



Peer review handbook

Register Based Research 2024

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Foreword

I would like to welcome you as an expert and panel member for Register Based Research 2024. A well-executed and systematic peer review of applications is the foundation for ensuring that the best research gets funded. It is therefore very important that each application is reviewed by experts with the highest possible scientific competence. We are very grateful to you for taking on this task and making an important contribution of ensuring that the Swedish Research Council supports research of the highest scientific quality. We hope you will also find the review process rewarding to you personally.

This handbook has been prepared to guide you in the review 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. To ensure the scientific review is conducted on clear quality criteria within the framework for a sound evaluation culture and good research practice, the Swedish Research Council has adopted a number of guidelines for the review work. Information on the Swedish Research Council's general guidelines and on our conflict of interest policy and gender equality strategy can also be found in the handbook.

Jonas Oldgren
Secretary General for Clinical Therapy Research
Swedish Research Council

Introduction

Register based research arena 2024 include two grants.

The **research environment grant for register-based research** aims to support interdisciplinary and intersectoral research environments in register-based research that can take on complex questions for the purpose of addressing societal challenges through generating new knowledge.

The **doctoral programme grant within register-based research** aims to educate doctoral students in fundamental and ground-breaking methods that are relevant to interdisciplinary and intersectoral register-based research. The grant shall also strengthen the recruitment pool and the quality within fields that use register-based data.

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.

New features in the review process 2024

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 participating researcher must not be reviewed by your review panel.
- Any application where a close relative of yours is the applicant (does not apply to participating researchers) 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 and refer to, and possibly comment on, how this impacts 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.

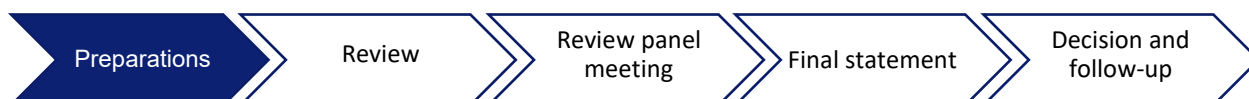
Swedish Research Council personnel

The research officer and senior research officer ensure that the rules and procedure established for the process are complied with. They also support the chair and panel members in the review 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.

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 final statement on the application after the meeting.

Technical preparations

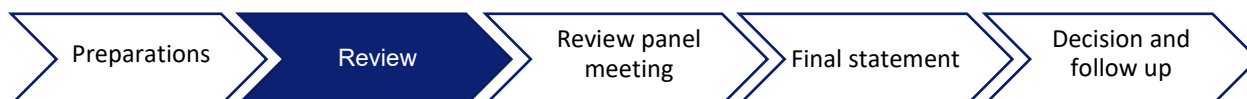
The review panel meeting will be held via the digital platform Zoom. [Download Zoom Desktop client to your computer before the meeting.](#)

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



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 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 review panel meeting, and also after the meeting, when the rapporteur writes the final 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.

Ethical aspects (Research environment grant only)

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 may affect any requirements 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

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
- Added Value
- Feasibility
- Relevance

The purpose of using several criteria is to achieve a multi-faceted assessment. The criteria are evaluated on a seven-degree, three-degree scale or a two-graded scale

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

Guiding questions - Research environment grant for register-based research

Scientific quality of the project (1–7)

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

- To what extent are the research questions relevant and appropriately addressed for interdisciplinary and intersectional research?
- To what extent is the overview of previous research results and state-of-the-art clearly described and appropriate for the area?
- To what extent is the project description clear and systematic, for example in its definition of the research problem, possible hypotheses and methodology?
- To what extent does the study design and proposed research methodology meet the highest standards of scientific quality and is it sufficient to reach or significantly approach the goals of the call?
- 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?

Novelty and originality (1–7)

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

- To what extent does the proposed research include novel, original and ambitious research questions?
- To what extent does the proposed research include novel ways of combining theories, methods, expertise and/or data from different disciplines?
- To what extent does the collaborative research environment have the potential to promote new research initiatives and endeavours?

Merits of the applicant (1–7)

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 do the project participants together have sufficient relevant research experience and methodological expertise to conduct the proposed research?
- To what extent is the composition of the proposed research environment satisfactory in terms of complementary skills and competencies, as well as distribution of power and influence with regards to gender and career age of the project participants?

