



## Decision Making Process for Department of Surgery Research Grants

The Department of Surgery Research remains committed to transparency and full accountability in its funding decisions. Reviewer rosters are primarily comprised of members of the DOS Research Committee. However, the DOS Research Committee reserves the right and will, when deemed beneficial, request other reviewer(s) within the Faculty of Medicine to provide feedback a specific grant. Regardless of the origin of the reviews, final decisions for all submitted grant applications are determined through a peer review assessment conference by members of the DOS Research Committee.

All conflicts and professional associations are considered and disclosed prior to committee review assignment.

### **Steps of DOS Research Funding:**

1. All submitted grants will undergo an initial administrative review. Any application that does not conform to the application guidelines (font size, page length, etc) will be triaged and **NOT** reviewed. The applicant will receive feedback and invited to resubmit for the next appropriate competition.
2. Unsuccessful grants or those that are materially the same will be entertained for review **ONCE** after the initial submission.
3. Each screened grant is then assigned to a minimum of two reviewers – all grants are scored against assessment criteria.
4. All grant reviews and reports with scores are sent to the DOS Research Office. Ranking of submitted grants is done by the Research Office and presented to committee; submitted grants are further reviewed and discussed with DOS Research Committee. The committee engages in candid discussions of merit of applicant, assessment criteria and feasibility of project proposed.
5. A consensus score is set by committee.
6. Grant Submitters will receive both the consensus score from committee and their reports from individual reviewers.
7. All reviews and consensus scores by committee are **final**. There is no mechanism for appeal of a review. Applicants may consider to resubmit their application (see #2 above) for the next appropriate competition and must address all the Reviewers' comments in their cover letter.
8. Grant Submitters will receive both the consensus score from committee and their reports from individual reviewers.
9. All reviews and consensus scores by committee are **final**.

*Please note that the DOS Research Committee works within an annual budget. The highest ranked applications, and who receive a higher consensus score will be awarded funds allotted for any particular call-cycle.*