call for International Postdoc. The aim of the call is to support newly qualified researchers who wish to proceed further in their careers, and give them the opportunity to start exciting research projects of the highest quality at a foreign host university.

As well as instructions for the various steps in the process, this peer review handbook also includes information on the Swedish Research Council's principles and guidelines for peer review, our conflict of interest policy and gender equality strategy. Practical instructions on the grading of applications are included, as are instructions on how final statements to be sent to applicants shall be written. Please read both the instructions and the appendices carefully, so that you are well prepared for your review work.

The work of scrutinising 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



Madeleine Durbeej-Hjalt
Secretary General, Medicine and health

Introduction

The grant type International Postdoc (IPD) is aimed at newly qualified researchers with a doctoral degree from a Swedish university, and intended to give them the opportunity to carry out research at a foreign host university, and in this way broaden their competence and develop their networks. The grant is also intended to promote the quality and renewal of Swedish research.

The handbook is designed to reflect the review process step by step. The intention is to make it easier for you as a panel member to find the information you need for tasks to be carried out.



General starting points and principles

The following guidelines and principles strictly apply during all steps in the review work.

Peer review

The Swedish Research Council should give support to basic research of the highest scientific quality within all fields of science. The fundamental principle for assessing scientific quality is the peer review of applications carried out by the review panels. In order to provide a basis for the scientific review, the board of the Research Council has formulated guidelines for peer review based on eight principles. Please [take part of the guidelines for peer review](#).

Conflict of interest

In order to avoid any situation involving a conflict of interest, the Swedish Research Council has established strict guidelines that you must be acquainted with. Please [take part of the Swedish Research Council's conflict of interest policy and guidelines for conflict of interest](#).

Anyone who has a conflict of interest should not participate in the handling, assessment or discussion of the application or the applicant during any part of the process. In order to prevent the occurrence of conflict situations an application should not be reviewed in the review panel:

- if a member of the panels is an applicant or a participating researcher
- if a related party to a member of the panel is an applicant (not participating researcher)

You are obliged to report any conflict of interest in relation to the applications you will be reviewing. In the event of any doubt, please confer with the chair and the Research Council personnel.

Gender equality

One of the operational goals of the Swedish Research Council is to ensure that women and men have the same success rates and receive the same average grant amount, taking into account the nature of the research and the type of grant. Review panels should consider the gender equality goal and work out the success rate in its proposal, as well as consider and if necessary comment on the outcome. When ranking applications of equal quality, applicants from the under-represented gender should be prioritised.

Sex and gender perspectives

As of 2018, the Swedish Research Council's instruction from the government include that we must work to ensure that gender and gender perspectives are included in the research we fund, when applicable. How gender and gender perspectives are handled in research, when relevant, is included in the assessment of the scientific quality of the applications.

Handling of ethical considerations in the application and review

The Swedish Research Council requires that research conducted with our support follows good research practice and that it complies with applicable law in Sweden. When the applicant (PI) and the administrating organisation sign the terms for an awarded grant, they confirm their responsibility for this.

Handling of ethics consists of two parts and is included in the assessment of the scientific quality and the feasibility of the applications.

Deviations in the application

If you think that an application deviates from the Swedish Research Council's guidelines in a way that is not clearly covered by the scientific review work, you should notify us of this as soon as possible. This could for example concern ethical issues or deviations from good research practice.

Confidentiality

Throughout the review process, applications and the review of applications should be treated confidentially:

- You must not spread the documents that you have access to in your work as a member
- You must delete the documents after the assignment has been completed.
- Third parties should not be informed of what was discussed at the meeting, or of the views of any other reviewers in the ongoing review process.
- All communications between applicants and the Swedish Research Council concerning the review process or the decisions should be carried out via the Research Council's research officer responsible.

Review work in Prisma

All the review work is carried out in the web-based system Prisma. If you have any questions concerning the system and cannot find the answer in [Prisma's User Manual](#), please contact the research officer responsible.

Roles in the review process

Chair and vice chair

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

Panel member

The panel members review, grade and rank the applications and discuss them at the review panel meeting.

