

JCATI Review Policy and Reviewer Instructions

Reviewer Instructions

- Read, sign and return the JCATI Confidentiality Policy
- Log into the JCATI review website to find your assigned proposals.
- If you perceive a conflict of interest or have questions regarding a conflict, contact the JCATI Program Manager (PM) immediately. If applicable, sign and return the Conflict of Interest form
- Examine your proposal assignments, reviewer instructions and review score sheet. The proposal format follows the outline of the posted score sheet to help facilitate the review process. Each section has a pull down menu for numerical scores and a final section to add comments. Researchers appreciate reviewer input to help improve their grant writing.
- Enter scores and comments directly on the web form and submit. Along with an automated email reply, the PM will verify receipt of your reviews.

Review Process

- The PM will tabulate all raw scores and rank the proposals. Scores are then normalized to account for overly lenient or harsh scoring by individual reviewers. Proposals are then re-ranked after normalization.
- The JCATI Board of Directors meets to review proposals and rankings. The Board of Directors discusses each proposal, the reviewer's comments and the ranking. Based on this discussion the board makes final funding decisions to the PM.
- The PM informs all applicants of their funding status and provides reviewer scores and comments.

Ethical Conduct of Reviewers

Confidentiality

- Respect for the privacy of investigators' ideas is important. All applications and related materials are privileged communications that cannot be shown to or discussed with unauthorized people.
- In signing the confidentiality form, the reviewer certifies that they understand the confidential nature of the review process and agrees to non-disclosure.

Research Misconduct

- Research misconduct is defined as fabrication, falsification or plagiarism in proposing, performing or reviewing research or in reporting research results but not honest error or differences of opinion.
- It is vital to not make potential misconduct allegations in the review but rather to bring your concerns confidentially to the PM.