H. Guidelines for Peer Reviewers and Chairpersons

Example: Here are headings of a package that would be sent to reviewers giving them an overview of the program to be reviewed and instructions for the review process. Send these guidelines to those being reviewed also.

You are asked to provide intellectually fair and disinterested expert evaluation of research sponsored by the [Program/Office]. This evaluation will be considered by DOE managers in setting program priorities and will be used by program managers and researchers to improve their programs and projects.

Project Mission and Goals: It is important that you understand the mission of this program and the general goals. Your review should be conducted with the program mission and relevant goals in mind.

♦ *Mission***:**

♦ *Research Goal***:**

♦ *Research Goal***:**

 The **review criteria** you are being asked to use are:
[EERE core criteria and others, if applicable]

The following criteria definitions will apply:
[EERE core criteria and others, if applicable]

Materials and data provided:
[List]

Evaluation Forms for each project to be reviewed are provided. Please "**discriminate**" by clearly rewarding excellent work with high ratings and giving lower ratings to work you feel should be modified. Evaluation forms should be returned when you are finished.

Consensus: A consensus is not requested for the review. We encourage panel discussion of the relative merits of each project, but want the individual evaluation of each reviewer.

Your comments are extremely valuable and **anonymous** – your name will be listed as a reviewer but attribution of your comments will not be made to either the project/program manager and staff or to DOE management.

At the conclusion of the peer review meeting, we ask that you not depart from the meeting without handing in your comments.