Peer Review Instructions

Rev. 11/6/19

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AHA Mission

To be a relentless force for a world of longer, healther lives

To be a relentless force: We are unyielding in our commitment to fund research, shape stronger health policies, and implement programs that save lives.

For a world: We're going beyond border, both literal and symbolic, to ensure equitable access to quality care.

Of long, healthier lives: We're creating a culture of health that enables people to enjoy more years and more life in those years.

What about cardiovascular diseases and stroke? Why aren't they mentioned anymore?

While our work remains anchored to our core, we've broadened our focus to meet the holistic health needs of the people we serve. Take One Brave Idea for example. This research enterprise is rooted in the fact that precursors of heart disease could be found anywhere in the human body.

Preface

Thank you for your interest in volunteering to serve on American Heart Association (AHA) Peer Review Committee. This guide is intended to assist you with the successful preparation and completion of your Peer Review tasks.

The AHA uses a Web-based tool, [Grants@Heart](), to manage the entire Peer Review process. The 24/7 accessible system is available to all AHA research customers (including applicants, grant officers, fiscal officers, peer reviewers, awardees, and more).

Contact Us

AHA Staff is available Monday through Friday 8:30 am to 5:00 p.m. Central Standard Time to assist with the Peer Review process and to answer questions. Please contact the respective AHA staff person that you're in contact with.

AHA Ethics Policy

The purpose for this Ethics Policy is to support a culture of openness, trust, and integrity in all American Heart Association management and business practices. A well-understood ethics policy requires the participation and support of every AHA employee and volunteer.

At the American Heart Association, we are dedicated to working with our employees, volunteers, partners, vendors and customers to reduce disability and death from cardiovascular disease and stroke. We are committed to conducting all of the AHA's affairs and activities with the highest standards of ethical conduct. Our AHA Code of Conduct, outlined in our Human Resource Policy Manual, provides guidance for decisions and actions during our daily work.

We are committed to the responsible use of AHA assets, to provide accurate, complete and objective information, to respect the confidentiality of financial and other information, to act in good faith and exercise due care in all we do, to comply with all rules and regulations and to proactively promote ethical behavior.

The American Heart Association's Code of Ethics is built on AHA values. As such, we acknowledge our individual responsibility to ensure our collective success by practicing and promoting the following guiding values.

Code of Ethics

The summary code of ethics includes the following provisions American Heart Association employees and volunteers must follow:

- Proactively promote ethical behavior as a responsible partner among peers in the work environment.
- Deal fairly with AHA Customers, suppliers, competitors, volunteers, and employees.
- Provide constituents with information that is accurate, completely objective, relevant, timely, and understandable.
- Comply with applicable government laws, rules and regulations.
- Maintain the confidentiality of information entrusted to them by the AHA or its Customers except when authorized or otherwise legally obligated to disclose.
- Accept responsibility for preventing, detecting, and reporting all manner of fraud.
- Be honest and ethical in their conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
- Protect and ensure the proper use of company assets.
- Prohibit improper or fraudulent influence over the External Auditor.

A link to a copy of the entire American Heart Association Ethics Policy may be found at the bottom of the homepage at www.americanheart.org and the AHA Intranet.

Reporting Ethics Violations

If you have questions or concerns about compliance with the subjects described in this policy or are unsure about what is the "right thing" to do, we strongly encourage you to first talk with your supervisor, another AHA leader or the leader in the Human Resource department. If you are uncomfortable talking to any of these individuals for any reason, call the AHA ethics hotline at (866) 293-2427, or log on to: www.ethicspoint.com to report your concerns. Your calls to the toll-free hotline or contact through the Internet site are facilitated by a third party, Ethics Point, Inc. Reporting of ethics violations will be treated as confidential information and can be communicated anonymously. No director, trustee, officer, employee or volunteer who in good faith reports an action or suspected action taken by or within the AHA that is illegal, fraudulent, or in violation of any adopted policy will suffer intimidation, harassment, discrimination or other retaliation.

Inclusiveness Policy

Having an inclusive group of volunteers and staff is essential to achieving our mission. It's crucial that we continue to broaden our constituencies to become genuinely representative of the community.

We're working toward inclusiveness through...

- Appreciating the synergistic value of diversity.
- Attracting and fully involving all community segments.
- Identifying and collaborating with leadership that reflects community demographics.
- Developing and delivering programs that effectively reach diverse audiences.
- Championing biomedical research and research careers that address cardiovascular diseases and stroke in underrepresented segments of the population.

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Getting Started

Foundational Programs

Program descriptions of funding opportunities are generally posted on the AHA website several months prior to the application deadline. The program descriptions contain important information that will help you understand what the program requirements are and assist you when evaluating your assigned applications in your committee(s) for the respective program.

The following is the list of programs AHA currently offers:

- AHA Predoctoral Fellowship
- AHA Postdoctoral Fellowship
- Institutional Undergraduate Student Fellowship
- AHA Institutional Research Enhancement Award (AIREA)
- AHA Merit Award
- Collaborative Sciences Award
- Career Development Award
- Established Investigator Award
- Innovative Project Award
- Transformational Project Award
- Strategically Focused Research Networks (SFRN)

System Requirements

Initial scores and critiques are submitted to the AHA through the online system Grants@Heart. It is accessible from any location with Internet capabilities, 24 hours a day, 7 days a week, except for scheduled maintenance.

