
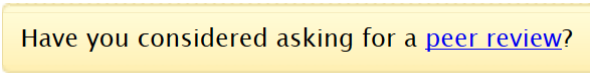




Application Peer Review

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Types of peer review in Pure

- Through Pure, **you can seek informal support and advice** from colleagues ([internal](#) or external) in the form of a peer review.
 - o You can do this while your application is in the draft proposal or pre-approval step of the applications workflow.
 - o This type of peer review is optional (as is using Pure for it) but you may find it beneficial.
- In some cases, **the Research Office may arrange formal peer review** e.g. applications to research councils and other major research funders.
 - o We will do this after your application moves beyond the draft proposal stage.
- There are two system requirements before you can request or update a peer review in Pure. The application record must:
 - o Have at least one file attached (this is what will be sent to the reviewer), and
 - o Be in the draft proposal or pre-approval step on the workflow.
- To go to the peer review screen, open the application record in:
 - o Reading layout  and click the hyperlink where it asks , or
 - o Editing layout  and select  from the left-hand side menu.

Step 1: compose your request

- If you have not already added documents to your application, you can click on *Add document* on the peer review screen.

Add documents

This section allows you to add more documents to the application.

Add document



Your peer reviewer will receive **all** documents attached to your application – there is no way for you to select which or restrict their ability to copy and share the files.

DATA PROTECTION: You must not send a peer review request through Pure if the files attached to your application record include sensitive material (e.g. salary-related, personally sensitive, commercially sensitive or other sensitive information).

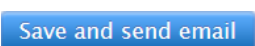
- Once documents are attached to the application, you will be able to click on

Create email

Add a reviewer

- Search for an EHU reviewer by clicking on  and selecting their name.
 - Their e-mail address will appear underneath the input box.
 - Pure may tell you *The chosen person does not have a valid email address.* but, if they have been added to the recipients list, you can ignore this.
- Alternatively, add **any** reviewer by manually entering their e-mail address and clicking .
- Choose *Notify myself* if you want to receive a copy of the e-mail you send.

Message details

- Enter the text of your request in *Message to recipients* e.g. what you are asking of them and by when.
- Your documents will be listed at the bottom of the window.
- Click . Pure will send an e-mail from you.

What the reviewer receives

The reviewer will receive an e-mail from purehosted@atira.dk with a subject line such as *[Your name] requests an application review*. The e-mail will contain:

- Your message
- Investigators' names and departments
- Funder name
- Application amount

- Your application documents as attachments
- Type of application in Pure e.g. *Application: Internal - RIF > Proposal*

The reviewer can simply click *reply* on the e-mail they receive to send their feedback directly to the e-mail address of the Pure account used to request the peer review.

Step 2: feedback received

- When you receive a reply, you can go back to the peer review screen and tick *Feedback received*.
- You can only do this in the draft proposal and pre-approval steps. If later, ask the Research Office to update it for you.

Pure email history

Email sent to [REDACTED] – 9 Apr 2019 10:16

Feedback received

- You then get a new option of Feedback incorporated .

Step 3: resending a revised application

- If you incorporate the feedback into the application and tick Feedback incorporated , you get the option to for review again.
- You will be taken back to the *create e-mail* screen with the original reviewer already selected as a recipient.
- The process is the same as for the original peer review request and can be repeated as often as necessary.
- You can only do this in the draft proposal and pre-approval steps. If later, ask the Research Office to update it for you. Revisions will be sent as though from whoever clicks the button.

We recommend you do not resend more than once without confirming with your reviewer that they expect/agree to an ongoing dialogue.

When peer review is complete

Once you have finished the peer review cycle, simply write a comment confirming as much on the [History and Comments screen](#), directed at the relevant administrator in the Research Office.

The peer review e-mail history is recorded on the peer review screen, with dates and times of the outgoing e-mails sent from Pure.

Guide updated 18/09/2019