



CSP Charitable Trust
Registered Charity No. 279882

The Chartered Society of Physiotherapy Charitable Trust Peer Review Policy

The Chartered Society of Physiotherapy Charitable Trust (CSPCT) research award applications are reviewed by the Trust's Scientific Panel, and may at times be reviewed by external peer reviewers.

Applications

Following the submission deadline and confirmation of receipt, applications will initially be assessed by the Charitable Trust and Awards Officer, on the following:

- Is the lead applicant a full member of the CSP?
- Is the lead applicant HCPC registered?
- Has the application form been completed correctly and in full?
- Has the word limit been adhered to?

Review

The Charitable Trust and Awards Officer will allocate applications to the CSPCT's Scientific Panel, based on the expertise of the panel members, and will ensure that this correlates with the research area the application relates to, as much as is possible.

Each application will be reviewed by five expert researcher panel members, avoiding any actual & potential conflicts of interest (please refer to the CSPCT conflicts of interest policy for further details). In addition, applications will be reviewed by a Health Economist, Statistician and Service User; all of whom will also be members of the Scientific Panel. Where the Health Economist or Statistician are conflicted, alternative one-off external reviewers will be sought from the respective profession.

Applications will be assessed by all panel members on whether they are within the scope of the charitable objects as per the charity's research strategy and whether the research reaches the appropriate standard of quality.

Each application will have panel members allocated as lead and second speakers. During the panel meeting, the lead speaker will present each project, and following discussion, panel members will score applications anonymously, with the Charitable Trust and Awards Officer collating scores and compiling a ranked list of projects once all applications in the scheme have been reviewed.

Based on the ranked list of scores, the panel will decide a cut-off of applications that are of sufficient scientific quality, and meet the CSPCT's research strategy

and the terms of the funding call. Applications scoring lower than the cut-off will be rejected. Applications scoring higher than the cut-off will be recommended for funding, and presented for approval at the next CSPCT meeting.

Where the panel feels further input would be beneficial from peer reviewers, in order to reach a decision on a particular applications, external reviewers will be sought. These reviewers will be asked to provide comments and an overall recommended score, according to the MRC's standard criteria for peer review (please refer to the MRC Reviewers Handbook for further details, [Reviewers Handbook Jul13v1.pdf \(ukri.org\)](#)). The Charitable Trust and Awards Officer will send reviews on to the Chair of the Scientific Panel, as well as the appropriate panel members. A summary of these reviews will be sent to the whole panel, in order for anonymous scoring to take place, and for a decision to be reached.

After approval by the CSPCT, all applicants will be provided with appropriate feedback from the Panel, including anonymised external reviewer comments, where applicable. Applications requiring minor changes will also receive feedback as above, and will be provided with the opportunity to revise their application, in order to meet any conditions of award.

Successful applicants will be expected to provide annual progress reports and submit a final report, including a final financial statement, at the end of their project. They will also need to update Researchfish during the course of their projects and for three years post-project.

Unsuccessful applicants will be able to reapply at the next available funding round.