

Challenging genetic disorders



# Chronic Granulomatous Disorder Research Trust

## Guidance for Referees

Thank you so much for agreeing to act as a reviewer.

In accordance with the best practice recommended by the AMRC we have provided these guidance notes to help external reviewers.

We ask you to fill in your name and address and contact details and your area of expertise.

Please note your name will not be revealed to the applicant under any circumstances.

These guidance notes contain the following:

1. Notes for referees of research grant applications
2. Guidance on confidentiality for research grant applications

### 1. Notes for referees of research grant applications

This document should be read in conjunction with the Trust's Research Strategy. Please type your responses if possible.

Once complete **please send a signed copy** to the charity

Your comments and scores are invaluable to the Medical Advisory Panel who advise the Trust on what grants should be funded. You are asked to provide a balanced assessment of scientific strengths and weaknesses of the application.

You are asked to give scores for some of the sections and an overall score for the grant proposal.

### You are asked to complete the following sections

- A** The importance of the problem that the application seeks to overcome.
- B** The importance of the contribution it will make to furthering the Charity's strategic aims. Please score this section.

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- C** The project's scientific merit, feasibility of the work proposed and the likelihood of a successful conclusion within the time specified. Please score this section.
- D** Originality of ideas. Are other researchers attempting to answer the same question and if so does the work need repeating or does the proposal offer anything new. Please score this section.
- E** Please give your views on the qualification, track record and potential of the applicant(s) and department.
- F** Cost effectiveness. Please indicate the extent to which the overall cost of the application, relative to the anticipated scientific gains, represents an attractive investment of CGD Research Trust funds. Please suggest modifications where necessary.
- G** Please give an overall score of your support for the application.
- H** Please list any areas of concern that need to be addressed before the grant can be recommended for funding.
- I** Feedback to the applicants. It is our policy to provide feedback to our applicants once the outcome of their submission is known. Please provide constructive comments on how you have reached your decision about the application and how the application could be improved.
- J** Please fill in your name and address and contact details and your area of expertise.

## **2. CGD RT Guidance on Confidentiality for Research Grant applications**

It is important to the CGD Research Trust that the grant application process is carried out in strict confidence to protect novel research ideas and possible IPR outcomes. This section highlights a number of simple steps that referees can take in order to protect themselves and other scientists.

### **What is Confidential Information?**

Any information that is not in the public domain can be classified as confidential. Anyone, who receives information knowing it to be confidential is legally bound to its provider, not because they have signed any confidentiality agreements, but simply because they received it knowing it to be confidential. This places a burden of responsibility on recipients that they cannot avoid. **For the purpose of referees all research grant applications and any associated documents are classified by the CGD RT as confidential and due care must be taken to protect their contents.**

### **Why must confidentiality be maintained?**

There are two main reasons for protecting grant applications. Both stem from the fact that the applications contain potential intellectual property or ideas that belong to the applicant. Firstly, in grant applications scientists are disclosing their future research plans which will contain

innovative ideas which, while not necessarily patentable, are the results of their on-going research and they have a reasonable expectation that they can control the method presented to the world. Secondly, premature disclosure can badly preclude patent rights. Any publication, often at a very trivial level, can be held as evidence that the ideas are not new and therefore not protectable. What is in the public domain can be interpreted very broadly and our general advice to applicants is not to disclose information to anyone if a patent application is likely.

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**What should I do?**

There are a few simple measures you can take:

- Remember that the application is confidential and treat it as such.
- If you need to show it to a colleague to help your assessment, then give them a copy of this guide and ensure that they realise you are seeking their views in confidence.
- If you do consult another colleague, let the CGD RT know when you send in your assessment.
- Destroy the application after you have done the review.