Joint Funders Group
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Résumé for Researchers (R4R)-like Narrative CV: Reviewer Guidance Starter Guide

Background and purpose

This guide provides a reviewer guidance 'starter' for those embarking on the journey of adopting a Résumé for Researchers (R4R)-like narrative CV. This guide is informed by observations of commonalities and best practice by Joint Funders Group members', however some of the identified considerations are aspirations that members of the Joint Funders Group and you, as a funder, might find useful in developing your own R4R-like CV reviewer guidance.

As a funder developing reviewer guidance for your R4R-Like CVs you might want to consider:

Overall considerations

- Involve relevant stakeholders in the guidance development to ensure its informed, such as, reviewers, panel/committee members and chairs, applicants, call support staff, research support staff, EDI professional staff, organisation development staff, Human Resources staff, research centres, public contributors etc.
- Because this is a revised format of CV, start with an explanation of what a narrative CV is and your organisation's motivation for taking this approach, for example, aligning to the principles of DORA; broadening the types of achievements that can be seen as relevant for the advancement of research and innovation; allowing an applicant to be more fairly evaluated on their vision, appropriate experience, and contributions to science and society, instead of narrow set of criteria.
- In considering the appropriate assessment criteria provided to the reviewers, ensure this reflects your organisation's motivations for adopting the R4R-like CV. Steer reviewers to consider the information submitted in the R4R-like CV, rather than rely heavily on an applicant's publication record. Consider how the R4R-like CV will be used as a document in support of the application, for example will the R4R-like CV be 'assessed'/'scored'/'weighted' in the overall application assessment.
- Make it clear what should not be included by applicants and therefore not considered by reviewers as appropriate, for example, reference to metrics such as journal impact factor, h-index and total number of publications are not permitted. It's also useful to briefly explain why your organisation has committed to responsible research assessment.
- Be clear how the R4R-like CV will be used within the context of the application i.e. as a tool that helps evidence the applicants experience and/or potential to undertake the submitted proposed work.
- Ensure guidance is provided for reviewers to take into account 'Additions' or Career Break information.
- Consider the different reviewer roles, such as, peer reviewers, panel/committee members and panel/committee chairs and ensure the guidance reflects the remit of their role and contribution to the assessment of the application.
- It's useful to determine a consistent location for the guidance, such as within the reviewer form or a separate reviewer guidance document.
- Wherever possible, consider linking or directing to call or scheme-specific guidance as appropriate.
- It's best for guidance to be written in an accessible and structured way, using clear and concise language.

- Guidance should be inclusive for neurodiversity and immersive readers.
- With this being a different approach for you as funder, it's useful to outline what reviewers (peer reviewers and committee/panel members) have access to such as the ORCID profile and CV, how they can access these materials.
- Where you have provided applicants with examples or lists of topics that the applicant might address, be clear to reviewers if applicants were not required to address all topics listed and could have provided additional topics.
- Depending on the type of funding call, inform reviewers if applicants are able to highlight past activity or could include future and planned activities.
- Consider providing a named contact within your organisation for specific questions.

Training and Support

- Consider the additional resources/ tools that your reviewers might need to accompany the guidance and how this could be provided e.g. webinars, FAQs, videos, signposting to other materials and support, specialist panel member roles/responsibilities.
- Ensure you inform reviewers of any training materials to be completed, briefing videos to be watched in full or documents to be signed and returned in advance of their undertaking of the reviews or attending a panel/committee meeting.

Evaluation

It's best practice to evaluate new interventions and processes to ensure they are not creating any unintended consequences. This is critical in culture change. It is strongly recommended that you build in an evaluation phase to your introduction/use of your narrative CV and funding management. This can cover many aspects of the documentation and process.

- Consider finding out what your reviewers thought of your guidance. You might use the Shared Evaluation Framework questions, and then use the feedback to improve and enhance the guidance.
- Share your anonymous evaluation findings with other funders via the Joint Funders Group to build the evidence base and help improve the research and innovation landscape.

Version Control

Version Number	**Status**	**Revision Date**	**Author(s)**	**Summary of Changes**
1.0	Complete	March 2022	Joint Funders Group	New resource created

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