Observer

An observer from the scientific council is appointed to the review panel to oversee and uphold the quality of the review process. The observers provide feedback to the Scientific council and the Secretary General after each review period.

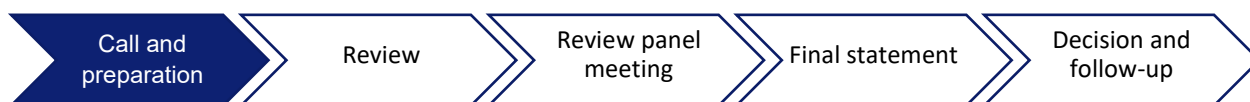
Swedish Research Council personnel

The research officer and senior research officer ensure that the rules and procedure established for the process are complied with.

Secretary General

The Secretary General has overall responsibility for the review process and for questions of a scientific nature. The Secretary General is also the person who deals with any complaints following the grant decision.

1 Call and preparations



Creating an account in Prisma

Create an account in Prisma if you do not already have one. Log into Prisma and ensure that the account and personal data is correct. You should also decide whether or not you want to receive remuneration for your review work. Follow the instructions in [Prisma's User Manual](#).

Allocation of applications to review panels

Once the call has closed, the applications are allocated to the review panel. However, if the chair considers that an application should be reviewed by another subject area, it might be moved.

Reporting any conflict of interest

Once the applications have become available in Prisma, you must report any conflict of interest concerning the project leader and participating researchers. The chair will then allocate applications to individual members. Let the chair and the Swedish Research Council personnel know if any doubts arise, or on issues of conflict of interest or competency to review. Report immediately to the chair and the research officer responsible if you discover a conflict of interest later on in the process.

Allocation of applications to reviewers

Each application is allocated to at least three reviewers, of which one is given the role of rapporteur. The rapporteur is the reviewer who is responsible for presenting the application for discussion at the review panel meeting, and for summarising the review panel's final statement following the meeting.

Preparation for digital meetings in Zoom

The review panel meeting is held over the digital platform Zoom. Download the Zoom Desktop client to your computer (<https://zoom.us/download>) before the meeting.

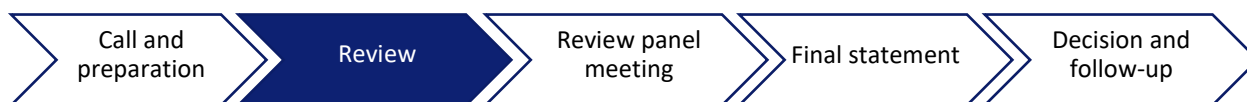
Make sure you have access to a stable network connection, a computer camera, built-in or external, and a microphone. We strongly recommend that you use a headset with a microphone, as this provides the best sound both for yourself and for other participants. If you do not have access to a headset, you may buy one at

our expense, at a maximum cost of 50 EUR. We also recommend that you use a large screen in addition to your laptop, if possible.

Call and preparations: Summary of tasks

Task	Completed
<input type="checkbox"/> State account information in Prisma.	At the latest
<input type="checkbox"/> Download Zoom and check technical equipment.	Before the first digital meeting
<input type="checkbox"/> Report any conflict of interest in Prisma.	Before deadline

2 Review



During the review period, you should

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

At the same time Prisma closes for editing, the system opens for reading other panel members assessments. Prepare for the discussions at the review panel meeting by reading the assessments by the other reviewers. During this stage, a first sifting of the applications is also carried out.

Individual review

Each application is reviewed and graded by at least three members of the review panel; one rapporteur and two reviewers. For the applications where you are the rapporteur, you should write a *preliminary statement*. The preliminary statement consists of a numerical grade and detailed written comments on all evaluation criteria where strengths and weaknesses of the project are pointed out.

In the role as reviewer, you should write an *assessment*. The assessment consists of a numerical grade and written comments, but the comments can be less detailed. The assessment you provide will support the discussion during the review panel meeting. It will also support the rapporteur in writing the joint final statement after the meeting. It is therefore a good practice to point out the strengths and weaknesses your assessment is based on.

