

## Appeals Process

### 1. Introduction

This policy establishes procedures and responsibilities for appeal in the case of an unsuccessful Full Application for a Molecular Medicine Ireland Clinician Scientist Fellowship.

The aim of the MMI appeals process is to ensure that MMI's review process has been fair and reasonable. The appeal procedure is not a peer review process, and will not re-open a peer review process. The appeal may address any procedural errors in the peer review process or other aspects of review including: unaccounted-for conflicts of interest, inappropriate consideration of rumour / hearsay, or incomplete / inconsistent documentation being made available to the reviewers.

MMI makes every effort to select qualified and relevant experts to give their independent assessment of applications. The judgment, interpretation, or level of understanding of these experts is not grounds for appeal.

Award of MMI Clinician Scientist Fellowships is discretionary and the appeal process is not an adversarial one. A formal hearing, therefore, is not provided. Because factors such as programme budgets and priorities apply, MMI cannot ensure that an appeal will result in an award, even if error is established in connection with the initial review.

### 2. Procedures

The appeal process has two stages:

#### (1) Explanation by the MMI Programme Manager – Education & Training

A candidate whose application has been declined is encouraged to request more information from the MMI Programme Manager – Education & Training. The Programme Manager will afford the candidate an opportunity to present his/her point of view, will provide additional information if any exists, and will take any further action that seems appropriate.

#### (2) Review by the Chair of the MMI Board of Directors

If dissatisfied with the explanation provided under Section (1), the candidate may request in writing to the MMI Chief Executive that MMI reconsider its decision. MMI will consider such a request only if the candidate has first sought and obtained an explanation under the procedures describe in Section (1), only if the request is received by MMI within 30 days after the date of the notification of unsuccessful application, and provided that the candidate's request for an appeal is endorsed by the host institution. In the letter requesting the appeal, the candidate should explain why he/she believes that the declination was unwarranted and why he/she is not satisfied with the review conducted under the procedures described in Section (1), above.

If the request meets these criteria, the Chair of the MMI Board of Directors is responsible for reviewing the appeal and the record of earlier processes (including the original review of the Full Application and the review conducted under Section (1)). The Chair of the MMI Board of Directors may personally consider the appeal or may designate another Member of the Board to do so.

The Chair of the MMI Board of Directors will furnish the results of the appeal, in writing, to the candidate.

**The decision made by the Chair of the MMI Board of Directors is final.**

\*MMI will review this policy on a regular basis and may update it from time to time. Policy updates will be effective on the date that the update is posted on the MMI website. Please check the MMI website regularly for updates.