RQA Checklist

The integrity of the peer review system relies on the ability of reviewers to exercise fair and rigorous judgement. The following checklist was developed as a practical tool to assist reviewers to apply the review quality ⬀ criteria, which helps ensure consistent and fair reviews. Please refer to this checklist as you are writing your reviews.[9]

CRITERION	INTERPRETATION
APPROPRIATENESS **Review comments are fair, understandable, confidential and respectful.**	☐ Review respects the Conflict of Interest and Confidentiality Policy ⬀ ☐ Absence of comments that suggest bias against the applicant(s) due to sex, ethnicity, age, language, career stage, institutional affiliation, or geographic location ☐ Review is original, and written in clear and understandable language ☐ Absence of comments that can be construed as sarcastic, flippant or arrogant
ROBUSTNESS **Review is thorough, complete and credible**	☐ Review contains a detailed justification of each rating, including meaningful and clearly expressed descriptions of both the application strengths and weaknesses ☐ Comments align with the given rating ☐ Review addresses all applicable adjudication criteria and does not include information that is not relevant to the adjudication criteria ☐ All comments on grant content are factually correct ☐ Absence of statements which could put into question the reviewer's scientific knowledge or expertise
UTILITY **Review provides feedback that addresses the needs of reviewers, applicants and funders.**	☐ Review comments are constructive and may help applicants to improve their future submissions and/or advance their research ☐ Review contains information that allows other reviewers to understand the reviewer's rating(s) ☐ Review is detailed enough to be used by CIHR to evaluate and refine review process elements