Date: October 25, 2023

**Department of Medicine Internal Review Process**

**CIHR Project Grant Spring 2024 Competition**

The Department of Medicine (DoM) will be conducting an internal review process for the CIHR Project Grant **Spring 2024** competition. The DoM internal review will run in parallel to the Faculty of Medicine & Dentistry (FoMD) Office of Research review process. The DoM stream will only engage *qualified reviewers who have been successfully awarded CIHR grants at least twice as a Principal Applicant and have participated in CIHR Peer Review Committees.*

* The DoM internal review process **is required for all researchers affiliated with the DoM who have never received a full CIHR Project Grant as Principal Applicant.**
* Applicants who applied in the Fall 2023 competition andare re-submitting to the CIHR Spring 2024 competition, but did not participate in the FoMD internal review, will also need to participate. The anticipated Notice of Decision for the Fall 2023 competition is **January 31, 2024**.
* Participation in the internal review process is strongly recommended for all other Principal Investigators even if they have a record of CIHR Project funding. However, this is not mandatory.
* Participation in the internal review process in the DoM or FoMD streamis requiredfor DoM or FoMD's bridge funding eligibility, in case the CIHR application does not receive funding.

The DoM Office of Research will randomize CIHR applications to enter the FoMD (non-selected reviewers) versus the DoM stream (selected reviewers). The applicants will be notified as to which review stream their CIHR application has been selected to enter. Each Applicant will be assigned two qualified Reviewers. The individuals will meet at least once in-person or via Zoom. The Reviewers will provide clear, constructive feedback and written comments on the strengths and weaknesses of the proposal, as well as a list of specific recommendations. However, the degree by which these recommendations will be followed is, as always, up to the applicant.

The applicants will be asked to complete a short questionnaire (4-5 short questions) to:

Quantify their experience (i.e., “was it constructive?”, “was it useful?”) as well as the degree by which they actually followed the specific recommendation (i.e., “% of the recommendations that were followed in the submitted application. The reviewers will also be asked to grade the application they reviewed in a standard CIHR manner.

These answers will be analyzed in conjunction with the CIHR application score/ranking and success (or not). The intention is to determine (in the depth of at least 5 years) whether the internal review is a satisfactory and effective intervention and whether the type of selected reviewers makes a difference in the success rates of our faculty members.

**Notification of Intent to Apply Spring 2024 instructions:**

**Stage 1**: Researchers who will be (or are considering) applying to the CIHR Project Grant Spring 2024 competition should notify the DoM Office of Research via email to Jay Babiak, Grants Facilitator, no later than **Friday, December 1st, 2023**

Place in the Subject line: *Notice of Intent to Apply CIHR Project Grant Spring 2024\_{Your Name}*

**Stage 2**. [Timeline can be found here](https://www.ualberta.ca/department-of-medicine/media-library/research/2024-dom-cihr-internal-review-spring-timeline.pdf).