Irrelevant information

Base your assessment on the content of the application. Information that is not relevant to the assessment should not be used. An example of irrelevant information is matters you think you know even though it is not written in the application. Other examples are various types of rumours about for example lack of research ethics or assumptions that someone else wrote the application.

Consulting a colleague

Information about the applicant should not be shared outside of the review panel during the review process. Sometimes questions arise as to whether it is acceptable to consult with a colleague during the review work. As long as you do not share the application you may consult colleagues on limited specific topics in parts of the content of a research plan. This must only be practiced exceptionally.

Good research practice

Contact the Swedish Research Council immediately if you suspect any deviation from ethical guidelines or good research practice. Continue with the review task without the impact of this as long as we do not notify otherwise. The Swedish Research Council will ensure that the matter is further investigated.

Ethical guidelines

The applicant should explain what applies to the proposed research, whether it is subject to requirements such as ethical permits or similar, and how to obtain these. If parts of the research will take place elsewhere than in Sweden, the applicant should be able to describe how it affects any requirements for permits and approvals.

The applicant should also reflect and give an account of ethical issues and/or problems that the research may raise. You can find exemplary questions to help the applicant in the [call text](#).

Relevance concerning sex and gender perspectives

It is part of the assessment of the scientific quality to assess how sex and gender perspectives are handled in research, when relevant. The applicant must state whether a sex and gender perspective is relevant in the research or not. The applicant should, if relevant, also describe in what way it will be applied, or justify why he or she chooses not to include it. Sex and gender perspectives in research can concern anything from including and analysing both women and men in the study (sex perspectives) to problematising and reflecting on how gender affiliations are created and understood (gender perspective).

Evaluation criteria and grading scales

The assessment of the scientific quality of the applications is made based on four basic criteria:

- Scientific quality of the proposed research
- Novelty and originality
- Merits of the applicant
- Feasibility

The purpose of using several criteria is to achieve a multi-faceted assessment. In addition to the basic criteria, the applications are also assessed using an additional criterion (Internationalisation and research environment). The criteria are evaluated against a seven- or three-point grading scale.

For each criterion, there are guiding questions to support your assessment of the application.

A seven-grade scale is used to evaluate the criteria the scientific quality of the project, novelty and originality, the merits of the applicant and internationalisation and research environment:

Grade	Definition
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

Please note that the grading scale is an ordinal scale, where it is not possible to specify distances between the different values.

Feasibility grade

The criterion is evaluated on a three-grade scale:

Grade	Definition
3	Feasible
2	Partly feasible
1	Not feasible

For all criteria, you can mark “Insufficient”, if you consider that the application lacks sufficient information to allow a reasonable evaluation to be made of the criterion.

Overall grade

Weigh together the various subsidiary criteria into an overall grade according to the seven-grade scale above. The overall grade is not the same as an average grade or a summary of the subsidiary evaluations. It should reflect the scientific quality of the application as a whole. It is not a condition that the quality concept covers all aspects of the various criteria, nor that they have the same relative weight for all applications. In normal cases, however, a strongly positive evaluation of only one criterion cannot outweigh other weaknesses of an application when weighed together.

Guiding questions

Scientific quality of the proposed research (1–7)

An assessment of the quality of the project's research question and methodology, including its potential for future research.

- Will the project, if successful, significantly advance our understanding of the field?
- Is the research proposal relevant for medical research?
- Is the definition of the problems and proposed solutions clear and compelling?
- Do the study design, research questions and hypotheses meet the standard of the highest scientific quality?
- Are the hypotheses clearly defined and based on the appropriate literature and/or preliminary data?
- Are potential problems and alternative strategies identified and presented?
- Are methods, including data analysis and statistics, appropriate for the project and well described?
- Are the ethical considerations for the proposed project described and addressed properly?
- If sex and gender is described as relevant to the research project, has the applicant considered sex and gender in the description of the proposed work, for instance as part of preliminary data, the choice of samples or study population, or data analyses?
- Are the ethical considerations for the proposed project described and addressed properly? Does the applicant adequately consider risk/value/suffering and risk for humans, animals, nature and/or society?

