



Discovery Grants Program

Instructions to external reviewers

- [How external reviewer reports are used](#)
- [How to evaluate an application](#)
- [Delays in research and dissemination of research results](#)
- [What to avoid](#)
- [Additional information](#)
- [How to access the application and complete your report](#)

How external reviewer reports are used

External reviewers help provide a deeper overall assessment of an application during the peer review process. External reviewers may be familiar with a particular research area or technique and may be able to comment on an applicant's contributions to the field. During deliberations, the Evaluation Group members present and discuss external reviewer reports that were received for an application.

External reviewer reports are considered the applicant's personal information as defined by Section 3 of the *Privacy Act*. As such, at the end of the competition, NSERC provides each applicant with their respective reports, while protecting the names and identifiers of the reviewers and other third parties (e.g., other applicants or researchers). External reviewer reports are not the property of the reviewer and must therefore be destroyed in a secure manner once submitted (e.g., by deleting electronic data files, shredding or burning paper, or arranging for their return to NSERC).

How to evaluate an application

Ultimately, the integrity of the peer review process relies on high quality reviews. In the External Reviewer Report form provided to you on the Extranet, provide a high quality review based on the selection criteria below, taking into consideration any eligible delays. For more information on delays refer to the [Delays in research and dissemination of research results](#) section below.

Refer only to the information contained in the review material provided. This consists of the application form, proposal, budget justification, the Canadian Common CV (CCV), and, if



applicable, other support sources, references, samples of research contributions, an attestation on confidential research contributions, and the leaves attachment.

A high quality review that provides useful comments for the Evaluation Group and the applicant is:

- **Fair:** Respectful, consistent and appropriate.
- **Informative:** Clear, detailed, constructive and well-justified.
- **Use of inclusive language:** For example, “the applicant” or “they” instead of “he/she”. The report should be free from words or sentences that reflect prejudiced, stereotyped or discriminatory language of particular people or groups or their institution.

Selection criteria:

Evaluate each of the selection criteria. Explain your assessment and what leads you to your conclusions. Only refer to the information provided in the application materials.

1. Scientific or engineering excellence of the researcher

The application must present evidence of research contributions to the natural sciences and engineering (NSE) field in the past six years. The impact of any eligible delay should be taken into account. Applicants with eligible leaves of absence or delays may include contributions from their most recent active research period prior to the last six years for a period equivalent to the duration of the leave. As part of an ongoing commitment to ensure that a wide range of contributions are considered and valued in the merit review, the new [Guidelines on assessment of contributions to research, training and mentoring](#), will support the evaluation of NSERC applications.

Describe both the application’s strengths and weaknesses related to:

- The knowledge, expertise and experience of the researcher in the NSE, and their stature in the field.
- The quality and impact of contributions to research in the NSE. Evidence of research accomplishments includes publications, conference presentations and/or proceedings, books or book chapters, patents or technology transfer, technical reports, and/or other methods of dissemination appropriate to the type of research. Impact does not refer



to quantitative indicators such as the impact factor of journals or h-index, but to the influence that results have had on other researchers, on the specific field, the discipline as a whole, or on other disciplines.

- The importance of contributions to, and use by, other researchers and end-users.

2. Merit of the proposal

The proposal must clearly present a **program** of research in the natural sciences and engineering (NSE). The proposed program of research must have long-term goals, rather than a single short-term project or collection of projects.

Describe both the strengths and weaknesses of the proposal related to:

- The originality and innovation of the proposal, and the extent to which it suggests and explores novel concepts and lines of inquiry in the NSE. The extent to which the proposal will lead to advances in the NSE.
- The significance of and expected contributions to NSE research, and potential for policy and/or technology related impact.
- The clarity and scope of the short and long-term objectives, methodology and feasibility.
- Consideration of sex, gender and diversity in the research design, if applicable.
- Extent to which the scope of the proposal addresses all relevant issues, including the need for varied expertise within or across disciplines.
- Appropriateness of, and justification for, the budget.
- Demonstration that the Discovery Grant proposal is conceptually distinct from research support held or applied for through CIHR and/or SSHRC.

Delays in research and dissemination of research results

NSERC recognizes that the COVID-19 pandemic is affecting researchers' capacity to conduct their regular research activities. NSERC has published [guidelines](#) on the consideration of the impacts of the COVID-19 pandemic on research activities. These guidelines provide direction on how to describe these impacts in an application and information on how they will be considered in the review of contributions to research.



Applicants are asked to give start and end dates of any eligible leaves of absence or delays and to explain the impact on their research activity or in the dissemination of research results. Eligible leaves of absence and delays (e.g., maternity and parental leave, personal illness, chronic illness, mental illness, or disability associated with reduced research activity, leave taken for family-related illness, bereavement, extraordinary administrative duties) are those taken within the last six years.

Applicants who have reported an eligible leave of absence or delay in their CCV are entitled to an attachment that must be used to list only supplemental contributions to research (list of presentations, interviews and media relations, publications, intellectual property and recognitions) and to training (list of supervisory activities) beyond the last six years, for a period equivalent to the duration of the leave or delay reported in their CCV. Supplemental contributions must be taken from the most recent active research period prior to the last six years and must be listed in the attachment along with their dates (month and year). This attachment may also be used to list supplemental contributions to research and to training for a period equivalent to the duration of delays related to COVID-19.

