HELPFUL HINTS

0 Read the merit review criteria before you read the proposal(s), decide how you will apply the criteria, and stick to them
0 Do not shift your criteria and do not include extraneous data points
0 Take notes when reading the proposal
0 Do not write a lengthy summary of the proposal!!!
0 Be constructive in your feedback; is this the type of review you would like to receive?
0 List strengths and weaknesses with respect to the review criteria
0 In the summary section of your review, tell us whether or not you believe the proposal is competitive and why.
0 Include concrete examples from the proposal in support of the points in your review
0 Look for signs of cognitive biases. If you are reviewing multiple proposals are your reviews consistent and objective?
0 Think of alternative views and consider whether they are justified based on facts
0 Play a devil’s advocate to your own assessment
0 Review your notes
0 Take time, pause, and reflect on your decision
0 Critically read each review after you have written it; ask yourself whether each judgment is clearly justified in the text of the review
0 Be accountable to yourself and imagine justifying your decision to others