Beginning on June 1, 2018, users must have one of the following Web browser versions: Google Chrome (for Android) 30–32 & above

- Google Android OS Browser 5.0 - 5.02 & above
- Mozilla Firefox 27–33 ESR 31.0–32.2 & above
- Microsoft Internet Explorer 11 (Windows 7) & above
- Microsoft Edge 13 (Windows 10) & above
- Microsoft IE (Mobile) 11 (Windows Phone 8.1)
- Opera Mobile 12.18 & above (but not 14–16)
- Apple Safari 7,9 (OS X 10.9) & above Apple
- Safari (Mobile) 5, 6 (IOS 5, 6) & above

NOTE: Grants@Heart will time out after 30 minutes of inactivity. Save your work often.

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Accessing Grants@Heart

An individual must be registered as a Peer Reviewer in Grants@Heart to complete Peer Review tasks and participate in the Peer Review meeting.

First-time Peer Reviewer

First-time Peer Reviewer must register from the Grants@Heart login page. Select "Peer Reviewer/Lay Reviewer". Data fields marked with red asterisks are required to complete registration. Your e-mail address will be your user ID. After completing registration, AHA staff will review your registration and will determine based on requirements if you're eligible to be a Peer Reviewer.

Below is an alternative instruction to register:

Peer Reviewer Registration Instructions

Returning Peer Reviewer

Returning users should use their existing user ID (e-mail address) and password. If information in your profile has changed (i.e. institution, academic position, etc.), you MUST update your profile so that we have most current information. The fields related to the profile will auto-fill and cannot be changed. If you already have a role in Grants@Heart other than Peer Reviewer (i.e. Principal Investigator), do not reregister. This will create another account.

The user ID and password are case sensitive. If you do not remember your login information, click "Did you forget your ID or Password?" After the fifth failed attempt, your account may be locked for up to two hours.

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Login Issues

If you are having trouble logging into Grants@Heart, please review the following troubleshooting tips. If you are unable to resolve your login issues, please contact us at 214-360-6107 option 2 or login@heart.org.

Message: Your username/password is incorrect.

- Usernames/passwords are case sensitive.
- Your username is your email address.
- If you cannot remember your username and/or password, click on "Did you forget your ID or password?" on the Grants@Heart display page.

If you have created a security question, answer the question correctly to be granted access to the site.

If you have not created a security question, the login information will be sent to your e-mail address.

You must have access to the e-mail address you identified in your Grants@Heart profile. If you no longer have access to the e-mail address, contact the AHA at login@heart.org for assistance.

NOTE: After the fifth failed attempt to log into Grants@Heart, the system will lock you out for up to two hours.

Message: Your session has expired. The system will time out after 30 minutes of inactivity. You will see a message that your session has expired. You must login again. If your session expires, you may lose any unsaved data. Save your data often.

Perform the following steps to refresh your browser for PC users:

- Close all instances of Internet Explorer. Open a new Internet Explorer browser. Type the Web address directly into the URL field -- https://research.americanheart.org.
- If you still receive the message, "Your session has expired," then go to Tools, Internet Options, and under Temporary Internet Files, click on Delete Cookies. In the Delete Files dialog box, click to select the Delete all offline content check box, then click OK.
- Restart your computer.

Perform the following steps to refresh your browser for Mac users:

- Close all instances of Safari. Open a new Safari browser. Type the Web address directly into the URL field -- https://research.americanheart.org.
- If you still receive the message, "Your session has expired," then click on the Safari tab, then Empty Cache. When the dialog box appears and asks if you're sure you want to empty the cache, click Empty.
- Restart your computer

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Chair Role Definition and Responsibilities

As Chair or Co-Chair of a peer review committee, you play a key role in its function and success. The leadership that you provide is essential to ensure that the science reviewed by your peer review committee receives scores that reflect the quality of the application. The peer review committee should operate in a fashion that yields high quality and fair reviews.

On the day of the meeting, you are responsible for the flow and focus of the scientific discussion at the meeting. How you chair the meeting will play a very important part in whether the discussion is fair and focused, and the proper scores are assigned. You will need to remain attentive throughout the meeting, constantly monitor the quality of the review process, and intervene or facilitate when necessary.

Below are the Chair and Co-Chair general responsibilities:

- Assist AHA Program Manager in recruiting qualified peer reviewers (i.e. suggesting names)
    - AHA Program Manager will be mainly putting together the committee.
- Assist AHA Program Manager, if needed, sending reminders to committee members to complete action tasks.
- Review and confirm application assignments generated by AHA Program Manager on the Grants@Heart system.
    - Maximum number of assigned applications is 6-8 per reviewer with 3 reader assignments (pending on committee's application volume)
- Reassign application assignments as necessary due to conflicts of interest or last-minute changes.
- Meet with AHA staff prior to peer review meeting for policy/procedural updates.
- Review applications and provide written critiques in the Grants@Heart system.
- Ensure the submission of comprehensive written critiques for all applications.
- Preside at Peer Review Committee meetings and moderate application discussions.

