

# **Recruitment Materials for NIMH Peer Reviewer Database Form**

## **Promotional Webpage for NIMH Peer Reviewer Registration Form**

# **Serving on a Peer Review Committee**

To fund the best mental health research, we need diverse and inclusive peer review committees. The National Institutes of Mental Health (NIMH) is looking to expand the pool of peer reviewers with mental health researchers who can bring diverse perspectives to the peer review process. Find out why you might want to apply and how to get involved.

### **What is the NIMH peer review process?**

The NIMH peer review process aims to ensure that grant applications submitted to the NIH are evaluated by scientific experts in a manner free from inappropriate influences. Peer reviewers provide feedback on the scientific merit of grant applications.

### **Why should I apply?**

In addition to serving the scientific community, there are many benefits to being a peer reviewer:

- Gain a better understanding of how applications are evaluated
- Learn what really impresses reviewers and apply that knowledge to your future applications
- Get the opportunity to network with eminent mental health researchers

### **Who can apply?**

Successful applicants should:

1. Have an academic and/or professional doctorate degree.
2. Have at least 1 year of experience at the instructor level or higher. Post-doctoral fellows might be considered if they have at least 5 years of experience.
3. Demonstrate evidence of an active research program through things like publications and funded research studies.

### **How do I apply?**

1. Click on the [NIMH Peer Reviewer Registration Form](#) to submit your application.
2. Your information will be reviewed by staff at NIMH for eligibility to serve as a reviewer.
3. You will receive an email informing you of the outcome.

If you have questions, contact us at [NIMH-ReviewerGroup@groups.nih.gov](mailto:NIMH-ReviewerGroup@groups.nih.gov).

## **Social Media Messages**

### **Tweets**

We are looking to expand the pool of peer reviewers with researchers who can bring diverse perspectives to the peer review process. Apply today: [link to webpage](#)

To fund the best mental health research, we need diverse and inclusive peer review committees. Apply to become an NIMH peer reviewer today: [link to webpage](#)

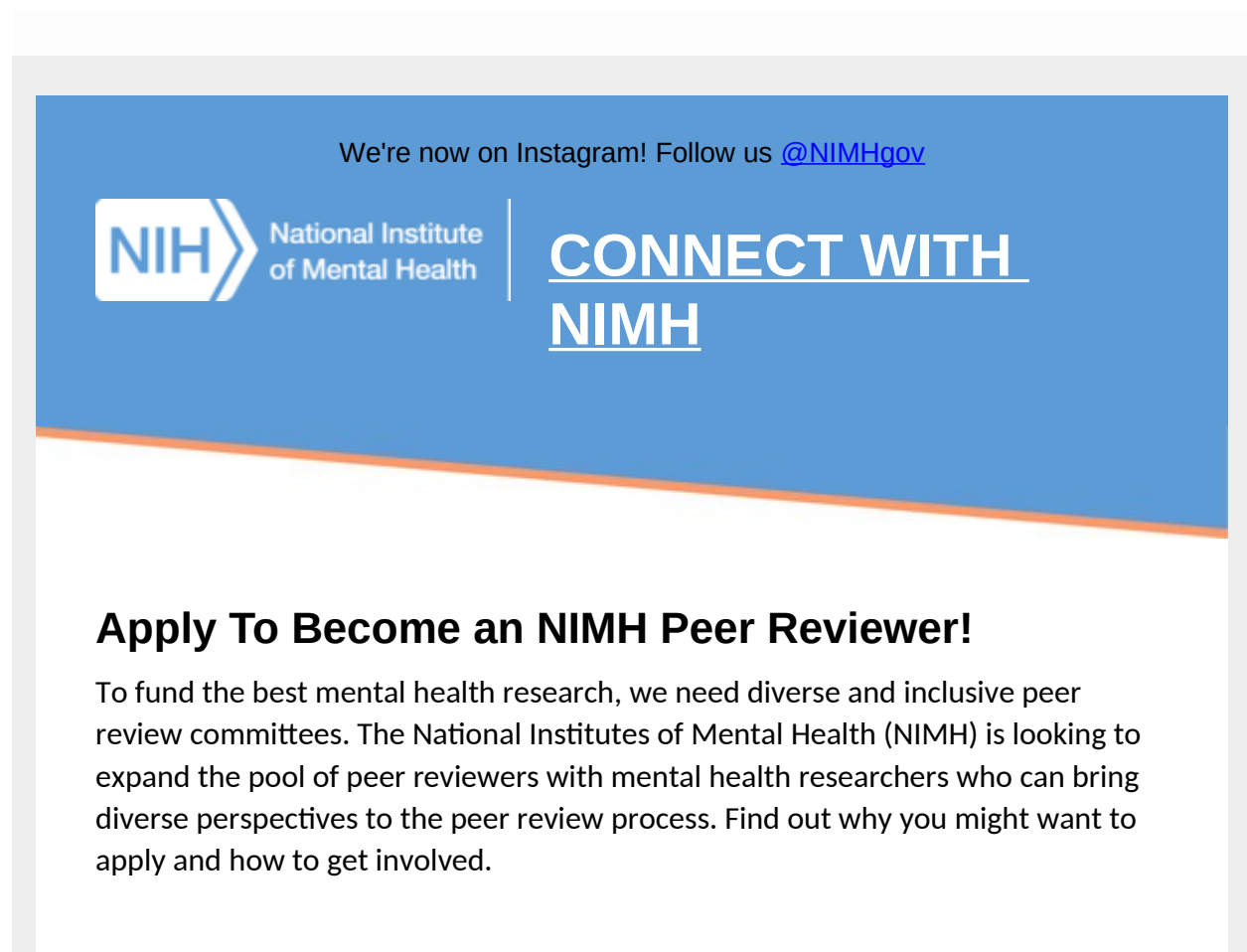
Interested in gaining a better understanding of how NIMH grant applications are evaluated? Apply to become a peer reviewer: [link to webpage](#)

