



Arts & Humanities
Research Council

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Example scheme
Peer Review

AHRC Reference: AH/

Document Status:

Example deadline

Applicant Details

Applicant		Organisation	
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Title of Research Project

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Review Information

Response Due Date		Reviewer Reference:	
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Reviewer Details

Name:	Organisation:	Dept:
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Research Council Contact Details

AHRC Administration Contact:	Email:	Telephone:
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Reviewer Self Assessment

Knowledge of Applicant

Please state any relationship you have to the applicant(s)

[max 500 characters]

Your Area of Expertise

What level of expertise do you have in the subject area of this application?

<input type="checkbox"/> High Level of Expertise	<input type="checkbox"/> Sufficiently Knowledgeable to Provide an Informed Opinion
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Project Management

Please comment on the proposed project management of technical aspects of the project

[max 4000 characters]

My confidence level in assessing this is:

<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
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Data Development Methods

Please comment on the proposed data development methods

[max 4000 characters]

My confidence level in assessing this is:

<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
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Infrastructural Support

Please comment on the proposed infrastructural support

[max 4000 characters]

My confidence level in assessing this is:

<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
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Data Preservation and Sustainability

Please comment on proposals for data preservation and sustainability

[max 4000 characters]

My confidence level in assessing this is:

Technical Reviews - Grade Definitions

Grade	Definition
5	Strong Support – the technical aspects of the proposal are strong, well thought out and appropriate to the needs of the proposed project.
4	Support with advice – the technical aspects of the proposal are sufficient to allow the project to be completed successfully, although there are some issues raised in the review that the P.I. is advised to bear in mind.
3	Conditional Support – in general, the proposal has addressed the technical requirements of the project but there are one or more issues which would need to be addressed before an award is made. Minor issues may be addressed through PI response whereas larger issues may need to be addressed through a conditional grant offer. Please indicate whether the issues are minor or major.
2	Unsatisfactory – there are significant concerns about the technical aspects of the proposal. The proposed approach is inappropriate to the nature of the project and would need to be completely revisited. The concerns are of such significance that the project should not be funded as it currently stands.
1	Insufficient information – the proposal has not provided enough information to enable a review to be provided. The proposal would need to be resubmitted.

Technical Reviewer Guidance

General Guidance

The purpose of the technical appendix on an AHRC Grant proposal is to allow the applicant to demonstrate that the proposed project managers have considered and understood the technical issues associated with the research project and are proposing to use appropriate methods, standards and equipment to achieve its aims and objectives.

Please give a brief summary of the overall technical feasibility and merit of the proposal and any reservations or recommendations which you feel are relevant, for example, recommendations to enhance the technical feasibility or merit of the application. Please bear in mind the grading you will be giving each heading when formulating your comments.

In providing the technical review you should concentrate on the information contained within the technical appendix. You should, however, make sure you are aware of the information within the application form and 'case for support' which may provide context or detail not outlined in the technical appendix alone.

Specific Sections of the Review Form

The following guidance is intended to outline the sort of issues that you are asked to consider when commenting on each aspect of the technical appendix. You are asked to provide comments and grade for each of the sections as well as the final Overall Assessment section.

Level of confidence

Given the importance of high quality reviewer reports to the peer review process, it is essential that you can speak with confidence when assessing the proposal, justifying your comments in full. Perhaps because of the nature of the proposal, you may feel that you are only able to comment on some aspects of it. For this reason, confidence boxes are provided against each section. These boxes are the opportunity to tell us about your own confidence, or otherwise, in being able to make your assessment, *not* your confidence in the success of the proposal if it were funded. If, for any reason, you feel that you were not able to confidently assess the proposal, please advise the AHRC.

Project management of technical aspects:

In this section you should assess the extent to which the technical appendix demonstrates that the applicants have understood the complexity of the proposed technical work.

Have they clearly articulated lines of responsibility and accountability? If external advice or expertise is being brought in how and who will manage this element of the project?

Has the applicant proposed appropriate milestones to ensure that the project will be able to monitor progress on the technical aspects? Has the applicant developed a timetable, and if not has the reason for this been explained?

Has the proposal understood the amount of work to be involved, allocated sufficient time and resources to achieving each aspect? Will the development of the technical outputs require testing or pilots to be carried out?

The information in this section should be proportionate to the scale and complexity of the technical aspects of the project.

Data development methods:

This section should describe how the content of the proposed digital resource would be created, organised, delivered and documented.

In reference to the proposed nature of the electronic output being created, you are asked to comment on whether the applicant is proposing to use appropriate standards and has articulated why it is using that or those particular standard. This could relate to digitisation, the creation of metadata, the documentation of the material, resource delivery and long-term viability of the resource.

Is there a clear rationale for the proposed course of action and does this fit with the aims of the project? Has advice been sought before making a decision on a particular method? Has the proposal understood the potential difficulties in using a particular model and outlined contingency planning?

Will the proposed data development methods deliver an output which will be of an appropriate quality and longevity that will be of use to the proposed target audience?

Infrastructural support:

Is the applicant aware of the infrastructural needs that the project will require?

Will the project have access to the necessary technical expertise and technical support when it is needed? Has this been agreed by all the parties involved? If external expertise is being used, has the proposal indicated why a particular provider has been selected OR if not, how the project team would select an appropriate provider?

Do the technical experts and support have the requisite knowledge of the hardware or software being used? If not, has the proposal identified appropriate training requirements and outlined how it will be provided?

Has the proposal outlined appropriate backup procedures to safeguard the resource during its development? Is the frequency of the backup appropriate?

Data preservation and sustainability:

The purpose of this section is to :

a) assess whether the proposal has outlined appropriate arrangements for the preservation of any significant digital resources that are to be created? Are these in accordance with the claims for the importance and significance of the proposed outputs?

b) assess the extent to which the digital resource created is sustainable. Does the proposal address what will happen to the digital resource after the funding has ended? And how will it be maintained and made available? Does the proposal demonstrate an understanding of the issues that will need to be addressed at this point?

Has the proposal addressed the issue of content update, if appropriate, and technological update?

Does it meet the AHRC's minimum requirement that the resource will be made available in an accessible repository for at least three years? (also see next section)

Access:

This section is looking for an assessment as to whether the targeted audience(s) will be able to access the output on its completion.

Are the plans for making the resource (e.g. interactive web site, digital repository, optical media) available to its target audience appropriate?

Has the proposal adequately demonstrated how the methods of access will be built (or accessed) and are sufficient resources allocated to this element?

Are the proposed technologies being used fit for purpose and has suitable advice been sought?

Has the proposal addressed the issue of managing access? Will it require access registration? How will this be supported?

Copyright and IPR:

This section is looking for an assessment as to whether the applicants have identified and addressed any copyright and IPR issues relating to the resource. It is looking for a level of assurance that the applicant has addressed or will address any issues that might restrict the material that can be used in the resource or access to certain materials.

Where there are issues, be it legal or ethical, have clear plans been articulated as how these will be dealt with or already have been dealt with? Has the proposal allowed sufficient time for these issues to be addressed?

If Licences, agreements or contracts need to be drawn up has the proposal recognised this and explained how it will occur?

Overall Assessment:

You are asked to provide an overall assessment of the technical aspects of the project. This should take into account which of the sections you consider to be most important in relation to the particular project you are assessing.

You are asked to give an indication using the grading scale as to the extent to which the technical aspects of the project have been adequately identified and addressed.

Overall, does the proposal give sufficient assurance that there is the appropriate level of knowledge, expertise and resources to deliver a usable, sustainable and accessible electronic resource?

You should bear in mind the grade definitions when formulating your overall comments and grade.