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Reviewer Role Definition and Responsibilities

Reviewer 1

Pre-Meeting Day: Reviewer is responsible for submitting a full critique and preliminary score for each application assignment.

When working on critiques, sections in the system needing comments...

- Brief Summary of the Proposal
- Impact of Proposed Work on AHA Mission
- Criteria Evaluations

Meeting Day: Reviewer is responsible for briefly presenting a summary of the proposal and listing strengths/weaknesses of the application.

Reviewer 2

Pre-Meeting Day: Reviewer is responsible for submitting a full critique and preliminary score for each application assignment.

When working on critiques, sections in the system needing comments...

- Impact of Proposed Work on AHA Mission
- Criteria Evaluations

Meeting Day: Reviewer is responsible for providing strengths/weaknesses not presented by Reviewer 1.

Reviewer 3

Pre-Meeting Day: Reviewer is not required to submit a full critique but is still required to submit preliminary score serving as a reader for each application assignment.

- If reviewer gave a preliminary SL score, reviewer is responsible for providing a full critique stating the reasons what lead to the SL score.

When working on critiques, sections in the system needing comments...

- Impact of Proposed Work on AHA Mission
- Criteria Evaluations (if reviewer gave a preliminary SL score)
- Summary of Discussion (submit after meeting has been concluded)

Meeting Day: Reviewer is responsible for providing strengths/weaknesses not presented by Reviewer 1 and Reviewer 2.

Also, Reviewer 3 is responsible for recording strengths/weaknesses presented during the discussion and must submit that as a part of their critique under Summary of Discussion after the meeting has been concluded.

Reviewer-in-Training Role Definitions and Responsibilities

Reviewers-in-Training is an initiative to better prepare trainees for independent careers as part of the AHA's Strategic Value Proposition – a roadmap for the future.

Trainees will have the opportunity to participate in the Peer Review process in gaining valuable experience in evaluating applications, preparing critiques and scores, and participating in discussions.

Trainees will be assigned a max of 3 applications serving as a tertiary reviewer, Reviewer 3.

More information in Reviewer Role Definitions and Responsibilities

Evaluating and Preparing Critiques

With the guidance from Chairs, if needed, trainees will be asked to evaluate the merit of assigned applications relative to the peer review criteria. For each application, trainees will prepare a critique that addresses each peer review criterion with comments that should be fair, objective, scholarly, and offer positive constructive criticism to the applicant.

More information in Preparing Critiques

Submitting Scores

Trainees will be responsible for submitting a preliminary (non-binding) score which will be visible to committee members prior to the Peer Review meeting.

- On meeting day, trainees will not submit final (binding) score

More information in Creating Preliminary Score

Participation in Application Discussions

Trainees will be encouraged to contribute their opinions and ask questions during the meeting. This is an opportunity for trainees to listen and learn the thought process behind a reviewer's evaluation of the assigned application. Also, this would give trainees an idea on the major talking points when sharing their own evaluation during the discussion.

Reviewer-in-Training Role (Reviewer 3)

Pre-Meeting Day: Reviewer-in-Training is responsible for providing a full critique for each application assignment.

When working on critiques, sections needing comments...

- Brief Summary of the Proposal
- Impact of Proposed Work on AHA Mission
- Criteria Evaluations
- Summary of Discussion (submit after meeting has been concluded)

Meeting Day: Reviewer-in-Training is responsible for providing strengths/weaknesses not presented by Reviewer 1 and Reviewer 2. Trainees will not submit final (binding) scores and is responsible for recording strengths/weaknesses presented during the discussion that will be submitted as a part of their critique under Summary of Discussion after the meeting has been concluded.

More information in Meeting Process

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Terms to Know

Preferences – This is a process in which reviewers are able select which applications they would prefer to review and/or mark applications they are in conflict with. Preferences should be selected for all applications.

Assignments – This is a process in which the applications are assigned to each of the reviewer based on their preference selections. Chairs will finalize the assignments. Reviewers will be notified that they have access and can start working on their assignments.

Critique Template – This document serves as a guide for reviewers. It reminds reviewers of the criteria to use when evaluating an application and reminds which portions they are responsible for when preparing their critique respective to their assigned reviewer role (Reviewer 1, 2 or 3).

Preliminary Score – This is an initial score range that each reviewer submits alongside with their critiques for an application. The score is not final and can be changed at any time by the reviewer when asked for on the day of the meeting.

Final Score – After discussing an application, the 3 reviewers assigned to the application will be asked to give a final score. The final score can be based off the comments from reviewer's comments and from the other committee members reflecting their enthusiasm of the application.

Contributed Service Hours – This is the calculation of the time spent on reviewing applications, assembling your critiques, Medline searches, reading critiques of other applications not assigned, as well as other efforts to prepare for the meeting. This will be submitted in Grants@Heart.

Streamline – Streamline is a process in which reviewers have deemed an application not to be competitive due to flaws found when evaluating the application. This is usually when weaknesses are greater than the strengths. Streamlined applications can be given a score of streamline (SL) or be added to the streamline list if it has a score range higher than 1.8. Streamlined applications can be saved on the day of the meeting if the assigned reviewer has read the other critiques and still feels strongly that they can present valid points to the committee to give a more favorable score. The likability of an application is not a strong enough reason to save an application from the SL list.

