

Guidelines for reviewers

Last edited in April 2025

Your participation in the review process serves as an important basis for the Senate Competition Committee's decision-making process. We will notify you of the review outcome.

The Leibniz association will share the written reviews from all the reviewers involved in anonymized form. This also includes your review. Your comments will be sent to the applicants as feedback. They should therefore be of high quality, polite, succinct but substantial.

A decision of the reviewer to attribute a "not recommended for funding" mark shall be explained in detail in order for the applicant to be able to understand the deficiencies and weaknesses of their proposal, so as to seek effective remedy for any future applications. In case of a "recommended for funding" mark, the applicant should be put in a position to understand why the expert did not award a "recommended for funding with the highest priority" mark. Please also explain your decision to award an "recommended for funding with the highest priority" mark.

- Please refer to the program specific evaluation criteria mentioned in your evaluation questionnaire.
- Please provide conclusive, substantial comments, refrain from jargon and from comments that merely summarize the proposal.
- Comments shall be polite; critical comments shall be constructive and explained in detail to allow applicants to understand the weaknesses of their proposal.
- Please avoid any comments which might give indications as to your identity.
- Please be aware of potential unconscious bias in aspects such as nationality and gender. Where appropriate, please focus on the academic age of the applicants rather than their biological age.
- Please refrain from using numerical grades within the different sections of the proposal; only give a final recommendation. Please note that your final recommendation shall be consistent with and explained by your comments.
- For confidentiality reasons, please do not enter contents of the proposal into Large Language Models or other tools of generative AI. Do not use generative AI to write your review.