- To what extent does the proposed research environment create the potential for breakthroughs and innovative research?
- To what extent do the project participants have sufficient experience of supervision of doctoral students?
- To what extent does the main applicant have relevant experience and background to lead larger research projects or research environments?

Added Value (1–7)

- To what extent will the collaboration between the project participants create synergies and added scientific value?
- To what extent is the proposed research task of a greater and more challenging scale, for instance in terms of interdisciplinary and intersectorial ambitions, than what the project participants could have addressed or achieved if they were working individually?
- To what extent does the applicant adequately describe how the project participants plan to build, develop, preserve and cultivate the proposed research environment together?
- To what extent will the proposed project strengthen and enhance the quality of research in the research area in question at the participating research institution(s) and at the national and international level?

Feasibility (1–3)

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 project's design, objectives, deliverables and timetable realistic?
- To what extent does the applicant have access to the competences, materials, equipment, research infrastructures and other resources required for implementation of the projects?
- To what extent is the cooperation and division of labour between the project participants clearly described?
- Has the applicant obtained the permits (if any) or data required to implement the project? If not, does the applicant adequately describe how they will obtain the necessary permits or data, considering the time required to do so?
- What is the balance between the project's feasibility and risks, and its potential gains? (E.g. high risk/high gain)?
- Does the applicant adequately consider relevant legal and formal requirements for the proposed research, such as ethical permits and guidelines?

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.

Relevance (1-2)

The assessment criterion relevance to the call related to the purpose of the call. The purpose of the grant is to strengthen and develop interdisciplinary and

intersectoral research. The call is aimed at research where theories, methodologies, expertise and register data from different disciplines are combined in a way that opens up new research areas and research approaches. The relevance criterion is not included in the overall rating. However, it should be considered when ranking the application in relation to other applications.

Guiding question:

- Is the proposed research project relevant to the call and for the development of register-based research?

Guiding questions - Doctoral programme grant within register-based research

Scientific quality of the project (1–7)

- To what extent is the proposed doctoral programme based on relevant and up-to-date theoretical, methodological and pedagogical research which is of high quality, on an international level, and from several genuinely different disciplines and sectors?
- To what extent do the goals, contents and organisation of the doctoral programme contribute to added scientific value for research education for the research areas in question?
- To what extent do the international aspects of the doctoral programme contribute to establishing the doctoral programme at the cutting edge of research on an international level?
- To what extent does the doctoral programme adequately emphasise developing the doctoral students' basic scientific competence?

Novelty and originality (1–7)

- In what way does the doctoral programme contribute to novelty and originality within the specified research area and the purpose of this call?
- To what extent do the goals, contents and organisation of the doctoral programme contribute to developing originality and innovation, and reinforcing interdisciplinary and intersectorial approaches in the doctoral students' scientific work?
- To what extent will the doctoral programme contribute to exposing more doctoral students to strong national and international research environments?

Merits of the applicant (1–7)

- To what extent is the main applicant and his/her institution scientifically strong, with solid experience of organising research education?
- To what extent is the project participants from the participating organisations have pedagogical competence and experience of providing research education?
- To what extent do the project participants from the participating organisations have a high level of competence within their scientific areas?

- In addition to the project leaders, to what extent are nationally and internationally prominent researchers with a high pedagogical competence involved in the doctoral programme?
- To what extent do the project participants have sufficient experience of supervision of doctoral students?

Added Value (1–7)

- To what extent does the doctoral programme complement the existing doctoral education in the relevant fields in Sweden?
- To what extent is the doctoral programme more ambitious and challenging, for instance in terms of its interdisciplinary and intersectorial ambitions, than what the participating organisations could achieve separately?
- To what extent will the proposed doctoral programme strengthen and enhance the quality of research education at the participating research institutions?
- To what extent does the collaboration between the participating organisations create synergies and added value for the doctoral education?
- To what extent does the doctoral programme contribute to national and international networking?

Feasibility (1–3)

- To what extent does the doctoral programme have a clear organisation and management structure?
- To what extent are the contributions of the participating institutions to the doctoral programme made clear?
- How is access to staff, infrastructure and other necessary ensured?
- To what extent is the recruitment process of doctoral students to the national programme clearly described and appropriate?
- To what extent is the organisation of the international aspects of the doctoral programme made clear?