Choosing Application Preferences

Login to [Grants@Heart](#)

> Note: If you do not know your User ID and/or Password – contact your AHA staff person

Make sure to update your Profile's information and upload the most up to date CV via Profile Manager at the top of the website.

Select the role of Peer Reviewer from the dropdown box.

Follow these instructions to select preferences:

- Click on the Peer Review navigation bar on the left side.
- Click on the Select Preferences link.
- Read through the Conflict of Interest screen – respond yes or no and submit.
- Click Continue.
- Click on the Select Preferences navigation bar again.
- A Preferences for Committee box – with a dropdown with your committee name in it - will appear.
- A list of applications for your committee will appear.
- Click on the Application ID to see the Application.
- Click on the Title to just see the Project Summary
- Select Preferences from the dropdown next to the Title of each application
- Click on the appropriate radio buttons to mark each application
  - **Willing to Review** – 1st or 2nd Reviewer Role
    - Reviewer is comfortable being assigned 1st Reviewer
    - Does not mean being 1st Reviewer on all applications
  - **Willing to Review if Asked** – 1st or 2nd Reviewer Role
    - Reviewer prefers serving as 2nd or 3rd Reviewer
    - Possibility of being assigned 1st Reviewer for workload balance reasons
  - **Not Within Area of Expertise** – Will not be assigned or 3rd Reviewer Role
    - Possibility of being assigned 3rd Reviewer for workload balance reasons
- Click on the In Conflict button on the right, if you think you are in conflict, and enter information
  - See Conflict of Interest details below
- Click on the Select Preferences link again for next application. Repeat this process marking all applications.

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Conflict of Interest

Conflicts that are related to your institution, co-authors, and etc… should have been resolved by the system, but we need your help in resolving some conflicts. If you find any conflict that has not been resolved, click In Conflict - select the nature of the conflict from the drop down by the Primary Reason field. If your conflict is not listed, choose Other, and enter an explanation in the text box.

Primary Conflicts

- Principal Investigator is a peer review committee member
- Collaborating Investigator is a peer review committee member
- Peer reviewer is a sponsor of a fellowship applicant
- Peer review member's spouse, "significant other" or immediate family member is applicant

NOTE: If you have a primary conflict – the application must be brokered to another committee. If unable to be brokered, you will be released from your commitment to serve. Please send your committee coordinator an email as soon as you discover a primary conflict.

Secondary Conflicts

- Application is from peer reviewer's institution
- Application is from peer reviewer's adjunct institution
- Peer review member is a: Department Head, Consultant, or a Referent
- Peer reviewer has published with the applicant within the last 3 years
- Peer review member has or has had previous relationship which would influence scoring (post-doc student, competitors, in process of recruiting applicant, etc.)
- Peer review member has relocated from applicant's institution within the past 12 months

NOTE: If you have a secondary conflict – you will not be assigned the application in conflict and you will be asked to step out of the meeting or conference call during the discussion of this application. Personal conflicts are considered secondary conflicts – please note them as well.

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How to View Assigned Applications

1. Login to [Grants@Heart](#)

2. Click on Peer Reviewer Role

3. Expand Peer Review on the left navigation bar

4. Click on the Reviewer Assignments

5. Choose your committee from the dropdown box
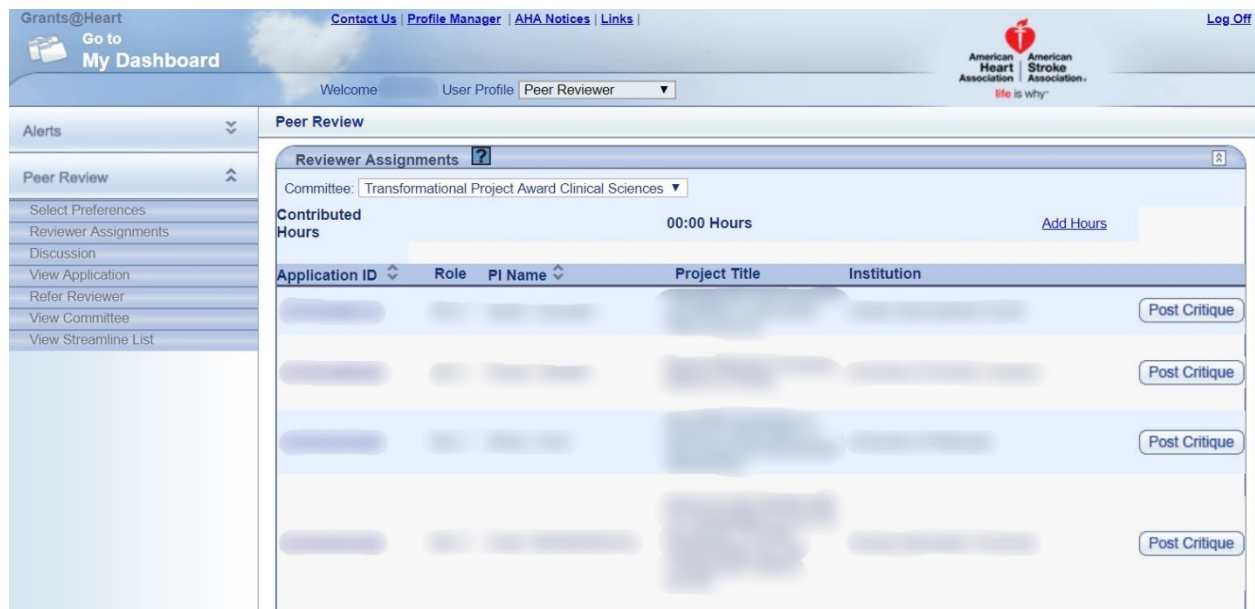
NOTE: Please briefly go through your assignments after you are notified by your Program Manager to make sure that you have no conflicts. If you have conflicts, please let your Peer Review Manager know IMMEDIATELY so that the assignments can be adjusted to allow time for notices and reviews. Please refer to Conflict of Interest section. It is encouraged not to wait until the week before the meeting to identify conflicts of interest.

