



Mid-term review

Why?

The most common reasons to execute a mid-term review are:

- 1) Obligation by financial sponsor(s)
- 2) Desire of project partners to acquire insight in current performance and opportunity to make improvements

How?

A mid-term review can be executed in a variety of ways. The following may be taken into consideration:

- 1) Selection of the mid-term review committee members:
 - a. Who selects the members, the project partners or the financial sponsor? In the latter case, conflicts of interest may play a role i.e. when direct competitors are selected as reviewers
 - b. Variation in background of experts to cover scope of the project
 - c. International versus national experts
 - d. Number and role of reviewers:
The number may be guided by the size of the project
A chair and a secretary should be appointed next to committee members
- 2) How will the mid-term review be executed
- 3) How will results from the mid-term review be recorded to foster follow-up

What?

An overview of topics to consider for execution of a mid-term review:

- 1) Time-line of mid-term review process
- 2) Preparation of the supporting documentation for review
- 3) Interaction of the mid-term reviewers with the project partners
- 4) Alignment of the opinion of individual mid-term review committee members to achieve a consensus judgment

Support

Should you be interested in executing a mid-term review, Science Business Support is able to assist you with:

- 1) Detailed advice on the set-up of the mid-term review
- 2) Templates for mid-term review timelines, supporting documentation and mid-term review report
- 3) Support as secretary to the mid-term review committee handling the discussions and alignment between the mid-term review committee members and communication of the final judgment

Please contact Margot Beukers via info@sbsupport.nl to enquire for more information.

