

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