We want to make sure our peer reviewers represent the diversity of viewpoints in the research community. Apply to be become a NIMH peer reviewer today: [link to webpage](#)


### LinkedIn

To fund the best mental health research, we need diverse and inclusive peer review committees. We are looking to expand the pool of peer reviewers with mental health researchers who can bring diverse perspectives to the peer review process. Find out why you might want to apply and how to get involved. [link to webpage](#)

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### Apply To Become an NIMH Peer Reviewer!

To fund the best mental health research, we need diverse and inclusive peer review committees. The National Institutes of Mental Health (NIMH) is looking to expand the pool of peer reviewers with mental health researchers who can bring diverse perspectives to the peer review process. Find out why you might want to apply and how to get involved.

[Learn more](#)



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of Mental Health



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## Recruitment Letter

Dear \_\_\_\_\_,

The NIH peer review process forms the cornerstone of the NIH extramural research mission and seeks to ensure that applications submitted to the NIH are evaluated by scientific experts in a manner free from inappropriate influences. The first level of review (initial peer review) is an assessment of scientific and technical merit and is conducted by a Scientific Review Group (SRG) composed primarily of non-federal scientists who have expertise in relevant scientific disciplines and current research areas.

There are numerous benefits to serving as a reviewer for NIH, including improving one's grantsmanship by being able to observe how applications are evaluated, having the opportunity to network with eminent researchers who are also serving as reviewers, and being of service to the scientific community.

The National Institute of Mental Health (NIMH) is the lead federal agency for research on mental disorders: <https://www.nimh.nih.gov/>. The NIMH is interested in expanding its pool of available reviewers with researchers who can bring diverse perspectives to the evaluation of applications.

**Reviewer Qualifications:** Successful applicants should: 1) Have an academic and/or professional doctorate degree. 2) Have at least 1 year of experience at the instructor level or higher. Post-doctoral fellows might be considered if they have at least 5 years of experience. 3) Demonstrate evidence of an active research program, such as through publications and funded research studies.

**Directions:** 1) Click on the following link [NIMH Peer Reviewer Registration \(office.com\)](#) to submit your application to be entered as a reviewer in the NIMH Database. Please note that you will also be asked to email your CV or Biosketch (Word or PDF format) and to register for a NIH Commons ID (or provide your ID if already registered). 2) Your information will then be reviewed by staff at NIMH for eligibility to serve as a reviewer. 3) You will receive an email informing you of the outcome.

If you have questions, contact us at: NIMHReviewer mailbox

## Email to confirm that application was received

Dear Dr. \_\_\_\_\_,

Thank you for your interest in serving as a peer reviewer for grant applications submitted to the National Institute of Mental Health (NIMH). This message is being sent to verify that your information was received. You will receive another email within 3-5 business days to notify you of your eligibility status. If you need to update/correct any of the information that you submitted, please send an email with any changes to: [[mailbox created for NIMH Reviewer Database](#)].

Thank you,  
NIMH Scientific Review Branch

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## Email to notify applicants that they are eligible

Dear Dr. \_\_\_\_\_,

You recently applied to serve as a peer reviewer for the National Institute of Mental Health (NIMH). I am pleased to inform you that you have been found qualified to serve as a reviewer. Your information will be entered into a database that NIMH Scientific Reviewer Officers (SRO) can use when searching for potential review panel members with needed experience and expertise.

Please note that being in this database does not guarantee that you will be called upon to serve as a reviewer in the near future. Being invited to serve as a reviewer is dependent upon numerous considerations including most importantly the expertise needs required to evaluate the applications

being reviewed. If you have any questions, please email them to: [[mailbox created for NIMH Reviewer Database](#)].

Thank you,  
NIMH Review Branch

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## Email to notify applicants that they are not eligible

Dear Dr. \_\_\_\_\_,

You recently applied to serve as a peer reviewer for the National Institute of Mental Health (NIMH). Unfortunately, you were not found to be eligible to serve as a reviewer at this time. This determination was made based upon one or more considerations including but not limited to your current academic appointment, expertise profile, and/or publication history. As your career advances, please feel free to re-apply in the future. If you have any questions regarding this decision, please email them to: [[mailbox created for NIMH Reviewer Database](#)].

Thank you,  
NIMH Review Branch