

FACULTY OF BUSINESS AND LAW
Peer Review Process Flow Chart for STUDENT HRE Application (L1 and L2) ¹

Peer Review Process STUDENT Flowchart V8 March 2011

1. Application

STUDENT: Completes draft HREC Application. Copy & paste relevant sections into Peer Review template.

2. Supervisor/CI Review

Supervisor /Chief Investigator:

- Reviews application in the light of the HREC Reviewer Checklist³
- Application complete, methodologically acceptable.
- Advice on HREC application can be obtained from Research Ethics Advisors.²
- Supervisor signs as CI
- Supervisor checks Peer Review template and forwards Peer Review template to FBL-PeerReview@newcastle.edu.au

2.1 Incomplete/Unacceptable

Supervisor:
 Application &/or Peer Review template incomplete or not satisfactory: Supervisor returns documents to the student and works with them on amendments.

3. Allocation of Peer Reviewer

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

4. 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 for Chair, Peer Review Panel.

4.1 Incomplete/Unacceptable

Peer Reviewer:
 Peer Review template incomplete or unacceptable. Forwards directly back to: FBL-PeerReview@newcastle.edu.au with feedback and asks for revise and re-submission.

5. 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.

6. Approval HOS

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

6. Supervisor/ 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 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>