How to View Committee Applications

1. Login to [Grants@Heart](#)

2. Click on Peer Reviewer Role

3. Expand Peer Review on the left navigation bar

4. Click on the View Application

5. Choose your committee from the dropdown box

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Preparing Critiques

1. Use the Critique Template in Grants@Heart under Links (top of the website) as a guide when creating critique for the assigned application.

    1. If unable to locate template, reach out to the assigned AHA Staff

2. Prepare critique in a word document (or preferred program). Be sure to use the Peer Review Criteria to evaluate the application correctly

3. After completion of review, copy and paste it in Grants@Heart under Post Critique

4. If any, provide comment on Concerns; each radio box must be checked Yes or No

5. Enter a score range between 1.0 and 2.9 or SL

6. Save allows score and critique to be edited (save frequently)

7. Submit will lock score and critique until after the meeting

8. After posting a critique, reviewer will be allowed to view other reviewers' critiques and scores. Read other critiques to prepare for discussion of your application on the day of the meeting. This will be viewable in "Post Critique" area. Critiques must be fully submitted in order to view other critiques. To view critiques of all of the committee applications, go to View Applications.

9. Plan ahead to keep the presentation focused on only the strengths and weaknesses that might affect the priority score.

Note: Policy concerns (i.e. eligibility, overlap, etc.) should not be a factor in your evaluation and scoring. These concerns will be followed up by AHA Staff accordingly.

Statement of Purpose and Peer Review Criteria

Each program contains Statement of Purpose and Peer Review Criteria that are unique to the program.

These can be found by clicking the following:

- AHA Predoctoral Fellowship
- AHA Postdoctoral Fellowship
- Institutional Undergraduate Student Fellowship
- AHA Institutional Research Enhancement Award (AIREA)
- AHA Merit Award
- Collaborative Sciences Award
- Career Development Award
- Established Investigator Award
- Innovative Project Award
- Transformational Project Award
- Strategically Focused Research Networks (SFRN)

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Creating Preliminary Score

Evaluating Overall Impact and Statement of Purpose: Consider the probability of a project to have a sustained and powerful influence on research field(s) and the potential impact on the AHA's mission: **TO BE A RELENTLESS FORCE FOR A WORLD OF LONGER, HEALTHIER LIVES**	
HIGH OVERALL IMPACT	Application is addressing a problem of **high importance/interest in the field and has potential for significant impact to the AHA mission**.
MEDIUM OVERALL IMPACT	Application is addressing a problem of **moderate importance in the field, with some potential impact to the AHA mission**.
LOW OVERALL IMPACT	Application is addressing a problem of **moderate to low importance in the field and limited potential impact to the AHA mission**. **Low Overall Impact is a valid reason to streamline an application**

1. Evaluate the Overall Impact and Statement of Purpose
2. Peer Review Criteria

Note: Policy concerns (i.e. eligibility, overlap, etc.) should not be a factor in your evaluation and scoring. These concerns will be followed up by AHA Staff accordingly.

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Score Scale

Score Scale	
1.0 - 1.3	The application has very high overall impact and no weaknesses **strengths >>> weaknesses**
1.4 - 1.7	The application has high overall impact and only minor weaknesses **strengths >> weaknesses**
1.8 - 2.1	The application has moderately high overall impact and strengths are greater than any weaknesses **strengths > weaknesses**
2.2 - 2.5 (Consider Streamline)	The application has moderately high to medium overall impact and any strengths equivalent to any weaknesses **strengths = weaknesses**
2.6 - 2.9 (Consider Streamline)	The application has medium overall impact and weaknesses greater than any strengths **weaknesses > strengths**
3.0 - above (Streamline)	The application has medium overall impact and/or too many weaknesses **weaknesses >>> strengths**

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Steps for Creating Preliminary Score

Note: For Fellowships and Career Development Award, impact is 5% of the overall score.

Note: For Transformational Project Award, impact is 10% of the overall score.

Predoctoral Fellowship will be used as an example.