Novelty and originality (1–7)

An assessment of how well new theories, concepts, methods and questions are implemented and developed.

- Does the project significantly extend or challenge current understanding, views or practice in the field?
- Is the project built on a unique combination of ideas, preliminary data, and methodologies to create novel approaches to address the question at hand?
- Is there potential to generate new knowledge, novel technologies, or new directions for research and advancement of the field?
- Will completion of the aims improve scientific knowledge, technical capability, and/or clinical practice?
- Does the proposed line of research have the potential to significantly advance current knowledge in the field or will it only add minor details to existing knowledge?

Merits of the applicant (1–7)

An assessment of the applicant's merits and competence in relation to the proposed project. In the assessment of the applicant's merits, only the "research active" years should be considered when assessing the scope of the scientific

production. Time for parental leave, leave due to illness, or other similar circumstances should therefore be deducted.

- How strong are the applicant's merits and competence in relation to career age, research area and previous research environment?
- To what degree does the applicant's previous experience and scientific competence strengthen the project?

Feasibility (1–3)

An assessment of the feasibility of the proposed project. An application must have a grade 2 or 3 in Feasibility in order to be funded.

- Are adequate resources available for the project's research question, including supervision and relevant equipment?
- Is the general design, including the time-frame, realistic for implementing the proposed project?
- Are the materials, methods (including statistics and/or power calculations), experimental models, and when appropriate, patient/study cohorts adequate and well adapted to the hypothesis or research question?
- Does the applicant adequately consider relevant legal and formal requirements for the proposed research, such as ethical permits and guidelines?

Internationalisation and research environment (1-7)

An assessment of the opportunities for the applicant to develop their research network and competence as a researcher, as well as an assessment of the contribution to future Swedish research.

- To what extent does the foreign host institution seem relevant for the research the application concerns?
- How suitable is the foreign research environment for the applicant's ability to expand their research network, develop new competences and their independence as a researcher?
- How suitable is the Swedish host research environment for the applicant's ability to develop their career as a researcher?
- Will the applicant have the opportunity to acquire and bring new concepts, ideas, technologies, methods and/or model systems to Sweden?
- To what extent could the project and the stay abroad contribute to Swedish research in a long-term perspective?

Overall assessment (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 scientific quality. The scientific quality of the project has the greatest importance when evaluating a project proposal, thereafter Internationalisation and research environment, then Novelty and originality and the Merits of the applicant.

Ranking of applications

You should also rank each specific application against all the other applications you have reviewed. The ranking should be a supplement to the grading when the review panel's applications are compared with each other. You must rank all the applications you have been allocated both those for which you are the rapporteur, and those for which you are a reviewer. Ahead of the review panel meeting, all individual rankings of all the reviewers are weighed together into a preliminary joint ranking for each application. For more detailed instructions on how to rank the applications, please see [Prisma's User Manual](#).

It is very important to complete the ranking in time for the applications to be sifted before the meeting. At the same time, the ranking should not be carried out too early, as it might happen that you are allocated further applications to review at a later stage (for example if a conflict of interest is discovered late).

External reviewers

The review panel chair should identify applications that require external review, and propose which external reviewers to be used in consultation with the review panel members. 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. Another reason is if the conflict of interest situation within the group makes an application difficult to evaluate. Usually, the research officer responsible at the Swedish Research Council will contact the external reviewers proposed by the panel.

Sifting

In order to enable more in-depth discussions of applications that have a reasonable chance of being awarded a grant, a sifting process is used. This means that a certain proportion of the applications that receive the lowest grades are not discussed at the panel meeting.

The chair produces a proposal for the applications to be sifted out. The proposal should be based on the preliminary joint ranking for each application, summarised from the individual ranking by each reviewer compiled from their applications. The chair should identify a break-off point on the list, where the applications below have received such low rankings that it is not reasonable to assume that the application will be awarded funding. Around 50 per cent of the applications should be discussed at the panel meeting, but the exact percentage may vary from call to call.

