

# Guidelines

## for Reviews in the Area of Library Services and Information Systems

### I Programme Information

As part of its Scientific Library Services and Information Systems Programme, the DFG funds projects at research institutions and other research service and information centres in Germany. The aim is to set up efficient nationwide research information systems.

An overview of funding opportunities is available at

[www.dfg.de/lis/en](http://www.dfg.de/lis/en)

#### **Please note:**

General Guidelines for Reviews (DFG form 10.20) are available at:

[www.dfg.de/formulare/10\\_20](http://www.dfg.de/formulare/10_20)

The review should not exceed two pages in length.

## II Structure of the Review

1. How would you assess the **quality of the project in the context of the relevant research programme**, especially with regard to the nationwide, interdisciplinary or subject-specific relevance of the project?
2. How convincing are the **objectives and work programme** in terms of the environmental analyses, quantitative framework and user orientation? Please comment on the strengths and weaknesses of the planned approach and the appropriateness of the schedule.
3. Are existing infrastructures and standards adequately taken into account? What is your assessment of any plans to preserve project findings?
4. How would you evaluate the soundness of the preliminary work and the **qualifications of the applicant** – both in general and in terms of the proposed project? Is the applicant qualified to independently lead the proposed project?
5. How would you assess the **work environment and the research and/or infrastructural environment** at the institution where the project is to be carried out?
6. Please provide a **clear recommendation** as to whether the proposal should be approved. If so, comment on whether the requested funds are justified and reasonable in relation to the proposed project, making recommendations for adjustments to the budget as necessary.
7. Other aspects

If the proposal involves requests for specialised literature, please note the following:

Funds for purchasing specialised scientific publications may be granted in exceptional cases where the publications in question must either be permanently available to the project but are not purchased by the institution, or when they are not available through interlibrary loan. With this in mind, please state explicitly whether you believe the funds for procuring the specialised literature listed in the proposal should be approved.