1. Overall Impact and Statement of Purpose
   a. Assign a single score using the range of 1.0 (best) – 3.0 (worst) for Overall Impact and the Statement of Purpose based on your evaluation of your level of enthusiasm. Example = **2.2**
      - This number is 5% of the final scoring range.
   b. Calculate 5% of 2.2 = **0.11**
      - **This is your Preliminary Score for Overall Impact and Statement of Purpose.**

2. Peer Review Criteria
   a. Assign a single score using the range of 1.0 (best) – 3.0 (worst) for each criterion of the Peer Review Criteria.
      - Criterion 1: Applicant meets or exceeds criteria: **1.3**
      - Criterion 2: Sponsor/Training Plan and Environment is average: **1.8**
      - Criterion 3: Proposal presents equal strengths and weaknesses: **2.3**
   b. Average the 3 criterion scores: 1.3 + 1.8 + 2.3 = 5.4/3 = **1.8**
   c. Calculate 95% of 1.8 = **1.71**
      - **This is your Preliminary Score for the Peer Review Criteria**

3. **Total Score**
   a. The **Total Score** is the sum of the **Preliminary Score for Overall Impact and Statement of Purpose** and the **Preliminary Score for the Peer Review Criteria**
   b. **0.11** + **1.71** = **1.82**

4. **Preliminary Score Range**
   a. The score 1.82 falls between the score range, **1.8 – 2.1**. This will be the score range selected that will be submitted.
   b. On the day of the meeting, reviewers can modify their initial score range when asked for their initial score range after reading critiques submitted for the application.

Note: Policy concerns (i.e. eligibility, overlap, etc.) should not be a factor in your evaluation and scoring. These concerns will be followed up by AHA Staff accordingly.

Submit Critiques and Initial Score Ranges

- Login to [Grants@Heart](#)
    - Note: If you do not know your User ID and/or Password – contact your AHA staff person
- Select the role of Peer Reviewer from the dropdown box.
- Click on Reviewer Assignments tab

- Click on Post Critique

- Copy and paste your critique, select yes or no for each concern, and select score range

- Click on Submit to fully submit your Critique

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Streamline Process

- Streamlining removes a non-competitive application from discussion.
- Chair and Staff will identify applications with poor initial scores and add them to the Streamline list to maintain Streamlining guidelines.
- Each committee is mandated to streamline at least 50% of their applications.
- A streamlined application MUST have complete critiques. The critique must highlight the weaknesses that led to the streamline designation.
  - Reviewer 3 must supply a full written critique of weaknesses if they streamline a proposal.
- Any application that you score in the mid-range of 2.6 – 4.8 should be streamlined.
- Applications with scores of 1.8 – 2.6 might still fall within the bottom 50% of applications in the committee based on application volume and could be moved to the Streamline List.
- When discussions lead to a realization that the proposal is very weak, a score should be given in the 3.0 - 4.8 range.

Meeting Process

1. AHA staff person will announce selection of application for discussion.

2. Chairperson announces the application number, title, applicant name and institution.

3. Members with conflicts of interest will be placed in a telephone sub-conference where they cannot hear discussion.

4. The assigned reviewers are announced and each states their initial score range.

5. Reviewer 1 is responsible for briefly presenting a summary of the proposal and listing strengths/weaknesses of the application.

6. Reviewer 2 is responsible for providing strengths/weaknesses not presented by Reviewer 1.

7. Reviewer 3 is responsible for providing strengths/weaknesses not presented by Reviewer 1 and Reviewer 2.

8. Full committee discusses the proposal; conflicting opinions are adequately discussed.

9. Reviewer 1, 2, and 3 state their final individual priority scores.

10. Reviewer 3 is responsible for recording strengths/weaknesses presented during the discussion and must submit that as a part of their critique under Summary of Discussion after the meeting has been concluded.

11. Chair prompts all reviewers to enter a numeric score in Grants@Heart.

12. After the meeting has ended, reviewers are to complete several tasks:

    1. Update critiques to reflect final evaluation – 7 days after meeting to complete

    2. Destroy/shred any application information used for review after completion

    3. Submit Time Contributed to Peer Review

    4. If applicable, participate in survey sent by AHA Staff providing feedback

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Submit Time Contributed to Peer Review

When calculating your time contributed, it should consist of time spent in completing critiques and in the actual peer review meeting.

Below is a step by step instruction on entering contributed hours Grants@Heart:

1. Sign in to your account in Grants@Heart.

2. On the left-hand side, click on Reviewer Assignments tab.

3. On the drop-down menu on the left-hand side, select the appropriate committee. Then, on the right-hand side, click on the "Add Hours" link.
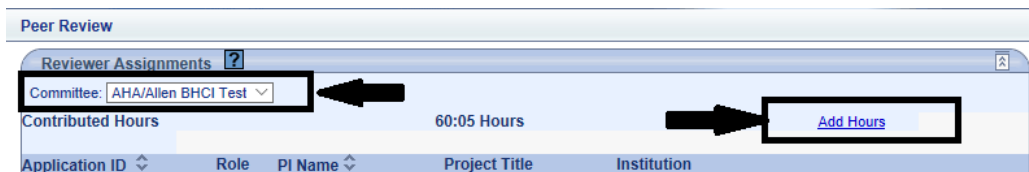
4. A separate smaller screen will pop up. Type in your total contributed hours in 00:00 format (If the total contributed hours was 10 hours and 05 minutes, type in hh:mm format 10:05). Then click the "Submit" button.