The chair identifies any application that, despite having a low ranking, should still be discussed at the meeting, for example applications where the ranking or grading differ considerably among the reviewers. The sifting should be carried out with the gender distribution of the applicants in mind, in order to ensure that the process is not applied differentially for women and for men.

The proposed list of applications to be sifted out, including the suggested grades for the sifted applications, should be made available to all panel members ahead of the meeting. You always have the opportunity to ask for an application to be brought up for discussion at the meeting, even if the chair has proposed that it is sifted out.

Review: Summary of tasks

Task	Completed
<input type="checkbox"/> Grade and write detailed comments (preliminary statement) on all applications for which you are the rapporteur.	Before deadline
<input type="checkbox"/> Grade and write comments (assessment) on all applications for which you are a reviewer.	Before deadline
<input type="checkbox"/> Rank all applications allocated to you (as rapporteur and reviewer).	Before deadline
<input type="checkbox"/> Prepare for the meeting by reading the other panel members' comments, including any external assessments.	Before the meeting in late April
<input type="checkbox"/> Prepare a short presentation of the strengths and weaknesses of the applications where you are the rapporteur.	
<input type="checkbox"/> Check the list of the sifted applications to determine whether any of the sifted applications should be brought up for discussion at the meeting.	Before the meeting in late April
<input type="checkbox"/> Contact the Swedish Research Council personnel and the chair if you discover a conflict of interest with any of the applications you are to review, or if you discover any problem with an application.	As soon as possible
<input type="checkbox"/> Contact the Scientific Research Council immediately if you suspect that there may be deviations from ethical guidelines or good research practice, or if you suspect scientific misconduct.	As soon as possible

3 Review panel meeting



Sifted applications

At the start of the meeting, panel members have the opportunity to bring up applications that have been sifted out, so that they are included among those discussed at the meeting.

At the end of the review panel meeting, a short time interval is set aside on the agenda for deciding on the suggested grading for these applications which were not discussed at the meeting.

Discussion on applications

The applications that are not sifted out are discussed at the review panel meeting. The chair leads the discussion of an application. Usually the rapporteur starts by presenting the strengths and weaknesses of the application, followed by the other reviewers of that application giving their assessments. The chair is responsible for including any assessments from external reviewers in the discussion. For each application discussed at the meeting, the panel should agree on subsidiary grades and an overall grade. The rapporteur for each application makes notes ahead of the task of formulating the panel's joint final statement.

The review panel has equal responsibility for each application reviewed by the panel, and each one should be evaluated based on its own merits. Irrelevant information should not be discussed. At the same time, the panel's applications should compete with each other on equal terms. No application may therefore be given a higher or lower grade because it belongs within a certain subject area. Nor should the panel carry out any quota-based allocation between the scientific disciplines included in the panel.

It is also important that an application/applicant receives a new assessment each time of applying, and that all applications are assessed in the same way. For this reason, the review panel will not have access to any previous applications or assessments.

Be aware that the meeting time is limited, and that many applications have to be discussed within that time. It is therefore important to try to find a balance in the time allocated to each application. The chair and the Swedish Research Council personnel keep track of the time.

If you discover any possible conflict of interest (your own or another's) during the meeting, please bring this up with the chair and the Research Council in private, and not in front of the entire panel.

Prioritising

Once all applications have been discussed, and the panel has agreed on an overall grade for each application, the panel should carry out a prioritisation of the applications with the highest scientific quality. This prioritisation should conclude with the review panel's proposal for applications to be awarded grants within the panel's budgetary framework. The panel should also draw up a priority list with reserves, covering the applications that fall immediately outside the panel's budgetary framework.

In conjunction with the overall prioritisation, the review panel should consider the success rate of women and men, and as necessary prioritise applications from applicants of the under-represented gender when applications are deemed to be of equivalent quality.

