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Dear Dr. Tuttlebee

### **The Individual Grant Review Process**

At the end of an EPSRC-supported research programme, there is a requirement for a report on the research undertaken and a statement of expenditure incurred to satisfy the EPSRC's accountability requirements. The research report, called the Individual Grant Review (IGR), comprises a partially pre-filled form, a self-assessment form and a detailed report.

The purpose of the Individual Grant Review is to allow the EPSRC to make an assessment of the conduct of a research project, its success in meeting its agreed objectives, and to make a preliminary assessment of its quality and impact. The IGR Form and accompanying Report form an integral part of EPSRC's evaluation framework, contributing both to the assessment of individual projects and to the evaluation of the overall EPSRC research and training portfolio. In addition, IGR data may be used more broadly in support of the public understanding of science and engineering.

Assessment is undertaken by peer review using a two stage assessment process:

- a written review by a number of independent assessors, one of whom will have been a referee on the original research proposal,
- followed by consideration by a panel.

In both cases, comments are sought on the achievements/advances arising from the research project and the quality and impact of the results. Assessors and panel members will normally be drawn from the EPSRC College, an invited body of experienced and senior researchers from academia and industry. An important aspect of selecting the assessors is to avoid any possible personal conflicts of interest, which include close working relationships, financial or personal connections with any individual(s) in the academic department(s) or organisation (or any collaborating company or body) from which a proposal or IGR originates.

Assessors typically provide both a narrative assessment of the research undertaken and a rating against a number of evaluation criteria. The Principal Investigator is provided with the assessors' comments and given an opportunity to respond to any factual inaccuracies, prior to the IGR being seen by the panel.




The panel finalises the individual criteria grades and agrees an overall grade that takes into account the relevance of the individual criteria to a particular research project and the degree of risk.

**The Mobile VCE Core 2 Research Programme Assessment**

In the case of the Mobile VCE Core 2 research programme, 3 independent assessors, with expertise appropriate to the research programme, provided individual assessments. These were reviewed by two panel members, different people, along with the IGR, who then presented these to the panel, which comprised 4 people, to decide the assessment ratings. The conclusion of the panel on the ratings to be awarded was unanimous.

Yours Sincerely



Dr. Nafeesa Simjee  
Associate Programme Manager