



Supporting families affected by chronic granulomatous disorder

Guidance for Referees

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

These guidance notes aim to help external reviewers and are written in accordance with best practice recommended by the Association of Medical Research Charities ([AMRC](#)). They contain the following:

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

This document should be read in conjunction with the CGD Society's Research Strategy.

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

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

Please type your responses if possible and send your comments by the deadline given.

Completed forms should be e-signed and sent to Dr Susan Walsh at susan.walsh@cgdsociety.org

1. Notes for referees of research grant applications

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.*
- 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, i.e. are others 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.** The qualification, track record and potential of the applicant(s) and his/her/their department(s).
- F.** Cost effectiveness. Please indicate the extent to which the overall cost of the application, relative to the anticipated scientific gains, represents good use of CGD Society funds. Please suggest modifications where necessary.
- G.** Please give an overall score 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, address, contact details and your area of expertise. Note: Your name will not be revealed to the applicant under any circumstances.

2. Guidance on confidentiality for research grant applications

It is important to the CGD Society that the grant application process is carried out in strict confidence to protect novel research ideas and possible intellectual property rights 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, the CGD Society classifies as confidential all research grant applications and any associated documents, and takes due care to protect their contents.

Why must confidentiality be maintained?

There are two main reasons for maintaining the confidentiality of grant applications. Both reasons 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. These plans will contain innovative ideas, which while not necessarily patentable, are the results of the applicant's ongoing research, and the applicant has a reasonable expectation that he or she can control the method by which the ideas are 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.

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 the application to a colleague to help your assessment, then please 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 Society know when you send in your assessment.
- Destroy the application after you have done the review.