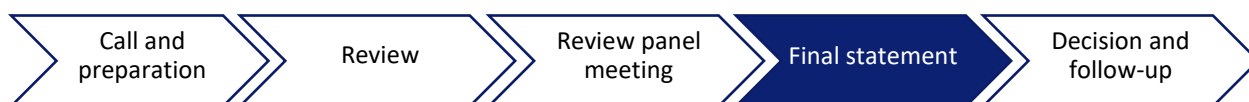
Feedback

In conjunction with the review panel meeting, the panel members are encouraged to provide feedback on the review work carried out. We will ask for comments on various aspects of the process.

Review panel meeting: Summary of tasks

Task	Completed
<input type="checkbox"/> Decide on subsidiary grades and an overall grade for sifted applications.	During the review panel meeting
<input type="checkbox"/> Agree on subsidiary grades and an overall grade for each application discussed.	During 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.	During the review panel meeting
<input type="checkbox"/> Agree on a priority list with reserves.	During the review panel meeting
<input type="checkbox"/> Contribute with feedback on the review process.	During the review panel meeting

4 Final statement



The rapporteur writes a final statement

The discussion at the review panel meeting forms the basis for the review panel's final statement. It is the end product of the review process. The Swedish Research Council bases its funding decision on the review panel's final statement in the matter. The final statement is also sent to the applicant when the grant decision is published.

You are responsible for writing final statements on the applications for which you are the rapporteur. The preliminary statement you have entered into Prisma ahead of the review panel meeting should form the basis for the final statement. You should, however, modify the preliminary statement to reflect the review panel's joint overall evaluation of the application. Check your notes of what was discussed at the meeting, so that the final statement includes the main strengths and weaknesses of the application. You usually have one week in which to submit your final statements following the end of the review panel meeting.

Only those applications that have been the subject of discussion at the meeting receive a full final statement. The applications that were sifted out ahead of the meeting, receive grades for the individual criteria, the overall grade and a standard final statement about the sifting process. These final statements are produced by the Research Council personnel.

The chair reviews all final statements

Once the final statements have been entered into Prisma, the chair and the senior research officer read them. The chair is responsible for ensuring that the final statements of the applications discussed at the review panel meeting reflect the panel's discussion, and that the written justifications correspond to the grades. The chair does not carry out comprehensive editing of the final statement. You may therefore be asked to supplement or adjust it.

General advice and recommendations on final statements

The final statement should reflect the review panel's joint overall evaluation, including any external assessments.

When completing your final statements, you should consider the following:

Do's

- **Do focus on describing both the main strengths and weaknesses of the application.** Try to emphasise relevant conceptual, structural and/or methodological issues as discussed at the review panel meeting.
- **Do make sure that the written comments correspond to the grades.** Use the definitions of the grading scale in the justifications. For example, if a grade of 4, "Very good", is given, the justification should contain both strengths and minor weaknesses in line with the definition of this grade.
- **Do consider the guiding questions** for the different criteria when you formulate the final statement.
- **Do write concisely but do not be too brief.** The final statement should help the applicant understand the grounds for the assessment.
- Do comment on whether divergence from the general instructions for the application has been weighed into the assessment of the application.
- Do use a language that is constructive and objective.
- Do write the final statement in English.

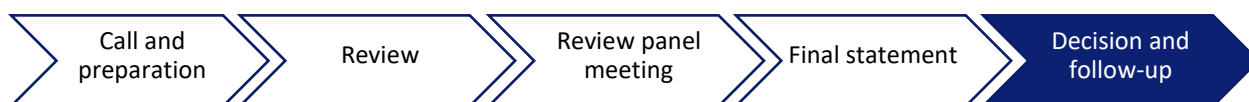
Don'ts

- Do not include a long summary about the applicant or the research described in the application. The focus should be the assessment of the application, not a description of the project.
- Do not state any individual comments such as "I think" or "In my view". The final statement is from the review panel collectively.
- Do not include quantifiable data, such as the exact number of publications, or bibliometric data.
- Do not include personal details, such as gender or age.
- Do not include any recommendation on whether to refuse or grant an application.
- Do not state that an application does not belong to or is unsuitable for the review panel, or for the Swedish Research Council. The review panel is obliged to review all applications in the panel.

