Pure

Edge Hill University

Application Peer Review

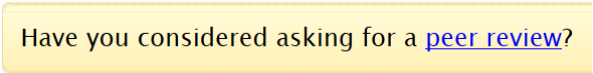*Guide updated 12/05/2020*

Contents

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.
    - Informal peer review is optional (as is using Pure for it) but you may find it beneficial.
- In some cases, **the Research Office may arrange a formal peer review** e.g. applications to research councils and other major research funders.
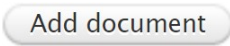   - We will do this after your application moves beyond the draft proposal stage.

Requirements

- There are two system requirements before you can request or update a peer review in Pure. The application record must:
    - Have at least one file attached (files are what get reviewed), and
    - Be in the draft proposal or pre-approval step on the workflow.
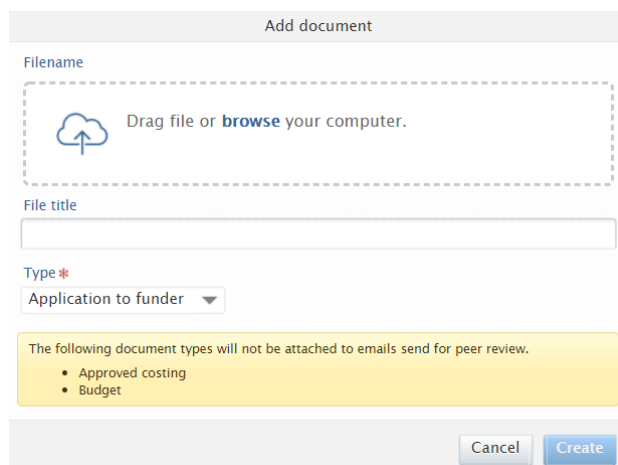
Compose your request

- When you send your peer review request using Pure, your reviewer will receive an e-mail with your application documents from Pure attached.
- Open the relevant application record.
- There are two routes to the peer review screen:
    - While in reading layout 👁, click the hyperlink where it asks

    Have you considered asking for a <u>peer review</u>?.

    - Or switch to editing layout ✎ and select **Peer review** from the left-hand side menu.

Documents

- If you have not already added documents to your application, you can click **Add document** on the peer review screen.
- Once documents are attached to the application, you will be able to click on **Create email**. Your documents will be listed at the bottom of the window.

Data protection of documents

- We have set the system to exclude certain sensitive document types from being sent.
    - You will see these excluded types listed when you add a document to the application.
- If a document type is not excluded by us, **all** documents of that type attached to the application will be sent to your reviewer.

Add document

Filename

☁ Drag file or **browse** your computer.

File title

Type *
Application to funder ▾

The following document types will not be attached to emails send for peer review.
- Approved costing
- Budget

Cancel   Create

- **You cannot**:
    - Choose which documents within the allowed types your peer reviewer will receive, or
    - Override the settings to send documents from the excluded types.

> **Remember: you cannot control what your reviewer does with the documents they receive e.g. copy, share.**
>
> **You must <u>not</u> send a peer review request through Pure if the files being sent include sensitive material (e.g. salary-related, personally sensitive, commercially sensitive or other sensitive information).**
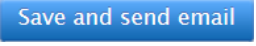
Add a reviewer

Internal reviewers

- Click on ⊕ and start typing an EHU-based reviewer's name. If they have a person profile in Pure, they will appear.
- Click on their name and their e-mail address will be added underneath the input box as a recipient.

Other reviewers

- For any reviewer not available through that search, you can manually enter their e-mail address and click **Add**.
- There are checkboxes to let yourself and your internal co-applicants receive a copy of the e-mail that gets sent.

Message details

- Enter the text of your request in *Message to recipients* e.g. what you are asking of them and **by when**.
- Click **Save and send email**. Pure will send an e-mail from you.

What the reviewer receives

- They 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 and the following metadata if present on the application record in Pure:
    - Application title
    - Application description
    - Details of each applicant:
        - Name
        - PI or Co-I
        - Internal organisational unit affiliations on the application
        - External organisational affiliations on the application
    - Application IDs
    - Funder name
    - Application amount
    - Expected start and end dates of the planned work
    - External collaborating organisations
    - Application deadline (**not** the deadline for the review)
    - Your application documents listed and as attachments.
    - Type of application in Pure e.g. *Application: Research Councils › Proposal*
- You cannot omit any of these fields from the e-mail if they are populated in Pure.

> 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.

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 you get feedback after that, ask the Research Office to update it for you.
- You then get a new option of ☐ Feedback incorporated .

Resending a revised application

- If you incorporate the feedback into the application and tick ☐ Feedback incorporated , you get the option to [Send the revised application] 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 at a later stage, ask the Research Office to update it for you.
- Revisions will be sent as though from whoever sends it from Pure, and they will receive the reply.

> 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 dates and times of the outgoing e-mails sent from Pure are recorded on the peer review screen.