

Two-Phase Review Process

Phase 1: All submitted applications are first screened by a pre-determined Internal Review Committee (the Committee) to ensure the basic criteria are met. These criteria include: word count, overall grammar and use of appropriate language, overall quality of the study, a clear connection between stated research questions and/or study objectives and the proposed study design, and alignment with the stated MTRF research priorities. All submissions that pass Phase 1 are then moved to Phase 2.

Phase 2: Each application is reviewed independently by two external reviewers. This means that for each application, the Internal Review Committee identifies two individuals who are either research method experts and/or content experts suited to the application. These individuals are invited to provide a review of the proposal. These are completed without any information or input from the Committee or the other reviewer. The review consists of identifying strengths of the proposed study, weakness of the proposed study, general recommendations, and an overall rating of the study. The rating is based on a 4 point scale:

- 0 to 1: not fundable/poor quality
- 1.5 to 2: borderline fundable/ weak, requires revision
- 2.5 to 3: fundable/adequate
- 3.5 to 4: fundable/ highly recommended to be funded)

Each submission then receives an overall rating, which is an average of the rating scores received from the two external reviewers. Applications rated as "fundable" are considered for funding. Decisions about grant recipients made by the Committee are based on the average rating score and specific feedback regarding strengths and weaknesses of the proposed study.

Regardless of the decision, all applicants receive constructive feedback of their proposal to facilitate learning and help improve such proposal for future submissions.