Final statement: Summary of tasks

Task	Completed
<input type="checkbox"/> Write and submit the review panel's final statement on the applications for which you have been the rapporteur.	One week after the review panel meeting
<input type="checkbox"/> As necessary, supplement final statements following review by the chair.	
<input type="checkbox"/> Submit receipts for any expenses to the panel's research officer responsible.	

5 Decision and follow-up



Decision

The board of the Swedish Research Council has delegated to the Scientific Council for Medicine and Health to decide on International postdoc grants in medicine and health. The decision is based on the priority list (including reserves) compiled by the review panel, any justifications for the list from the chair and the review panel's final statements. The decision is then published shortly thereafter on vr.se and in Prisma, and the applicants are also informed of the outcome.

Follow-up

Following each review period, an internal follow-up is 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 addition to opinions from the review panel, statistics of various kinds are produced.

Complaints and questions

If you receive any question about the evaluation of an individual application, you must refer this to the Swedish Research Council's personnel. All complaints or wishes about clarification should be registered and then handled by the Secretary General responsible in consultation with the chair and senior research officer of the review panel. You might be contacted by the chair in the event of any questions.

Summary of your tasks

Task	Completed
<input type="checkbox"/> Refer any questions about the evaluation of individual applications to the Swedish Research Council's personnel.	
<input type="checkbox"/> Be prepared to assist the chair and the Secretary General responsible in the event of any questions.	

6 Checklist

Below is a summary of the various tasks you have during the different stages of the process.

Step in the process	Tasks
Call and preparation	<input type="checkbox"/> State account information in Prisma. <input type="checkbox"/> Assess your conditions to participate in a digital panel meeting. <input type="checkbox"/> Report any conflict of interest.
Review	<input type="checkbox"/> Grade and write detailed comments (preliminary statement) on all applications for which you are the rapporteur. <input type="checkbox"/> Grade and write comments (assessment) on all applications for which you are a reviewer. <input type="checkbox"/> Rank all applications allocated to you (as rapporteur or reviewer). <input type="checkbox"/> Prepare for the meeting by reading the other panel members' comments, including any external assessments, and by preparing a short presentation of the strengths and weaknesses of the applications where you are the rapporteur. <input type="checkbox"/> Check the list of the sifted applications to determine whether any of the sifted out applications should be brought up for discussion at the meeting. <input type="checkbox"/> Contact the Swedish Research Council personnel and the chair if you discover a conflict of interest with any of the applications you are to review, or if you discover any problem with an application. <input type="checkbox"/> Contact the Swedish Research Council immediately if you suspect any divergence from ethical guidelines or good research practice, or any scientific misconduct.
Review panel meeting	<input type="checkbox"/> Confirm grades for sifted applications. <input type="checkbox"/> Agree on subsidiary grades and an overall grade for each application discussed. <input type="checkbox"/> Agree on a proposal for the applications to be awarded funding within the review panel's budgetary framework. <input type="checkbox"/> Agree on a priority list with reserves. <input type="checkbox"/> Contribute with feedback on the review process.

Step in the process	Tasks
Final statement	<ul style="list-style-type: none"> <input type="checkbox"/> Write the review panel's final statement on the applications for which you have been the rapporteur. The final statement should be entered into Prisma no later than one week after the review panel meeting (see Prisma for the exact date). <input type="checkbox"/> As necessary, supplement final statements following review by the chair. <input type="checkbox"/> Submit receipts for any expenses to the panel's research officer responsible. <input type="checkbox"/> Contact the Swedish Research Council immediately if you suspect any deviation from ethical guidelines or good research practice, or if you suspect scientific misconduct.
Decision and follow-up	<ul style="list-style-type: none"> <input type="checkbox"/> Refer any questions about the evaluation of individual applications to the Swedish Research Council's personnel. <input type="checkbox"/> Be prepared to assist the chair and the Secretary General responsible in the event of any questions.