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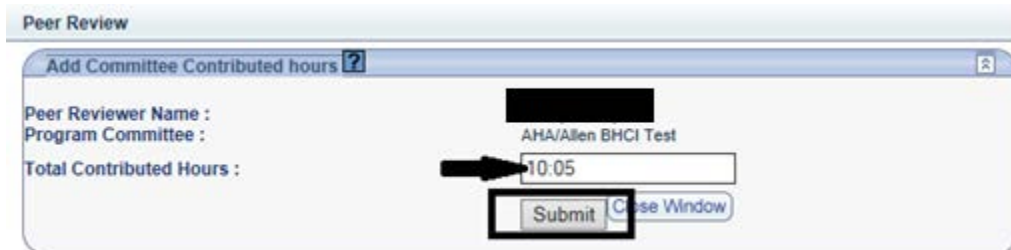
5. Once you click submit, the updated hours will be reflected in the middle section.

NOTE: The above information must be entered no later than 7 days after the day of your meeting.

If you are needing further clarification on a section, helpful tips can be accessed by clicking on the help (?) icon throughout each section in Grants@Heart. A separate screen will pop up providing tips. Once you have finished reading, you may close the window to resume your activity.

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Meeting Day Grants@Heart Navigation

Selecting Role

Login into your account by going to Grants@Heart and select your respective role

Chair and Peer Reviewer Viewpoints

Chair Viewpoint

Peer Reviewer Viewpoint

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Discussion Screen

1. Discussion – clicking on this tab will navigate to the Discussion screen and will serve as the main site for Peer Review meetings.
2. Chair Viewpoint – Chairs will be able to view application's information and submit final score
3. Peer Reviewer Viewpoint – Reviewers will be able to view applications information and submit final score
4. Refresh – used to view selected discussed application information (5), critiques (6), and to enter final scores (7)

Streamline List

1. To view the Streamline List, click on View Streamline List on the navigation bar

2. Streamline List Viewpoint – streamlined applications identified by Chairs and AHA Staff will be viewable at the meeting and will be presented to the committee to be saved for discussion
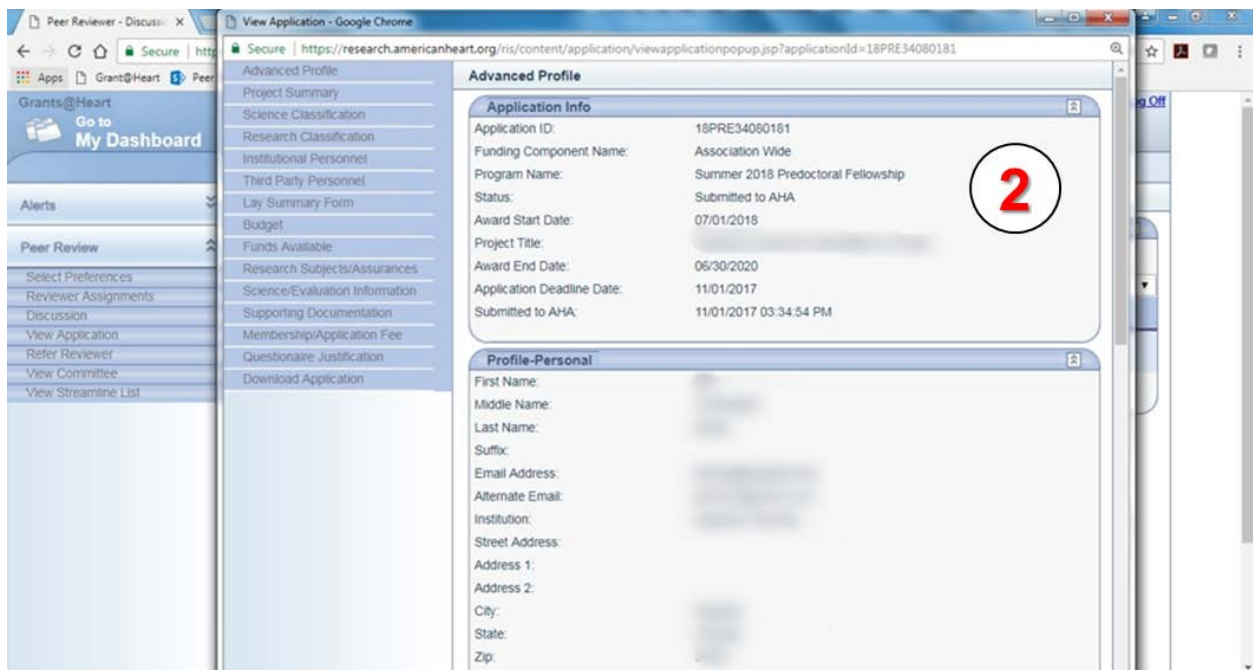
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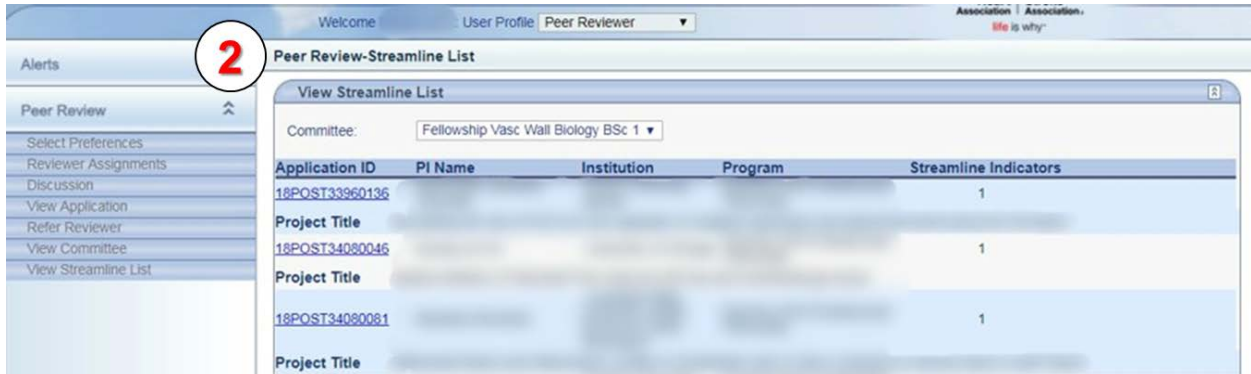
View Application

