LimeSurvey

Navigation and reviewing proposals for Distributed Peer Review
General Information

• Detailed information on the implementation and handling of the DPR can be found in our DPR Rules and Guidelines (PDF).

• Make sure you mark on your calendar the deadline for delivering the grades and comments: 15 August 2024.

• Please remember that failing to deliver the reviews in due time will lead to the rejection of the proposals for which you are an applicant/co-applicant (both in the DPR and in the panel review process).

• Please note that:
  • Anonymised data on applications and reviews will be shared with researchers from the Research on Research Institute (RoRI) at the University of Sheffield, for the purpose of analysis and evaluation of the review processes.
  • Anonymised quantitative data (e.g., review scores) may be included in published reports, but no details which identify individual proposals, or applicants, or reviewers will be shared publicly.
  • If you have questions and/or doubts, please do not hesitate to contact us at dpr@volkswagenstiftung.de
Accessing LimeSurvey

- You will receive an email from portal@volkswagenstiftung.de. Please also check your spam folder.
- This email will contain the link and login details.
- Click on the link *Volkswagenstiftung - distributed peer review* for direct access.
- Please log in using the details provided in the email.
- You will be given access to your DPR area.
First step: Sign the Data Protection Information

- Please start by reading the privacy statement and answering some demographic information. This can be accessed here.
- Read it carefully.
- Sign it by ticking the checkbox at the bottom of the window. Submit the signed agreement by clicking on the “Next” button.
- WARNING! This action is not reversible!
- You will be asked to provide some demographic information about yourself.
Reviewer Characteristics

- As part of the scientific evaluation of the DPR experiment, we would like to ask you to provide some demographic information. The questions will not be used to make funding decisions but may help us to evaluate and improve the peer review process. These questions will only be asked once.
- Please answer all the questions.
- Submit by clicking “Submit”
- WARNING! This action is not reversible!
- You will not be able to make any change after you have submitted. Therefore, before submitting, make sure all answers are final!
- On the home page, you will now see a message confirming that you've completed the survey.
Proposal Navigation

- On the home page, you will see a list of the proposals that are assigned to you.
- You can download the proposal by clicking the download button.
- Click on the Survey button to start the review.

You can always go back to the home page.

Proposal details are displayed here.

You can also download the proposal text here (it might open in a new window depending on your browser settings).
Report a Conflict of Interest

• Please note that in some cases it has been necessary to redact passages to protect the anonymity of applicants.

• Despite of the text anonymisation, you may still encounter possible conflicts.

• A conflict must be flagged only under exceptional and well justified circumstances.

• To declare a conflict, select “Yes, I am familiar with the exact proposal and want to report a conflict of interest”.

• Then click on the “Submit” button.

• The action is not reversible. Please make sure you have checked that all is correct before confirming.
Proposal Grading

- If you are not familiar with the proposal, tick the appropriate box.
- The questions for the evaluation of the proposal will be displayed.
- Please evaluate the following aspects, which reflect the criteria of the call:
  - Check the boxes according to your evaluation. Please make use of the full grade range.
  - The four components above should inform your overall vote.
Enter any comment you may have in the text field “Comment/Evaluation”.

In this process, keep in mind that you should provide feedback of the same quality you are expecting from your peers. Also, consider that the main purpose of the feedback is to suggest ways of improving both quality and clarity of the proposal.

The comments you enter will be passed to the applicant verbatim.

Consider the directions in the DPR – Rules and Guidelines, Section 5, when reviewing.

It is not necessary to write a lengthy comment. An informative review can be only a few sentences in length if it is concise and relevant. Please avoid writing only a single, generic sentence.

Note that you need to provide a minimum number of characters (500).
After having reviewed the proposal, you are asked to provide a self-evaluation of your expertise level for the proposal under review and the time you spend reviewing the proposal.

Regarding the disciplinary fit, please choose one of the answers provided.

The questions will not be used to make funding decisions about the proposal but may help us evaluate and improve the process of peer review.

This information will not be shared with the applicants.

You can save your answers and return to them later ("Resume later" top right).
Submission of Reviews

- Once you have completed the evaluation and answered all the questions, please click ‘Submit’ to complete the review of this proposal.
- You will not be able to make any change after you have submitted. Therefore, before submitting, make sure all answers are final!
- WARNING! This action is not reversible!
- Once you have completed the review, the status will turn green and show the date of the review.
- As long as you can still click on you will have access to the survey for a specific proposal.

Please note that there is no final "Submit" button once you have completed the surveys for all the proposals assigned to you.
Thank you for participating in the DPR experiment

Your DPR Team at Volkswagen Foundation