



Arts & Humanities
Research Council

2009 Call for Nominations to Peer Review College

Guidance notes on completing the Peer Review College Nomination form

Who should complete the form?

Although a nominator can complete the form in its entirety if necessary, it is probably more useful for both nominee and nominator to complete different sections of the form as appropriate:

- Section 3, the case for support, should be completed by the nominator in all cases.
- Section 4, detailing the nominee's subject expertise, and Section 5 listing their 'key words' should be completed by the nominee with reference to the guidance notes in [Appendix A](#).
- Section 6, the classification of expertise should be completed by the nominator, having first checked with the nominee which classifications they wish to include in the nomination. The level of expertise for each classification to be considered should be completed by the nominator alone.
- Section 7, Technical Reviewer expertise and key words, should be completed by the nominee and approved by the nominator.
- The equal opportunities form should be completed by the nominee. If the nominator is completing the form alone then this section should be left blank.

Eligibility Criteria

Section 3, the case for support, should provide specific evidence that the nominee meets the eligibility criteria for each class of College reviewer for which s/he is being recommended, as set out in [Appendix B](#). Where a nominee is being recommended for classifications other than Academic Reviewer, evidence of eligibility for each classification should be identified clearly under separate headings.

Nominee's C.V and list of publications

Nominee's CVs should be no longer than 2 sides of A4. The nominee's list of publications should be no longer than 1 side of A4 and should if possible focus on the publications over the last five years.