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. Scientific quality of the project and added value are given a greater weight in the overall grade.

Relevance (1-2)

The criterion relevance relates to the purpose of the call. The purpose of the grant is to strengthen and develop interdisciplinary and intersectorial research to educate a new generation of researchers in Sweden.

The relevance criterion is not included in the overall rating. However, it should be considered when ranking the application in relation to other applications.

Guiding questions:

- To what extent is the focus of the graduate school in line with the purpose and focus of the call?

- To what extent will the doctoral programme contribute to development of new knowledge and increase competence relevant for register-based research?
- To what extent will the graduate school strengthen and enhance the quality of research education at the participating research institutions?

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.

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. 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.

Sifting

A proportion of the applications with the lowest grades are sifted, which means that they are not discussed in detail at the review panel meeting. This process enables more in-depth discussion of the applications that have a reasonable chance of being funded. The chair produces a proposed list of the applications to be sifted. The proposed list is based on the review panels' joint preliminary ranking of the applications. The chair identifies a break-off point on the list where it is reasonable to assume that applications below the break-off point will not be considered for funding. The chair also identifies any applications that, despite having a low ranking, should still be discussed at the meeting, for example where the rankings or gradings by the three reviewers differ considerably.

Around 50 per cent of the applications shall be discussed in depth at the review panel meeting, but the exact percentage may vary from one call to another. The applications that are listed for discussion at the review panel meeting 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.

Ahead of the meeting, you as a member will read the sifting proposal. You can then decide whether any of the sifted applications should be brought up for discussion at the meeting nevertheless. The main reviewer prepares a final statement and joint grades to be presented at the panel meeting.

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 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"/> 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

Review panel meeting



Sifted applications

At the start of the review panel meeting, you as a member have the opportunity to bring up applications that have been sifted, so that they are included among those discussed at the meeting. The main reviewer presents a final statement and a joint grade for the sifted applications. Decisions on the grading of sifted applications are made during the review panel meeting.

Discussion of applications

The chair leads the discussion of the applications that have not been sifted. 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 final 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 should not take part in the discussion of that particular application. They should 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

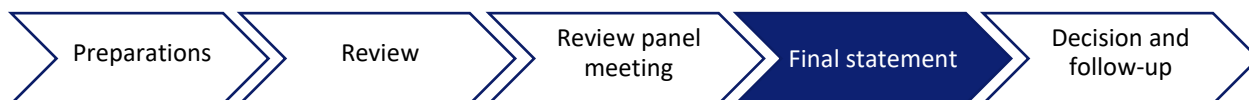
Once all applications have been discussed, and the panel has agreed on a joint grade for each application, a prioritisation shall be carried out of the applications with the highest scientific quality. This prioritisation shall conclude with the review panel's proposal for applications to be awarded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

Review panel meeting: summary

What you need to do	When
<input type="checkbox"/> Agree on grades for sifted applications.	At the review panel meeting
<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

Final statement



The rapporteur writes a final statement

The discussion at the review panel meeting forms the basis for the review panel's joint statement. The final 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 final 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 final statements following the end of the review panel meeting.

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

The chair reviews all final statements

Once the final statements are completed, they are checked by the chair and by the Swedish Research Council personnel. The chair is responsible for ensuring the final 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 final statement.

General advice and recommendations on final statements

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

Completing the final 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.

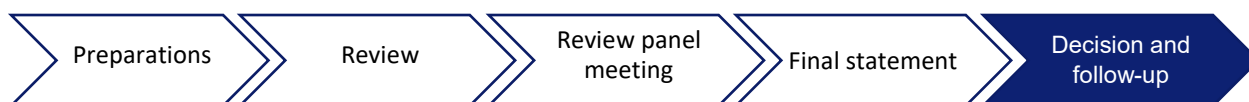
Completing the final statements, you must not

- make a long summary of the contents of the application or the merits of the applicant.
- introduce personal comments – the final 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 final statement.
- comment on whether an application belongs in the review panel, as all the applications allocated to the panel shall be assessed.

Final statement: summary

What you need to do	When
<input type="checkbox"/> Write the review panel’s final statement in Prisma on the applications for which you are the rapporteur.	One week after the review panel meeting
<input type="checkbox"/> Supplement final 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 Director General the decision on postdoc grants in this field. The Director General'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' final statement. 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