1. Click on Application ID to view the full application and its documents

2. Application Viewpoint – will be viewable during application discussion
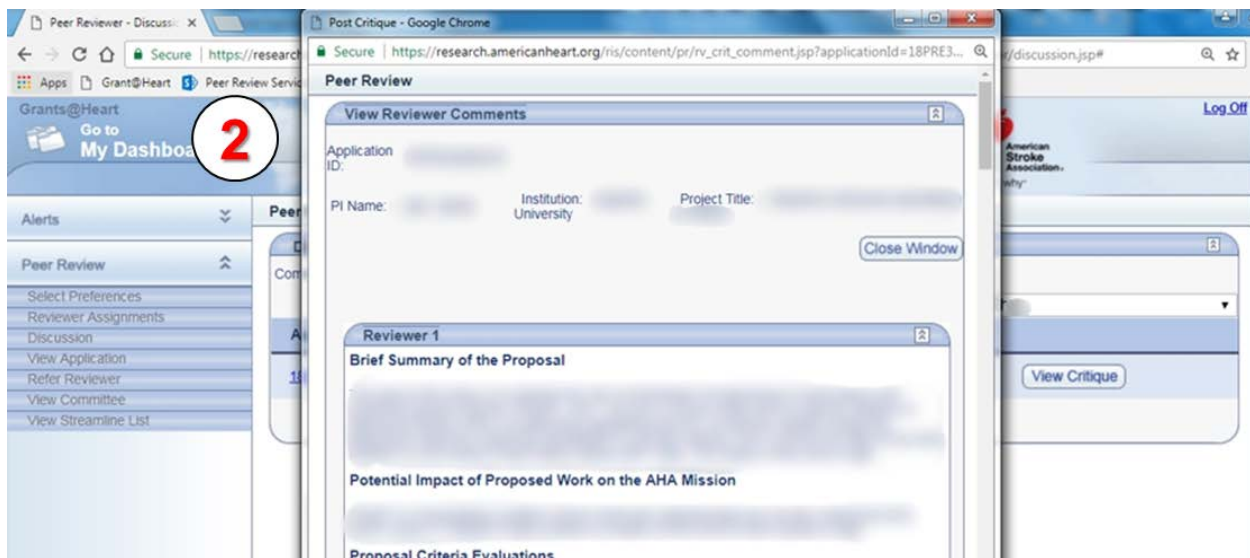
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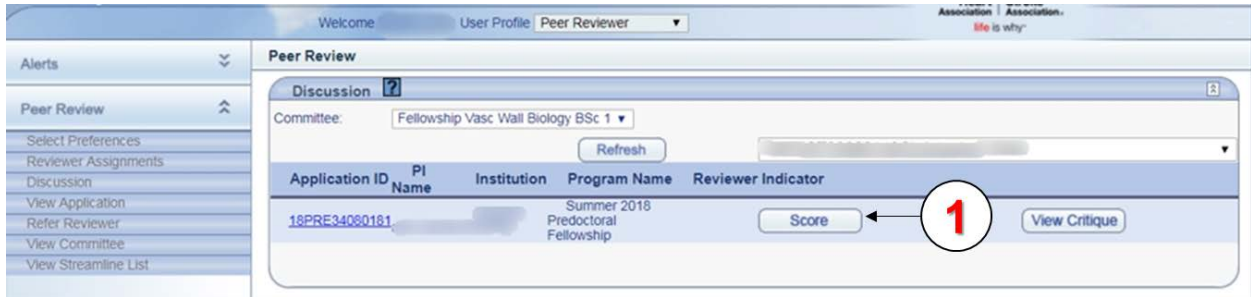
View Critiques

1. Click on View Critique to view submitted critiques

2. Critique Viewpoint – will be viewable during application discussion

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Submit Final Score

1. Click on Score button
   a. If not available, click on Refresh button on the dashboard and it will be available

2. Score Viewpoint – a mini window will be available to submit a single digit score

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