



Peer Reviewer Position Description

The ASHP Foundation seeks qualified volunteers to serve as peer reviewers for Foundation grant programs. ASHP Foundation chooses peer reviewers based on their knowledge, education, and experience. ASHP Foundation is interested in peer reviewers with experience in health service research focused on optimizing medication use and outcomes with current practice in health systems and/or training the pharmacy workforce and interprofessional team.

The ASHP Foundation seeks to engage qualified peer reviewers representing the diversity of the pharmacy workforce and the communities they serve.

Peer reviewer applications are solicited annually for review and appointment by the ASHP Foundation Board of Directors to serve a two-year term.

Why Serve as a Peer Reviewer

This is a wonderful opportunity to give back to the profession of pharmacy, help the ASHP Foundation fund projects that will best advance patient care and pharmacy, support pharmacist investigator's careers, and observe what methods are being applied to answer profession-centered research.

Should you agree to serve and be appointed by the ASHP Foundation Board of Directors, the Foundation will acknowledge your service on a list of volunteers. In addition, we will confirm your appointment to an official at your organization, upon your request.

Peer Reviewer Requirements

Prospective peer reviewers must:

- Have research experience, such as conducting or mentoring research or serving on an IRB or review committee.
- Have completed education and training as a pharmacist (e.g., B.S.Pharm., Pharm.D., Ph.D.) or other healthcare professional (e.g. B.S.N., D.NP., M.D.)
- Review eligible applications against published evaluation criteria within specified timelines
- Provide written and oral comments based on their professional knowledge, not their personal opinion

They must also:

- Have expertise in the subject area to be reviewed.
- Input review scores and comments into an online portal
- Be prepared for oral discussion of scores and evaluation with other reviewers on the panel

In addition, potential peer reviewers must have the highest level of personal standards to:

- Ethically review proprietary information
- Maintain confidentiality
- Avoid any conflict of interest

Term of Service and Time Commitment

- Peer reviewers will serve a two-year term and may be invited to extend.
- Review panels for specific grant programs will be selected from Foundation Board-approved reviewers who meet relevant expertise specific to the grant.
- Time commitments vary, depending on the grants under review and the number assigned. Any time commitment on a panel will require a concentrated focus over a block of time, usually four weeks.
- Peer reviewers may be asked to serve on more than one panel during their term of service.

How to Apply

For the ASHP Foundation to consider you as a peer reviewer, complete the online application during the annual call: August 1 – September 15.

The application requires submission of contact information, current engagement in research, expertise and experience in practice and research topics, a brief biography and upload current biosketch or curriculum vitae.

Prospective peer reviewers should visit the [ASHP Foundation Research page](#) for information about how to apply.

What Happens After Submission

Applications are reviewed and presented to the ASHP Foundation Board of Directors for approval. Once approved, peer reviewers are notified and begin their two-year term.

For More Information

To learn about recent and current ASHP Foundation grant programs visit the [Research Grants](#) page. For additional information about being a peer reviewer or Foundation grants, please contact us by email at foundation@ashp.org.