

# FACULTY OF BUSINESS AND LAW

## Peer Review Process Flow Chart for STAFF Human Research Ethics Application (L1 and L2)<sup>1</sup>

### 1. Application

**Applicant/Chief Investigator:**

- Reviews application in the light of the HREC Reviewer Checklist<sup>3</sup>
- Application complete, methodologically acceptable.
- **Copy & paste relevant sections into Peer Review template**
- Advice on HREC application can be obtained from Research Ethics Advisors.<sup>2</sup>
- Chief Investigator signs and forwards Peer Review template to [FBL-PeerReview@newcastle.edu.au](mailto:FBL-PeerReview@newcastle.edu.au)

### 2. Chair of Peer Review Panel

**Chair of Peer Review panel:**

- Allocates and forwards Peer Review template to appropriate Peer Reviewer.
- Unacceptable or incomplete Peer Review template; returned to CI with comments for revision

### 3. Peer Review

**Peer Reviewer:**

- Reviews Peer Review template against the criteria listed in the "G2 + HOS Declaration" included in Part G2 of the HRE application.
- Acceptable and endorses as Peer Reviewer via email to: [FBL-PeerReview@newcastle.edu.au](mailto:FBL-PeerReview@newcastle.edu.au) for Chair, Peer Review Panel.

### 3.1 Incomplete/Unacceptable

**Peer Reviewer:**  
Application: incomplete or unacceptable. Forwards directly back to CI with feedback and asks for re-submission.

### 4. Approval Chair of Panel

**Chair of Peer Review Panel:**  
Peer Review template checked and signed by Chair, Peer Review Panel then forwarded to HOS for signature.

### 5. Approval HOS

**Head of School:**  
Peer Review template checked and signed by HOS.  
[FBL-PeerReview@newcastle.edu.au](mailto:FBL-PeerReview@newcastle.edu.au)  
Forwards fully signed G2 + HOS Declaration page (G2 in application) to CI

### 6. Chief Investigator

**Chief Investigator:**  
Chief Investigator receives fully signed G2 + HOS Declaration page for submission to central HRE Committee at: [human-ethics@newcastle.edu.au](mailto:human-ethics@newcastle.edu.au) with Full HRE application and associated documents.

1. The HRE application forms and guidelines are available at <http://www.newcastle.edu.au/service/human-ethics/application-procedures/forms-and-guidelines.html>. Applicants submitting an [NEAF](#) application (L3) should consult Chair of the panel to arrange peer review of research proposal.
2. Faculty Research Ethics Advisors: [A/Prof Kala Saravanamuthu](#) and [Dr Colin James](#)
3. The HREC Reviewer Checklist is available at <http://www.newcastle.edu.au/Resources/Divisions/Research/Units/Human%20Ethics/HREC-Reviewer-checklist.pdf>