External reviewers are expected to recognize the impact of delays and assess the quality of research activity demonstrated by the researcher.

What to avoid

- Identifying yourself, other applicants or researchers in your comments.
- Using information from outside the application material. The onus is on the applicant to provide complete and sufficient information.
- Comments that are vague or short, or that could be construed as sarcastic or inappropriate.
- Overly positive or negative comments that are not supported by references to the application material.
- Unconscious bias, which may be based on a school of thought, fundamental versus applied research, certain sub-disciplines, areas of research or approaches, size or reputation of an institution, personal factors, age, sex or gender of the applicant. For more information, see the training module on [Bias in Peer Review](#).



Additional information

Contextual information on Discovery Grants

NSERC's Discovery Grants program fosters research excellence, by supporting the activities of academic researchers working at the forefront of science and engineering nationally and internationally, and is instrumental in providing a stimulating research environment for the training of the next generation of researchers. Although Discovery Grants are "grants in aid" and are not meant to cover the full costs of a research program, they represent a key source of funding for research in Canadian universities and constitute the foundation of a large part of Canada's research effort in the natural sciences and engineering. These grants cover the direct costs of research only; the researcher's salary and any indirect costs are provided through other mechanisms.

Unlike project-oriented grants, the Discovery Grants are intended to provide support to university researchers who have submitted an application for a long-term program of research. The duration of a Discovery Grant is normally five years.

Conflict of interest and confidentiality

It is important that you adhere to the requirements set out in the [Conflict of Interest and Confidentiality Agreement for Review Committee Members, External Reviewers, and Observers \("the Agreement"\)](#). If you are unable to do so, you must decline to participate in the review process.

External reviewers must not be in any conflicts of interest. If you are in a conflict of interest, or for any other reason are unable to act as an external reviewer, contact us as soon as possible. Specify in your email which application you are unable to review.

As stipulated in the [Agreement](#), there may be a real, perceived or potential conflict of interest when the Evaluation Group member, external reviewer or observer:

- would receive professional or personal benefit resulting from the funding opportunity or application being reviewed;
- has a professional or personal relationship with an applicant or the applicant's institution; or



- has a direct or indirect financial interest in a funding opportunity or application being reviewed.

A conflict of interest may be deemed to exist or perceived as such when Evaluation Group members, external reviewers or observers:

- are a relative or close friend, or have a personal relationship with the applicants;
- are in a position to gain or lose financially or materially from the funding of the application;
- have had long-standing scientific or personal differences with the applicants;
- are currently affiliated with the applicants' institutions, organizations or companies—including research hospitals and research institutes;
- are closely professionally affiliated with the applicants, as a result of having in the last six years:
 - frequent and regular interactions with the applicants in the course of their duties at their department, institution, organization or company;
 - been a supervisor or a trainee of the applicants;
 - collaborated, published or shared funding with the applicants, or have plans to do so in the immediate future; or
 - been employed by the institution, when an institution is the applicant;
- feel for any reason unable to provide an impartial review of the application.

In accordance with the [Agreement](#), review documentation must be stored in a secure manner to prevent unauthorized access. When no longer required, review documentation must be destroyed in a secure manner.

Allegations of policy breaches

Allegations of policy breaches, as described in the [Tri-Agency Framework: Responsible Conduct of Research](#) must be treated separately from the peer review process. Should your review reveal concerns of possible policy breaches, report any allegation separately to



NSERC program staff. Your external reviewer report should only address the application and selection criteria and make no mention of the breach concerns.

Collection and use of personal information

The information you provide is collected under the authority of the *Natural Sciences and Engineering Research Council Act* and stored in a series of NSERC data banks described in NSERC's [Info Source](#). Details on the use and disclosure of this information are described in [Use and Disclosure of Personal Information Provided to NSERC](#). The information is used in accordance with the [Access to Information Act and the Privacy Act](#).

Reference documents

- [Discovery Grants Information Center](#);
- Program objectives for the [Discovery Grants program](#);
- [Guidelines for the Preparation and Review of Applications in Engineering and the Applied Sciences](#);
- [Guidelines for the Preparation and Review of Applications in Interdisciplinary Research](#);
- [Guidelines on the assessment of contributions to research, training and mentoring](#);
- [Discovery Grants Peer Review Manual](#);
- [Discovery Grants Merit Indicators](#);
- Training module on the [Bias in Peer Review](#);
- [Equity, Diversity and Inclusion](#).

How to access the application and complete your report

NSERC currently provides access to the applications via a secure website, known as the Extranet. Once you agree to provide a review, you will receive an email containing information on how to access the Extranet: one with the link to the Extranet website and your username, and a separate email containing your password, if you are a new reviewer. Once you have logged in to the site, navigate to the application's Evaluation Group (refer to your invitation email for this information) through the list on the right side of the screen.



Natural Sciences and Engineering
Research Council of Canada

Conseil de recherches en sciences
naturelles et en génie du Canada

From the Evaluation Group's page, you will be able to find more detailed instructions on how to view the application and complete your report by selecting the "Instructions to External Reviewers" option on the dashboard.

Note: The Extranet no longer supports Internet Explorer 8. We recommend upgrading to Internet Explorer 9, or using Google Chrome, Firefox or Safari.