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## Reviewer Guidelines

Reviewers evaluate and comment on the quality of the content of the application. F/AIC staff will determine the eligibility of the applicant based on the additional information provided.

When possible, double-blind reviews will be implemented meaning that the applicants and reviewers will remain anonymous. The identity of the applicant will be available to the reviewers in cases where the applicant is an institution (not an individual).

Reviewers should not take action to determine the identity of the applicant in cases where the review has been made anonymous.

Reviewers should not contact the applicant regarding their application or proposed project at any point prior to award notifications being made. If reviewers have a question regarding an application, they should contact the F/AIC staff member responsible for administering the review. If necessary, the F/AIC staff member may reach out to the applicant for clarity on questions regarding their application.

Reviewers should not discuss an application with other reviewers before the evaluation forms have been completed. Following the initial phase of the review, the reviewers may discuss the application and evaluation results together as a group to help make a final decision.

A reviewer should recuse themselves from evaluating an application or an entire round of applications if they believe that their recusal is necessary to preserve the integrity of the decision-making process. The reviewer should consider recusing themselves if any of the following statements are true.

The reviewer:

- has a private or professional financial interest in the outcome of the decision (including if the reviewer's institution would benefit financially if the proposal were awarded).
- has previous, current, or known future involvement in the proposed project.
- has previously or currently works closely (in the same lab) with the applicant.
- is aware of any prejudice that would impair their judgment in the decision.
- is a family member, current or former significant other, or close friend of the applicant.

If a reviewer decides to recuse themselves based on one or more of the above conflicts of interest, they should notify the F/AIC staff member to discontinue the evaluation of the application. In most cases, the reviewer can proceed with reviewing other applications in the application round unless they believe they cannot evaluate the other applications with integrity.