

Study Section Chair's Discussion Cheat Sheet: Simplified Review Framework for Research Project Grant Applications

1. **Announce application.** PI Name and Project Title

2. **Identify conflicts by name.** Wait until they leave the room or are put into a virtual waiting room.

3. **Announce assigned reviewers.** Use full name for clarity.

4. **Ask reviewers to state Preliminary Overall Impact Scores.**

Reviewer 1: Ask to describe *Overall Impact, Importance of the Research*, and *Major Score-Driving issues*; address *Inclusion Based on Sex, Race and Ethnicity, and Age Across the Lifespan* (3-4 minutes)

Reviewer 2: Anything to add, focusing on overall impact, differences (2-3 minutes)

Reviewer 3: Anything to add, focusing on overall impact, differences (2-3 minutes)

5. **Additional Review Criteria.** Prompt as appropriate.

- Human Subject Protections (for clinical trials, ask about data and safety monitoring)
- Vertebrate Animal Protections
- Biohazards

6. **Open discussion.**

- Highlight the assessment of the *Importance of the Research*.
- Flesh out the differences in opinion remembering that *clarity is the goal, NOT consensus*.
- Identify the panel's assessment of overall impact.
- Make sure comments align with review criteria and preliminary scores.

7. **Final scores.**

- Ask assigned reviewers to state final scores.
- Ask if anyone wishes to score outside the range (& why).

8. **Non-scoreable issues: Budget; Authentication of Key Biological and/or Chemical Resources** (if applicable)

9. **Ask reviewers in conflict back into the room physically or virtually.**

- The average discussion for an R01 application should be about 15 minutes.