

Reporting template

Project name:

Reviewer:

Rating scale: '1' = does not meet the criteria at all, 5 = mid-point, to '7' = meets criteria completely

Part One

Quality review criteria	Rating	Reviewer comments
The purpose of the research/evaluation/analysis is clearly defined		
The research questions are clearly defined		
The research design is appropriate and feasible		
The research methods are correctly applied: <ul style="list-style-type: none"> • Quantitative data analysis techniques are robust & appropriate • Qualitative analysis methods are clearly defined and correctly applied 		

Quality review criteria	Rating	Reviewer comments
Conclusions are based on evidence		
Limitations are correctly identified		

Reporting "products" are appropriate for the intended use/audience		
There is coherence, consistency and a clear line of integration across the documents associated with the research/evaluation/analysis (ie scoping document, research/evaluation plan and report, dissemination papers)		
Other comments (as appropriate)	-	-

<i>Quality review criteria</i>	Rating	<i>Reviewer comments</i>
Overall summative comments		

Part 2

Suggestions about how:

- the impact¹ of the research/evaluation could be improved
- we can improve the review process for the next review.

¹ Impact is defined as “the evaluation/research is planned, conducted and reported in ways that encourage use of research/evaluation findings”